

**RESOLUTION NO 2020-1****Resolution Confirming Essential Governmental Functions**

WHEREAS, the coronavirus (COVID-19) pandemic has affected the Library's ability to provide Library services; and

WHEREAS, in recent weeks, the Illinois Governor has issued a number of Executive Orders addressing COVID-19 issues; and

WHEREAS, Executive Order 2020-32 issued April 30, 2020 extended rules and regulations applicable to the behavior and conduct of individuals, businesses, institutions, and units of government; and

WHEREAS, Executive Order 2020-32 exempts "Essential Governmental Functions" from such rules and regulations, i.e.:

Essential Government Functions means all services provided by the State or any municipal, township, county, subdivision or agency of government and needed to ensure the continuing operation of the government agencies or to provide for or support the health, safety and welfare of the public, and including contractors performing Essential Government Functions. Each government body shall determine its Essential Governmental Functions and identify employees and/or contractors necessary to the performance of those functions.

(emphasis added) (Section 10).

NOW, THEREFORE, the Board of Library Trustees resolve as follows:

1. The Board has determined the following services are Essential Government Functions and may be provided by the Library through the duration of Executive Order 2020-32 and/or guidelines, regulations and orders issued by the Governor and COVID-19 regulatory agencies.
  - a. Leadership, management and coordination of new and ongoing initiatives and all staff work as well as planning for next steps;

- b. Regular maintenance and cleaning of the Library facility including oversight of capital projects;
  - c. Financial, human resources, and business office functions necessary to process payments, manage business relationships, and support staff needs;
  - d. Virtual access to a library of digital materials, including e-books and e-audiobooks, streaming content, curated web content, and databases;
  - e. Production of virtual programming for children, teens, and adults, which may be virtually accessed through the Library's social media channels, website, and by telephone;
  - f. Communication, reference and readers advisory services, account assistance, and community interaction with patrons through the Library's website and social media channels, direct mail, and by telephone, online chat and email; and
  - g. Preparation for fulfillment of telephone, online chat, email, and online requests of physical Library materials through contactless pick-up and returns outside of the Library.
  - h. Preparation for opening the building to the public.
  - i. Providing curbside pickup of physical materials should it be judged safe to do so by the Library Director in consultation with the Board President.
1. The Board grants authority to Eric Bailey, Library Director, to identify and schedule specific employees and/or contractors to perform the Essential Government Functions outlined in Paragraph 1 above.
  2. Library Staff is authorized to proceed with implementing the guidelines and regulations issued by the Governor and COVID-19 regulatory agencies.

3. This Resolution is effective upon passage.

PASSED May 19th, 2020 pursuant to roll call vote as follows:

AYES: Jerch, Hayes, Heintzelman, Stroh, Butler, and Meierhoff

NAYS: None

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Kathleen Meierhoff, President  
The Board of Library Trustees  
of the Lake Bluff Public Library

ATTEST:

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Janie Jerch, Secretary  
The Board of Library Trustees  
of the Lake Bluff Public Library

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