

FOX RIVER GROVE PUBLIC LIBRARY DISTRICT
REGULAR MEETING of the BOARD OF TRUSTEES
Tuesday, December 1, 2020 at 6:30 p.m.

MINUTES

In accordance with Governor Pritzker's Disaster Proclamation of November 13, 2020, this was a fully online meeting.

CALL TO ORDER AND ROLL CALL: 6:31 p.m. by President Medina. Campbell, Cooper, Gans, Thew, Spiek, and Steeves. All via Zoom, all confirmed visual and audio. Gipson absent.

INPUT FROM CITIZENS: Friends of the Library had nothing to report.

CORRESPONDENCE AND LIBRARY NEWS – All correspondence discussed.

- 1) Planning Projection for 2020 Extension
- 2) Reduction of Quarantine for items in RAILS delivery
- 3) Chicago Public Library says eliminating fines has paid off
- 4) Village Hall Closed Beginning 11/13

CONSENT AGENDA

- 1) Items to be included in Consent Agenda
 - a. Minutes from the October 20, 2020 Board Meeting
 - b. Minutes from the October 29, 2020 Facilities Committee Meeting
 - c. Minutes from the October 30, 2020 Budget Committee Meeting
 - d. Treasurer's Report Including Transfer of Funds Totaling \$46,500 for Anticipated November Bills and Three Upcoming Payrolls
- 2) Consent Agenda Approval (voice vote) - Gans moved to approve, Campbell second, voice vote, all ayes. Gipson absent.

COMMITTEE REPORTS

- 1) Facility Committee: Met Thursday, October 29, 2020, at 10 a.m. Minutes were discussed.
- 2) Budget Committee: Met Friday, October 30, 2020, at 1:30 p.m. Minutes were discussed.
- 3) Policy Committee: Did not meet. Two policy changes will be agenda items at the January 19, 2021 meeting.

REPORT OF THE DIRECTOR

- 1) Trustee Candidate Packets – Steeves reminded board member election packets are available on-line or in the library. Completed packets can be dropped off starting December 14, 2020 through December 21, 2020.
- 2) RAILS Grant – Steeves shared that the videos are complete and sent copies to the board. She will roll out the videos to the community in the coming weeks.

SPECIAL REPORTS

- 1) Youth Services – Diversity grant was not approved. Acknowledgement of the strong effort put forward by Dana Fanslow.

UNFINISHED BUSINESS (all possible action items)

- 1) Levy for Tax Year 2020 - Cooper moved to approve, Gans second. Voice vote: Cooper, Gans, Thew, Spiek, and Medina ayes, Campbell abstain. Gipson absent.
- 2) COVID-19 – Board happy with all the ways the Library continues to partner with the community during COVID times.
 - a. Review of Staff Surveys – Steeves presented results of staff survey.
 - b. Revised Hours Starting in January 2021 – Steeves proposed new operating hours for more consistency. Gans moved to approve, Cooper second, voice vote, all ayes. Gipson absent.
 - c. Fine-Free Status – Steeves discussed going fine free in 2021. Circulation policy will be updated and presented at the January 19, 2021 meeting.
- 3) Architect Proposal - Fred Schuster, Alison Andrews, and Maggie Crane from Wold Architects presented an architecture proposal for in-depth price estimates on various facility projects. Campbell moved to approve, Spiek second, voice vote, all ayes. Gipson absent.

NEW BUSINESS (all possible action items)

- 1) Closed session minutes review due 12/31 (July-December) – No closed sessions occurred during July 2020-December 2020.

TRUSTEE COMMENTS: Cooper really enjoyed the Winter newsletter with the names and pictures of the staff. Nice to put names to faces. Medina agreed. Gans wished everyone a great holiday season. Spiek watched the Rails Grant videos and loved them. He thought they really highlighted the community of Fox River Grove. He thought the staff and volunteer patrons did a great job. Thew reminded the board that in January 2021 of the statutory biennial review of the collection development policy. Thew also reminded the board of the reporting of their per capita grant assignment at the January 2021 meeting. Make sure you do your homework on the Standard for Illinois Public Libraries document. Medina asked board members to supply Steeves with items from the document they want to share with others. Steeves will aggregate the topics and include in January's packet.

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ADJOURNMENT – Gans moved to adjourn at 7:46 p.m. Campbell second.

The next regular board meeting is scheduled for January 19, 2021 at 6:30 p.m.

Respectfully submitted,

Jeff Medina, President

Jennifer Thew, Secretary