

FOX RIVER GROVE PUBLIC LIBRARY DISTRICT
REGULAR MEETING of the BOARD OF TRUSTEES
Tuesday, August 16, 2022 at 6:30 p.m.

MINUTES

CALL TO ORDER AND ROLL CALL – 6:31 p.m. by President Gipson. Aagle, Bunton, Spiek, Miller, Cooper, and Komala present. Navik absent.

INPUT FROM CITIZENS- Rachael Anzalone was present to observe the meeting. No report from the Friends of the Library.

CORRESPONDENCE AND LIBRARY NEWS – All correspondence discussed.

- 1) Digital Correspondence
- 2) Per Capita Grant
- 3) Thin Mint Sprint

CONSENT AGENDA

- 1) Items to be included in Consent Agenda
 - a. Treasurer's Report Including Transfer of Funds Totaling \$81,000 for June and July Bills and Two Upcoming Payrolls
 - b. Minutes from the May 17, 2022 Regular and May 20, 2022 Committee of the Whole Board Meetings
- 2) Consent Agenda Approval (voice vote) – Spiek moved to approve. Miller second. Roll call vote, all ayes. Navik absent.

LIAISON REPORTS

- 1) Policy – Gipson reported that no policies were reviewed or updated. The draft of the FOIA information is on tonight's agenda. The final document will be in September's consent agenda for approval.
- 2) Finance – Cooper reported the Tentative Budget and Appropriations Ordinance in on the agenda for new business. If approved, Komala will post notice in the Northwest Herald of the available tentative B&A at the library and the public hearing scheduled for September. There was no transfer of funds to the special reserves at the end of the 2021-2022 fiscal year. The surplus of funds will be kept in the general fund to help cover increased personnel costs, potential utility bill overages, etc.
- 3) Facility – Spiek reported that IT found that 2 staff computers were not running the correct operating system and both computers were then updated. 10 computers were updated with more RAM. The quarterly elevator inspection passed, and the new certificate was put into the elevator. The parking lot was seal coated and striped over the July 4th weekend. The outer external door was slamming shut. Elite Door came out to fix it and noted a frayed wire on the operator.
- 4) Personnel – Miller reported Komala's appointment to Director in July. Komala interviewed 6 candidates for the Adult and Technical Services manager position. She hopes to have a signed offer soon.
- 5) Publicity – Aagle reported the Library is running an ad in the District 3 PTO Directory advertising National Library Card Sign-Up Month and the new FRG Library mobile app. The latest newsletter was sent to the printer on August 12th. September is National Library Card Sign-Up Month, and the Library has 5 community partners offering discounts to people who show their FRG Library cards.
- 6) Development – Komala reported that CGHS has invited the FRG Library to come speak to their Interact students about our teen volunteer program. Komala and Laura Bright will schedule a late-September/early-October visit. The Friends of the Library are meeting tomorrow night but noted their photo contest submission closes September 5 and their scavenger hunt is September 17. The Running Club is partnered with the Girl Scouts of Northern Illinois for their Thin Mint Sprint on September 17. The event will take place on FRG village property at the Metra train station. The Running Club will have a booth and will be course marshals. The Seniors group that meets at Village Hall has asked us to resume our book and puzzle drop-off. We have a box to bring them to their meeting tomorrow. We also will provide an extended checkout for a non-scary movie for their Halloween party in October.
- 7) Public Services – Bunton reported Notaries are required to keep a journal. Neither of the Notaries on staff at the FRG Library have been doing this, and Komala has been working with them to do so. Audiobook on CD checkouts are on the decline, and fewer audiobooks are being released on CD. The Library has stopped purchasing any new audiobooks on CD. Current ones continue to be available for checkout, but consideration is being given to do away with the collection entirely in the near future. Youth Services is almost ready to re-shelve the now separated Junior Fiction and Middle Grade Fiction collections.

SPECIAL REPORTS

- 1) Library Director
- 2) Youth Services – Bunton noted the large turnout at the Summer Reading Picnic and thought it was a big success. Trustees were impressed with the Summer Reading Club results but noted visual graphics summarizing the results would have made the data easier to interpret.
- 3) Adult Services
- 4) IT Services
- 5) Mobile App – Komala will be able to pull statistics from the new mobile app.

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UNFINISHED BUSINESS (all possible action items)

- 1) COVID-19 – Komala noted that McHenry County risk level is at medium. Mask optional signage is displayed. Komala reminded the board that they can opt to not follow CDC guidelines if they choose to do so.
- 2) Strategic Plan 2022-2026 – Komala presented graphics summarizing the Strategic Plan. Once the Strategic Plan is approved, Komala will print some of the graphics and start to display them in the FRG Library. Bunton moved to approve the Strategic Plan 2022-2026. Spiek second. Roll call vote, all ayes. Navik absent.
- 3) Discussion of Hours Increase – tabled from May meeting, discussion will resume at a later date.

NEW BUSINESS (all possible action items)

- 1) Tentative Budget & Appropriation Ordinance – Komala reviewed the Tentative B&A with board. A new format was used to detail the budget for each of the FRG Library's funds. The budget itself did not change from the March approval. Spiek noted an error in the heading on the Tentative B&A. Spiek moved to approve the Tentative Budget and Appropriations Ordinance with the corrected heading. Cooper second. Roll call vote, all ayes. Navik absent.
- 2) Draft of FOIA Information for 2022-2023 – Augle noted her Liaison position was incorrectly listed. Komala will update her Liaison role as Publicity. The corrected FOIA Information for 2022-2023 will be on September's consent agenda for approval.
- 3) Front Door Operator Quotes – Komala noted the outer external door was slamming shut. Elite Door came out to fix it and also noted a frayed wire on the operator. Elite Door provided two quotes to replace the operator. The board recommended getting another quote from a second vendor.
- 4) Closed Minutes Recommendations – Cooper reviewed the Executive Session closed minutes and made recommendations. Bunton moved to open Executive Session Closed Minutes from 1/15/2013, 5/21/2013, 6/11/2013, 8/18/2015, 9/15/2015, and 5/17/2016 and keep closed the minutes from 6/17/2014, 6/21/2016, and 7/12/2016. Cooper second. Roll call vote, all ayes. Navik absent.
- 5) Annual Secretary's Board Book Audit – Augle and Bunton volunteered to audit the Secretary's Board Book before August 30, 2022.
- 6) IPLAR 2021-2022 Wrap-Up and Certification – Komala reviewed the IPLAR report. Komala will input the officers' names, certify the report, and submit it.

TRUSTEE COMMENTS – Spiek noted the next regular board meeting will be September 20, 2022. The B&A hearing will be held at the beginning of the September meeting. September's consent agenda will include FOIA Information. Paul Inserra from ATA Group will likely be at the September meeting to present the annual audit findings.

ADJOURNMENT – Bunton moved to adjourn at 8:13 pm. Augle second. All in favor. Navik absent.

The next regular board meeting is scheduled for Tuesday, September 20, 2022 at 6:30 p.m.

Respectfully submitted,

Jennifer Gipson, President

Christopher Spiek, Secretary