

**Matteson Area Public Library District**  
**Board of Trustees**  
**Connecting Via Zoom online Meetings**  
**April 30, 2020 at 6:00 p.m.**

- I. Call to Order
  - President Hunigan called the meeting to order at 6:19 pm.
  
- II. Roll Call
  - Present were Trustees Milfred Moore, Howard Hunigan, Beverly Coleman, Temitope Babayode, Harold Gillis, and Andrea Williams. Also present were Director Kathy Berggren, Assistant Director Lisa Korajczyk, Business Manager Jeanne Mueller, Administrative Assistant Laretta Benford, Colleen VanderHye, Thom Webb, Nikeda Webb, Maria Fonseca, Nikki Thomas, and Lisa Fasano. Trustee Jonathan Currin was absent.
  
- III. Opportunity for Public Comment
  - No public available for comment.
  
- IV. Motion to Approve the Agenda
  - Trustee Gillis made a motion to approve the agenda. Seconded by Trustee Babayode. Ayes 6. Nays 0. Motion carried.
  
- V. Covid 19 Changes
  - Director Berggren reported that she would like to work on a 5-phase plan for getting back to normal in the library.
  
  - Some things being considered.
    - o Check with RAILS and SWAN regarding when they plan to reopen.
    - o Curbside service only for local collections.
    - o No programming.
    - o Meeting room B to be used for storage room.

- Safety equipment and supplies have to be ordered.
- Director Berggren will be meeting one on one with the department heads to discuss their criteria for reopening.
- Reducing the hours of operation.
- Furloughs for part-time and some full-time employees.
- Home deliveries will be on a limited basis.
- Patrons in lobby but not in the library.
- Take temperatures of everyone entering the library through the lobby and through the back door.
- Masks, gloves and hand sanitizers to be available.
- Electronic library will remain open.

#### VI. Budget Options

- The discussion was to continue paying all staff until end of May, with a review at the end of May to be able to continue until the end of June.
  
- Director Berggren indicated the loss of revenue since March 15, 2020.

#### VII. Motion to Adjourn

- Trustee Gillis made a motion to adjourn the meeting. Seconded by Trustee Coleman. Ayes 6. Nays 0. Motion carried.

The Committee of the Whole meeting adjourned at 7:28 pm.