

## MINUTES

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

INPUT FROM CITIZENS – Bridgett Kaiser, Adult and Technical Services Manager; Kelly Johnson, Youth Services Manager; and Karla Christianson were present.

CORRESPONDENCE AND LIBRARY NEWS – All correspondence discussed.

- 1) LACONI Trustee Banquet – Trustees should let Komala know if they want to attend. Registration deadline is 4/28/2024.
- 2) Explore More Illinois Top Library 2023 – Miller noted it was impressive that our little library was number three on the list of most issued passes.

CONSENT AGENDA – Komala will provide additional accountant pages in lieu of the Monthly Financial Summary page in future packets as all numbers compiled on the summary are from existing pages of the board packet.

- 1) Items to be included in Consent Agenda
  - a. Treasurer's Report Including Transfer of Funds Totaling \$39,000 for February Bills and Two Upcoming Payrolls
  - b. Minutes from the January 16, 2024 Decennial Committee on Local Government Efficiency Act Meeting and the January 16, 2024 Regular Board Meeting
- 2) Consent Agenda Approval (voice vote) – Cooper moved to approve. Gipson seconded. Roll call vote. All ayes.

## SPECIAL REPORTS

- 1) Trustee Liaisons – Gipson asked about the outdoor digital sign. Komala explained that the sign went dark when trying to update the time for daylight savings (it has since been restored). Komala is in the process of getting proposals for replacing the outdated sign. Miller asked for further details about the plumbing work performed by Black Diamond. Green wondered what circulating technology innovations the library was considering.
- 2) Library Director – Komala noted the new hours of operation sign at the entrance. Also, the display cases in the vestibule were moved creating better accessibility into the Library. There are plans to make the entrance area more inviting for patrons. The Spring Fling basket the Library and Friends of the Library jointly donated was one of the top 15 of the 81 \$1 ticket baskets at the event. Komala noted the increased revenue from our ongoing book sale during Library Lovers Expedition.
- 3) Youth Services – Augle gave Johnson kudos for her report. Johnson reported the new assistant programmer, Jamie Dimmick, is doing a great job taking over storytime and the Take & Make kits. Bunton praised Dimmick's excellent rapport with the young patrons.
- 4) Adult Services – Bunton loved the adult services pictures in the report. Kaiser noted the new customers service clerk, Michelle Markschat, is settling into the position. Training is a slow process as Markschat is only scheduled for 10 hours a week. Kaiser pointed out the new furniture by the fireplace and the complimentary coffee now being offered to patrons.
- 5) Mobile App
- 6) IT Services – Komala noted StratusComm has been in the library working on patron computer issues. Most problems have been fixed, but there is still an issue with one computer. Komala is considering replacing two patron computers if the 2023/2024 budget allows.

## UNFINISHED BUSINESS (all possible action items)

- 1) 2024 Statements of Economic Interests / REMINDER - Komala noted all trustees have submitted their forms.
- 2) Electricity Supply Contract Renewal - IGS / APPROVAL – Komala noted that the IGS representative confirmed that regardless of what happens in the open market, a fixed price

FOX RIVER GROVE PUBLIC LIBRARY DISTRICT  
REGULAR MEETING of the BOARD OF TRUSTEES  
Tuesday, March 19, 2024, at 6:30 p.m. at the Library, 407 Lincoln Avenue, Fox River Grove

will not change during the agreed term. Bunton moved to approve IGS electricity supply contract renewal for a 12-month term. Miller seconded. Roll call vote. All ayes.

NEW BUSINESS (all possible action items)

- 1) Summary 2024-2025 Insurance Policy Renewals / APPROVAL – Komala noted that the total cost of all insurance premiums increased by nearly 15%. Miller commented the deductible seemed low. Gipson moved to approve the insurance policy renewals. Bunton seconded. Roll call vote. All ayes.
- 2) 2024-2025 Chronology for Annual Financial Ordinances / DISCUSSION – Komala discussed changing the timing of approving the draft operating budget, tentative Budget and Appropriation Ordinance, and the final Budget and Appropriation Ordinance. Komala would like the board to consider how much they want to budget for a transfer from uncommitted reserves in the Library Fund to the Special Reserve Fund for the upcoming year.
- 3) Plan for Real Estate Taxes Collected in 2024 / DISCUSSION – Komala noted that the Library's Illinois Funds account earns more interest than the Library's BMO savings account. Komala plans to have the distribution of 2023 Real Estate taxes deposited into the Library's Illinois Funds account. Komala plans to draw down the BMO savings account over time. Then she will transfer money from the Library's Illinois Funds account to the Library's BMO checking account to pay the Library's bills when necessary.
- 4) Appointment of New Board Trustee / APPROVAL – Bunton moved to appoint Christianson to the vacant board of trustee position. Cooper seconded. All in favor. All ayes.
- 5) iLEAD Trustee Training: Overview of the Trustee's Role & What to Expect as a New Trustee / VIDEOS – Komala informed the Board of the new iLEAD trustee learning portal and played two short videos from it. She will email the Board the link to the iLEAD Trustee Training site.
- 6) National Library Week Staff Appreciation / DISCUSSION – Bunton noted that April 7-13, 2024 is National Library Week. She would like board members to help cover the cost of providing Conscious Cup beverages at the next all-staff meeting on April 12, 2024 as a token of the Board's appreciation.

TRUSTEE COMMENTS – Miller noted the next regular board meeting will be held Tuesday, April 16, 2024 at 6:30 p.m. Miller thanked Komala for displaying the packet on the large screen. Augle noted that Christianson will be sworn in at the beginning of the April 16, 2024 regular board meeting.

ADJOURNMENT – Bunton moved to adjourn the meeting at 8:05 p.m. Cooper seconded. All in favor.

The next regular board meeting is scheduled for Tuesday, April 16, 2024 at 6:30 p.m.

Respectfully submitted,

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Melanie Augle, President

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Stephen Miller, Secretary