

FOX RIVER GROVE PUBLIC LIBRARY DISTRICT  
REGULAR MEETING of the BOARD OF TRUSTEES  
Tuesday, February 21, 2023 at 6:30 p.m.

MINUTES

CALL TO ORDER AND ROLL CALL – 6:32 p.m. by President Gipson. Cooper, Navik, Spiek, Angle, Miller, Bunton, and Library Director Komala present.

INPUT FROM CITIZENS - Kristi Cline from the Friends of the Library was present. She reported that the Friends have collected Memorandum of Understanding feedback and are ready to meet with Komala to discuss revisions. They have tentatively set May 12 -13, 2023 for their Spring Cleaning Book Sale held at the Library and will solicit book donations starting at the end of April. The Friends donated money to cover half of the cost of the March cookie decorating program. They are still deciding what to do for the Fox River Grove Fireworks in July.

CORRESPONDENCE AND LIBRARY NEWS – All correspondence discussed.

- 1) Explore More Illinois: FRGML Top Library in 2022 – Komala explained that issuing the Book Sale Buy 3, Get 1 Free coupon drove our success.
- 2) February 7, 2023 Google Review
- 3) McHenry County Life: Set Out On The Library Lovers Expedition – Komala noted she was interviewed and will notify the board when the Library's spotlight article is available.
- 4) February 8, 2023 Patron Concerns – Komala discussed her conversation with a patron regarding adults not allowed in the meeting room during Youth (not Family) programs and not being able to see inside the meeting room during said programs. Komala relayed the patron's concerns and explained the Library's procedures and reasonings. The Board supported how the situation was handled. Spiek suggested a pamphlet could be created to have on hand for future concerns, and it was recommended to consult the McHenry County Conservation District's documents for applicable language to use.

CONSENT AGENDA

- 1) Items to be included in Consent Agenda
  - a. Treasurer's Report Including Transfer of Funds Totaling \$46,000 for January Bills and Two Upcoming Payrolls
  - b. Minutes from the November 15, 2022 Regular Board Meeting
- 2) Consent Agenda Approval (voice vote) – Cooper moved to approve. Spiek seconded. Roll call vote. All ayes.

SPECIAL REPORTS

- 1) Trustee Liaisons – Miller was glad to see the workplace violence training held at the all-staff meeting in January. Several trustees expressed interest in viewing the active shooter training video that was shown at the meeting. Komala to forward the link. Spiek questioned if regular scheduled maintenance was done prior to the furnace issue. Komala noted upon research, it appeared the maintenance contract had lapsed and no service was performed over the last year. There is a new maintenance contract with Jensen's in New Business.
- 2) Library Director – Gipson highlighted that Illinois 9<sup>th</sup> Congressional District Congresswoman Jan Schakowsky's office reached out the Library to host satellite office hours for her district. Her staff will be available to the public in the Library's meeting room every other week on Mondays from 1 p.m. - 4 p.m. to start.
- 3) Youth Services – Gipson loves all the pictures.
- 4) Adult Services – Gipson likes the plan to increase the number of hotspots to circulate and discontinue service for the internet tablets. Tablets will still be available for circulation but without built-in internet connection. Gipson noted the turnout for the Technology Class and that she sees the Strategic Plan at work. Cooper praised the regular presence of Bridgett Kaiser, Adult & Technical Services Manager, at the Fox River Grove's Seniors Group meetings. Kaiser brings books, audiobooks, and puzzles for the seniors to take, as well as 5 Adult Take and Make craft kits to be raffled off at their meetings.
- 5) IT Services
- 6) Mobile App

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UNFINISHED BUSINESS (all possible action items)

- 1) COVID-19
- 2) 2023 Statements of Economic Interests – Komala noted there are still trustees who need to fill out their forms. Navik mentioned the penalty fine for late filing.
- 3) Friends of the Library Memorandum of Understanding – Trustees want Komala and the Policy Liaison Trustee to treat the MOU as a policy in terms of reviewing and revising it. Komala will meet with the Friends to implement revisions and then present the updated MOU to both parties for approval. Trustees should forward any MOU edit suggestions to Komala before the next regular board meeting.

NEW BUSINESS (all possible action items)

- 1) Friends of the Library Policy – Gipson noted everything in the Friends of the Library Policy is contained within the MOU, making the policy redundant. Bunton moved to retire the Policy since the detailed MOU now exists. Navik seconded. Roll call vote. All ayes.
- 2) SB208: Paid Leave for All Workers Act – Komala is working on how to implement SB208, using guidance from ALA, ILA, RAILS, and other sources. She is looking to add a third type of paid leave time for all staff to use. Policies will need to be updated once a decision is made. The next fiscal year's budget will include potential increased expenses related to this, though it does not necessarily mean it will all need to be spent.
- 3) SB3789 (Public Act 102-1088): Decennial Committees on Local Government Efficiency Act – Komala noted SB3789 is intended to promote government efficiencies and prevent the misuse of funds. A committee will be formed after the spring trustee elections.
- 4) Jensen's Maintenance Contract – Miller moved to approve Jensen's Maintenance Contract up to \$2,100 with the inclusion of maintenance on the hot water heater. Cooper seconded. Roll call vote. All ayes.
- 5) ILA Legislative Meetups – Gipson noted the first virtual event is tomorrow, February 22, 2023. It will be recorded, and Komala will send out the link when available. The second virtual event is February 27, 2023.

TRUSTEE COMMENTS – Spiek noted the next regular meeting is scheduled for March 21, 2023 at 6:30 p.m. The Committee of the Whole will meet at 6:00 p.m. immediately before the regular meeting to review a draft budget. The insurance renewals will be available for review at the regular March meeting.

EXECUTIVE SESSION: - Cooper motioned to adjourn to Executive Session under Section 5, ILCS 120/2(c)(1) at 7:40 p.m. Miller seconded. All in favor. Topic of discussion was the performance evaluation of Library Director Komala.

RETURN TO OPEN SESSION AND ROLL CALL - 9:03 p.m. by Gipson. Cooper, Navik, Spiek, Angle, Miller, Bunton, and Library Director Komala present.

ACTION AS A RESULT OF EXECUTIVE SESSION – Spiek moved to increase Komala's salary by 4% for merit and 4% for cost-of-living increase for a total 8% salary increase effective July 1, 2023. Bunton seconded. Roll call vote. All ayes.

ADJOURNMENT – Angle moved to adjourn at 9:05 p.m. Spiek seconded. All in favor.

The next regular board meeting is scheduled for Tuesday, March 21, 2023 at 6:30 p.m.

There will be a Committee of the Whole meeting immediately preceding at 6:00 p.m.

Respectfully submitted,

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Jennifer Gipson, President

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Christopher Spiek, Secretary