

FOX RIVER GROVE PUBLIC LIBRARY DISTRICT  
REGULAR MEETING of the BOARD OF TRUSTEES  
Tuesday, May 21, 2024, at 6:30 p.m. at the Library, 407 Lincoln Avenue, Fox River Grove

MINUTES

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

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

CORRESPONDENCE AND LIBRARY NEWS – All correspondence discussed.

- 1) 2024 Distribution Schedule for Collection of 2023 Real Estate Taxes
- 2) Attorney Memo: New Rules on Web Content/ADA Accessibility – Komala believes the Library's website and social media platforms require some adjustments to meet the new rules but that overall they pass many of the online accessibility tests.

CONSENT AGENDA

- 1) Items to be included in Consent Agenda
  - a. Treasurer's Report Including Transfer of Funds Totaling \$59,000 for April Bills and Two Upcoming Payrolls
  - b. Minutes from the March 19, 2024 Regular Board Meeting
- 2) Consent Agenda Approval (voice vote) – Cooper moved to approve. Bunton seconded. Roll call vote. All ayes.

SPECIAL REPORTS

- 1) Trustee Liaisons
- 2) Library Director – Komala noted April did not have a lot of expenses but that next month's reports will reflect expenditures for the new Youth Services circulation desk, the sealcoating deposit, the annual insurance renewals, and two new patron computers. Christianson looked at the Library's AED and will pursue getting new adult and pediatric pads donated.
- 3) Youth Services – Kudos to the department from several board members. The body scrub program Bunton led was a big hit and is looking to repeat the program in October. Komala shared the new circulation desk delivery saga. Maintenance man Bailey was able to adjust his schedule to accommodate removing the old desk, assembling the new desk, and connecting electrical and data to the desk in a timely fashion. Johnson led board members on a tour to show off the new circulation desk downstairs.
- 4) Adult Services – Bunton and Miller were disappointed to miss the Gardening Club meeting. The program was well attended with lots of stories, laughter, and sharing of seeds. It will meet every other month. Angle loved the Boba Tea Party offered for young adults and that teens came into the Library during the rain to take prom pictures at the fireplace..
- 5) Mobile App
- 6) IT Services

UNFINISHED BUSINESS (all possible action items) - None

NEW BUSINESS (all possible action items)

- 1) Engagement Contract for 2023-2024 Audit from ATA Group – Komala received the ATA contract for the 2023-2024 audit early. There was a significant price increase scheduled, but Komala reached out to the auditor and successfully negotiated a lower rate than last year's. Komala will seek quotes from other auditing firms next year for the 2024-2025 audit. Gipson noted the Library is not mandated to perform a full audit every year because of our budget, and Komala added that a full audit precedent was started and that in the near future the budget would reach the threshold for the requirement. Bunton moved to approve. Miller seconded. Roll call vote. All ayes.
- 2) Payroll Proposal from Lauterbach & Amen – Komala expressed frustrations with using ADP for payroll since transitioning in October 2021. Last fall, Komala received a quote from the payroll branch of the Library's accounting firm, Lauterbach and Amen (L&A), for payroll

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- services. The quote was significantly higher than ADP for a package that included many additional modules that the Library didn't necessarily need to utilize. L&A then proposed in April a revised payroll contract without the extra modules that was competitive to ADP. Bunton moved to approve. Gipson seconded. Roll call vote. All ayes.
- 3) Circulation Policy – Komala noted the Circulation Policy was not up for review, but the Library withdrew several formats from circulation and added new ones. The loan periods were also tweaked. Komala explained non-resident cardholders pay the same rate that resident cardholders pay via their real estate taxes and are thus afforded the same privileges as resident cardholders. Gipson moved to approve. Cooper seconded. All in favor. All ayes.
  - 4) Collection Development Policy – Komala noted the Collection Development Policy was not up for review yet but with Illinois's new Public Act 103-100, "Right to Read" law, recently enacted she wanted to make sure the policy specifically stated the Library not only accepts, but also adopts and endorses the American Library Association's Library Bill of Rights. The policy also was updated to state the Library accepts, adopts, and endorses the ALA's Freedom to Read, Freedom to View, and Code of Ethics statements as well. Gipson moved to approve. Cooper seconded. All in favor. All ayes.
  - 5) DRAFT Regular Board Meeting Dates 2024-2025 – Komala noted all proposed regular board meetings will be held on the third Tuesday of the month except August which will be held on the second Tuesday of August per board member requests. There are no regular board meetings in December 2024 and July 2025. The regular board meeting dates 2024-2025 will be on the June regular meeting consent agenda.
  - 6) DRAFT Holiday Closings and Late Openings 2024-2025 – Komala planned staff development days around School District 3's calendar. The holiday closings and late openings 2024-2025 will be on the June regular meeting consent agenda.
  - 7) Schedule C.O.W. Spring Facility Walkthrough – The board decided to meet before the June regular board meeting Tuesday, June 18, 2024 at 6 p.m. to perform the C.O.W. spring facility walkthrough.
  - 8) Trustee Liaison Assignments – All board members are happy with their current liaison assignments. Christianson will be the new development liaison.

TRUSTEE COMMENTS – Miller noted the next regular board meeting will be held Tuesday, June 18, 2024 at 6:30 p.m. at the Library. Immediately preceding at 6:0 p.m. will be the C.O.W. spring facility walkthrough. The June regular meeting consent agenda will include 2024-2025 Library regular board meeting dates and Library holiday closures and late openings. The June regular meeting will also include the Tentative Budget & Appropriation Ordinance.

ADJOURNMENT Bunton moved to adjourn the meeting at 7:22 p.m. Miller seconded. All in favor. All ayes.

The next regular meeting is scheduled for Tuesday, June 18, 2024, at 6:30 p.m.

Respectfully submitted,

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Melanie Augle, President

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Stephen Miller, Secretary