

MINUTES

CALL TO ORDER AND ROLL CALL – 6:30 p.m. by President Augle. Navik, Gipson, Miller, Cooper, and Director Komala present. Bunton absent.

BUDGET & APPROPRIATIONS HEARING – Komala updated the final B&A and Certificate of Estimated Revenues to reflect a lower amount of anticipated Personal Property Replacement Taxes given a new estimate from the Illinois Department of Revenue. No public comments or questions. Board to vote on Ordinance 2023-01 Budget & Appropriation tonight.

INPUT FROM CITIZENS – Bridgett Kaiser, Adult and Technical Services Manager, was present.

CORRESPONDENCE AND LIBRARY NEWS – All correspondence discussed.

- 1) 8/30/2023 Correspondence to Board email praising library staff and board

CONSENT AGENDA

- 1) Items to be included in Consent Agenda
 - a. Treasurer's Report Including Transfer of Funds Totaling \$47,000 for August Bills and Two Upcoming Payrolls
 - b. Minutes from the June 20, 2023 Committee of the Whole Spring Walkthrough Meeting and the June 20, 2023 Regular Board Meeting
 - c. FOIA Information for 2023-2024
- 2) Consent Agenda Approval (voice vote) – Cooper moved to approve. Miller seconded. Roll call vote. All ayes. Bunton absent.

SPECIAL REPORTS

- 1) Trustee Liaisons
- 2) Library Director – Komala noted that August bills were higher than average due to HVAC work, sidewalk replacement, and the first audit payment installment. These expenditures will be reflected on the September 2023 financial statement. Komala also reported that she and Dana Fanslow, Youth Services Manager, have four interviews scheduled for the open Youth Services Assistant position.
- 3) Youth Services
- 4) Adult Services
- 5) IT Services
- 6) Mobile App

UNFINISHED BUSINESS (all possible action items)

- 1) Board of Trustees Vacancy – The vacancy has been posted on social media accounts, included in the e-newsletter, and running on our slideshow behind the circulation desk. Board members are encouraged to reach out to the community for possible candidates.

NEW BUSINESS (all possible action items)

- 1) Audit Presentation – Paul Inserra from ATA Group presented the findings of the annual audit. The audit review was declared clean. Inserra stated the library is in a very good financial position with minimal risk factors.
- 2) Ordinance 2023-01 Budget & Appropriation / APPROVAL - Gipson moved to approve. Cooper seconded. Roll call vote. All ayes. Bunton absent.
- 3) Resolution 2023-01 Authorize Transfer to the Special Reserve Fund / APPROVAL – Cooper moved to approve the transfer of \$100,000 from the General Fund to the Special Reserve Fund. Miller seconded. Roll call vote. All ayes. Bunton absent.
- 4) Employee Handbook Review Proposal / APPROVAL – Komala created an Employee Handbook consolidating existing personnel policies and adding new policies, including one to satisfy Paid Leave for All Act requirements. Komala requested that the Employee Handbook draft be reviewed for legal compliance before presenting it to the board. Gipson moved to approve HR Source's Letter of Agreement. Navik seconded. Roll call vote. All ayes. Bunton absent.
- 5) Snow Management Proposals / APPROVAL – Komala presented two proposals for snow

FOX RIVER GROVE PUBLIC LIBRARY DISTRICT
REGULAR MEETING of the BOARD OF TRUSTEES
Tuesday, September 19, 2023 at 6:30 p.m. at the Library, 407 Lincoln Avenue, Fox River Grove

removal for Winter 2023-2024. Miller moved to approve the Ringers per-occurrence contract. Gipson seconded. Roll call vote. All ayes. Bunton absent.

TRUSTEE COMMENTS – Miller noted that the second Decennial Committee for Local Government Efficiency meeting will be Tuesday, October 17, 2023 at 6:00 p.m. preceding next month's regular board meeting. The next regular board meeting will be Tuesday, October 17, 2023 at 6:30 p.m. Cooper stated she will not be at either meeting on October 17, 2023.

ADJOURNMENT – Miller moved to adjourn the meeting at 7:31 p.m. Cooper seconded. All in favor. Bunton absent.

The next regular board meeting is scheduled for Tuesday, October 17, 2023 at 6:30 p.m.

Respectfully submitted,

Melanie Aogle, President

Stephen Miller, Secretary