

**MINUTES OF THE SPECIAL MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
OFF-SITE ELECTRONIC MEETING
MARCH 30, 2020**

PRESENT: President David Burroughs, Vice-President Aimee Miller, Treasurer Stephanie Butler, Secretary Kelly Gagne, Trustees Phil Albano, Heidi Casburn, and Elizabeth Olson. Library Director Emily Hoffman.

ABSENT: None.

ALSO PRESENT: Staff Members Tim Fitzpatrick, Karen Flamand, Suzann Gemini, Gina Knowlton, Kathy Semrick, and Greg Zielinski; Friends of the Library President Joan Hansen

LATE ARRIVALS: None.

I. CALL TO ORDER

President Burroughs called the Special Meeting of the Board of Trustees of the Town and Country Public Library District to order at 7:15 p.m.

II. ROLL CALL

President Burroughs requested the roll be called. All were present.

III. PUBLIC COMMENT

None.

IV. REVIEW OF PANDEMIC RESPONSE POLICY & PROCEDURES

The Pandemic Response Policy and Procedures, drafted by Director Hoffman, were discussed. Topics of discussion included the process for Emergency Closure of the Library, the process for Extended Closure of the Library, and the process for re-opening the Library after an Extended Closure.

The Library Director, Staff, and Board will work together to develop the process by which the Library will be reopened.

The Library is committed to our community, our patrons, and our staff. Library staff members are developing ideas on how to best provide continuing services to our patrons remotely and how to broadcast guidance on how to access our existing digital resources.

In light of the current guidelines to avoid any unnecessary meetings, the Regular Library Board Meeting scheduled for April 13, 2020, will be

cancelled. A Special Library Board Meeting will be held after Governor Pritzker's upcoming address regarding the State of Illinois' COVID-19 response.

The Friends of the Library Annual Plant Sale, scheduled for Mother's Day weekend, was discussed. A consensus was reached to make a recommendation to the Friends of the Library to postpone until the fall or to cancel the annual Plant Sale.

V. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

At 7:54 p.m. Trustee Albano **moved to go into Executive Session to discuss items relating to personnel and litigation and to reconvene to take no action.** Trustee Olson seconded the motion.

ROLL CALL VOTE:

| | | |
|----------------|---------------|----------------------|
| AYES: | Albano | Burroughs |
| | Butler | Casburn |
| | Gagne | Miller |
| | Olson | |
| NAYS: | NONE | |
| ABSENT: | NONE | ABSTAIN: NONE |

MOTION CARRIED

At 8:00 p.m. Trustee Albano exited the meeting.

At 8:25 p.m. Trustee Olson moved to **reconvene to the Regular meeting to take no action.** Trustee Casburn seconded the motion.

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|----------------|---------------|-----------------|-------------|
| AYES: | ALL | NAYS: | NONE |
| ABSENT: | Albano | ABSTAIN: | NONE |

MOTION CARRIED

XI. ADJOURN

At 8:29 p.m. Trustee Olson moved to **adjourn the meeting.** Vice-President Miller seconded the motion.

AYES: ALL


NAYS: NONE

ABSENT: Albano


ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:29 p.m.



Kelly Gagne, Secretary



David Burroughs, President