

FOX RIVER GROVE PUBLIC LIBRARY DISTRICT
REGULAR MEETING of the BOARD OF TRUSTEES
Tuesday, September 21, 2021 at 6:30 p.m.

MINUTES

CALL TO ORDER AND ROLL CALL - 6:30 p.m. by President Gipson. Gipson informed the board of Campbell's resignation, effective immediately. Spiek, Augle, Navik, and Steeves present. Cooper absent.

BUDGET & APPROPRIATIONS HEARING – No questions from the public.

- 1) INPUT FROM CITIZENS - Elaina Komala, Adult and Technical Services Manager, Kristi Cline, representing the Friends of the Library, Amy Bunton, and Paul Inserra from ATA Group LLP were in attendance. Kristi Cline reported that the Friends of the Library are up and running. They will not be holding book sales this fiscal year and are coming up with other fundraising options. The Free Little Library at Lions Park was damaged. Volunteers repaired the damage and has reinstalled it at Lions Park.

CORRESPONDENCE AND LIBRARY NEWS - All correspondence discussed.

- 1) Digital Correspondence
- 2) Re: Retaliation Against Whistleblower Statute
- 3) Four Northwest Suburban libraries among state grant winners
- 4) Cyber Risks No Longer Science Fiction for Libraries

CONSENT AGENDA

- 1) Items to be included in Consent Agenda
 - a. Treasurer's Report Including Transfer of Funds Totaling \$34,000 for August Bills and Two Upcoming Payrolls
- 2) Consent Agenda Approval (voice vote) - Spiek moved to approve. Augle second. Roll call vote, all ayes. Cooper absent.

LIAISON REPORTS

- 1) Policy – Gipson and Steeves went over the circumstances to determine which policies to update.
- 2) Finance – Steeves noted the tentative Budget and Appropriation Ordinance was published in the Northwest Herald. A \$5000 grant was received after the ordinance was posted. The tentative B&A was updated to reflect this amount. The B&A will be voted on at this meeting. The levy draft will be sent for attorney review. Steeves described the basics of a TIF district. Steeves will be in touch with board members to remove the treasurer from library accounts.
- 3) Facility – Spiek reported that the approved plumbing work was completed. Quotes are still being requested for the additional plumbing work and water fountain repair. The meeting room is now available for public use.
- 4) Personnel – Steeves reported there will be an All-Staff meeting on September 24. The next All-Staff meeting will be January 7, 2022.
- 5) Publicity – Augle reported that September is Library Card Sign-Up month. There is a sign up behind the Jewel promoting this month with our 6 business partners. The library sponsored a golf cart at the Lions Golf Scramble. The library will be placing an ad in the Cary Grove Fall Follies and Spring Musical programs. In October the library will be soliciting patron comments to the prompt "What Do You Love About the Library?"
- 6) Development – Navik attended the Friends of the Library meeting. Steeves and Navik met to discuss the Friends of the Library minutes. Cary Grove High School volunteers continue to perform service hours at the library.

REPORT OF THE DIRECTOR – Steeves noted her report will undergo some revisions in the future as the liaison reports cover a lot of the material in her report.

SPECIAL REPORTS

- 2) Youth Services – Gipson noted Jon's excitement about his Free Comic Book Day report.
- 3) Adult Services – Augle loved the pumpkin craft this month. Elaina was congratulated on being named September's Librarian of the Month by Bywater Solutions.
- 4) Friends of the Library – Friends of the Library are up and running.

UNFINISHED BUSINESS (all possible action items)

- 1) COVID-19 – Mask mandate is still enforced.
- 2) Plumbing Proposals – Steeves is seeking quotes for the next plumbing project phase. Board members want

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to approve the quotes before proceeding with the project.

- 3) Open Board Seat – Amy Bunton was in attendance to get familiar with the process of being a library trustee.

NEW BUSINESS (all possible action items)

- 1) Budget & Appropriation Ordinance 2021-9-1 – Spiek moved to approve. Navik second. Roll call vote. All ayes. Cooper absent.
- 2) Audit Presentation – Paul Inserra reviewed the audit. The audit review was declared clean.
- 3) 2021-2022 Discarded Materials Sales Recommendation – Augle moved to approve. Spiek second. Roll call vote. All ayes. Cooper absent.
- 4) Trustee Training: Serving Our Public 4.0 Chapters 5-8 – Consensus was that the Fox River Grove Memorial Library meets all standards.
- 5) Illinois Humanities Grant – Elaina Komala explored possible uses for the money received from the COVID Relief/Recovery grant.
- 6) Policies
 - a. Copyright Restrictions – Reaffirmed.
 - b. Records Retention – FOIA information was added.
 - c. Ethics Ordinance – Updated.
 - d. Whistleblower – New policy
 - e. Progressive Discipline – New policy

Augle moved to approve the Copyright Restrictions, Record Retention, Whistleblower, and Progressive Discipline policies. Spiek second. Roll call vote. All ayes. Cooper absent.

Augle moved to approve Ethics Ordinance 2021-09-02. Spiek second. Roll call vote. All ayes. Cooper absent.

TRUSTEE COMMENTS – Spiek noted that board meeting minutes will be approved two months after the board meeting is held. The levy draft will be on the October agenda. Augle noted she attended the FOIA and OMA webinars. Gipson will participate in the RAILS webinar on strategic planning on September 30th. She encouraged other board members to participate as well.

ADJOURNMENT - Spiek moved to adjourn at 7:54 p.m. Augle second. All in favor. Cooper absent.

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

Respectfully submitted,

Jennifer Gipson, President

Christopher Spiek, Secretary