



FOX RIVER GROVE PUBLIC LIBRARY DISTRICT – BOARD BRIEFS  
REGULAR MEETING TUESDAY, NOVEMBER 16, 2021

**This is a summary of Board action not part of the consent agenda items (routine monthly business approvals). Regular session minutes will be approved according to Open Meetings Act guidelines and posted at [frgml.org](http://frgml.org).**

Board appointee Amy Bunton took the oath of office for a trustee term through April 2023.

President Gipson reported that the reference policy is up for review by the Adult Services Manager with Director Steeves's supervision. The Prevailing Wage and Authority to Spend financial policies will be reviewed in January. Gipson will consult with Treasurer Cooper on these two policies.

Treasurer Cooper and President Gipson will sign checks for December bills. Secretary Chris Spiek also volunteered.

Treasurer Cooper reported that Director Steeves applied for a grant of \$1,722 from the McHenry County ARPA Grant funds for reimbursement of the 4G tablets purchased during the pandemic.

Secretary Spiek reported all plumbing work was completed. On October 24, 2021, Spiek, Steeves, and Larry Bailey completed the Fall Facility Walkthrough. Small to medium projects were noted and most are already completed. Electricity supply contract is set up with Interstate Gas Supply (IGS). Gas supply contract up in January. Current supplier will supply pricing 30-45 days before January expiration.

Treasurer Cooper reported the conversion to ADP for payroll is complete. Staff with mid-fiscal deadlines on their evaluations will be checked by the managers.

Trustee Augle reported the Library Love Notes promotion is complete. The library is cross promoting the library's Holiday Caroling on December 3rd and the FRG Living's Tree Lighting 2.0 on December 4th as community events.

Director Steeves reported on behalf of absent Trustee Navik that the teen volunteers are busy sorting the PTO's leftover plastic caps that will be used to make a bench or table out of the donations. There are a few volunteer spots available for the AV sale. Steeves will send the board members the openings to volunteer. The Friends of the Library did not meet. Navik will refresh the planters in December.

Director Steeves provided a rolling calendar for the board to understand/anticipate ongoing projects during the year.

Director Steeves noted the library will hold a Holiday AV and Book sale on December 10 and 11. Items for sale will be weeded material and public donations. Teen volunteers will cover 90% of the shifts.

Steeves noted that on December 3rd the library will host a Holiday Caroling event for the community. It will be mostly outdoors but the library will be open for hot cocoa and restroom access. Teen volunteers will lead the caroling.

FRG Living will have their Tree Lighting 2.0 on December 4th outdoor at the Kids Care Courts near ARS. The library will have a craft table at the event.

The board approved Levy Ordinance 2021-11-1 for the 2021-2022 Fiscal Year.

Director Steeves will post board briefs to the library website immediately following each meeting.

Steeves will submit the Per Capita grant as presented to the board.

The board approved an Intergovernmental Agreement for Joint Purchasing of Library Programming, Events, and Services.

Trustee Bunton will take on the role of Public Services Liaison.