

FOX RIVER GROVE PUBLIC LIBRARY DISTRICT
REGULAR MEETING of the BOARD OF TRUSTEES
Tuesday, August 17, 2021 at 6:30 p.m.

MINUTES

CALL TO ORDER AND ROLL CALL – 6:30 p.m. by President Gipson. Campbell, Cooper, Spiek, Navik, Augle, and Steeves present.

INPUT FROM CITIZENS – Dana Fanslow, Youth Services Manager, was in attendance.

CORRESPONDENCE AND LIBRARY NEWS - All correspondence discussed.

- 1) Per Capita Grant
- 2) ALSC supports 2021 Bound to Stay Bound, Melcher, and Spectrum Scholarships
- 3) Governor Pritzker Announces Mask Mandate for PreK-12 Schools

CONSENT AGENDA

- 1) Items to be included in Consent Agenda
 - a. Minutes from the June 15, 2021 Board Meeting
 - b. Treasurer's Report Including Transfer of Funds Totaling \$82,000 for June and July Bills and Two Upcoming Payrolls
 - c. FOIA Information for 2021-2022
 - d. Tentative Budget & Appropriation Ordinance 2021-9-1
- 2) Consent Agenda Approval - Campbell moved to approve. Cooper second. Roll call vote, all ayes.

LIAISON REPORTS – Each liaison read their reports into the record.

- 1) Policy – Gipson noted the attorney sent the library a memo regarding changes in state law covering whistleblower activities. Gipson and Steeves agreed that we did not need to designate an in-house whistleblower report auditor but would instead defer to the County State's Attorney. Per the memo, Steeves requested Written Processes and Procedures for Auditing Whistleblower Reports from the County State's Attorney on 7/21, no reply received yet. Also per the memo, Steeves sent the relevant section of the Illinois statute to all staff July 12 and will do so annually going forward. The governor did not extend orders relaxing in-person meeting requirements, so we will meet according to OMA rules and our existing remote meeting policy.
- 2) Finance – Campbell received the Tentative Budget and Appropriation Ordinance from Steeves after the attorney reviewed it and had no changes. The final B&A and hearing should be on the September agenda. Campbell noted financial audit was completed. Results to be presented to the board at the September board meeting. IMRF audited our filings and procedures. One correction for \$63 was resolved on August 9. The library was chosen at random to be audited. It was our first IMRF audit; going forward, IMRF hopes to audit each body every 2-3 years.
- 3) Facility – Spiek noted plumbing proposals from Black Diamond for part of the fiscal year's planned work. They are on tonight's agenda. No need for a wind break for the chain-link fence, but Steeves is investigating options for beautifying it.
- 4) Personnel – Cooper noted that all hourly staff received evaluations. Budgeted raises for the 2021-2022 fiscal year went into effect in July. There will be a mandatory all-staff meeting on Friday, September 24, 2021. The library will be open at noon that day.
- 5) Publicity – Augle talked about the promotions available during September for Library Card Sign Up month. An ad was placed in the PTO directory.
- 6) Development – Navik reported the Cary Grove High School volunteer program started. She is looking forward to meeting with the Friends of the Library to share ideas.

REPORT OF THE DIRECTOR – Steeves focused on the volunteer opportunities available for Cary Grove High School students. A pilot group started over the summer and logged over 50 service hours. She is really hoping it expands as school is back in session and the Cary Grove administration promotes Fox River Grove Memorial Library's need for volunteers.

SPECIAL REPORTS

- 1) Youth Services – Gipson noted Summer Reading was a big hit. The decorations were amazing and in person Storytime at the Parks was well attended.
- 2) Adult Services – Gipson noted the first time Adult Services submitted a report and looks forward to their updates in the future.

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UNFINISHED BUSINESS (all possible action items)

- 1) COVID-19 – Steeves updated that masks are required to enter library. Accommodations may be needed for staff to get the booster shot.
- 2) Ordinance 2021-8-1 Transfer of Funds – Campbell moved to approve. Cooper second. Roll call vote, all ayes.
- 3) Ordinance 2021-8-2 Holiday Closings Dates - Cooper moved to approve. Spiek second. Roll call vote, all ayes.
- 4) Plumbing Proposals - Cooper moved to approve the 3 quotes from Black Diamond using Sunday labor with a 10% contingency. Campbell second. Roll call vote, all ayes. Steeves will seek quotes for additional plumbing work.
- 5) Recommendation for Additional Friday Hours Starting in September - Navik moved to approve. Augle second. All in favor.
- 6) Open Board Seat - Steeves will advertise for the open board seat via electronic newsletter.

NEW BUSINESS (all possible action items)

- 1) Trustee Training: Serving Our Public 4.0 Chapters 1-4, and a note from ILA – Steeves noted the only point to address is a strategic plan which is scheduled to start in January.
- 2) Summer Reading Wrap Up - Dana Fanslow presented the highlights from Summer Reading for the Adult and Youth Services.
- 3) IPLAR 2020-2021 and Annual Minutes Audit - Steeves discussed highlights from the IPLAR namely, Book a Librarian sessions, Adult Program Attendance, WiFi sessions, Easy Reader, Graphic Novel, and Hot Spot circulation. Gipson and Spiek approved submission of IPLAR. Campbell and Cooper audited the board meeting minutes. One item needed a signature and was corrected immediately.

TRUSTEE COMMENTS – Spiek noted that the Tentative Budget and Appropriations Ordinance will be posted for public viewing. At the September meeting there will be a hearing and vote on the Budget and Appropriations Ordinance. The audit findings will be presented at the September meeting. Spiek attended the Rails Online Roundtable: Succession for Trustees. He found it informative and was in a breakout session with other smaller libraries facing similar situations of retaining reliable individuals.

ADJOURNMENT – Spiek moved to adjourn at 7:42 p.m. Cooper second. All in favor.

The next regular board meeting is scheduled for Tuesday, September 21, 2021 at 6:30 p.m.

Respectfully submitted,

Jennifer Gipson, President

Christopher Spiek, Secretary