

FOX RIVER GROVE PUBLIC LIBRARY DISTRICT  
REGULAR MEETING of the BOARD OF TRUSTEES  
Tuesday, January 17, 2023 at 6:30 p.m.

MINUTES

CALL TO ORDER AND ROLL CALL – 6:33 p.m. by President Gipson. Aogle, Bunton, Miller, Navik, Cooper, Spiek, and Director Komala present.

INPUT FROM CITIZENS – Bridgett Kaiser, Adult and Technical Services Manager, was present. Kristin Cline represented the Friends of the Library. The Friends calendar fundraiser was a success. They had sponsors to help cover the printing costs. There are just a few left for sale at the Library. The Friends are looking to host a book sale at the library in May. Their next meeting will be Wednesday, February 8, 2023 at 6:30 p.m., location to be determined.

CORRESPONDENCE AND NEWS – All correspondence discussed.

- 1) Library Lovers Expedition Kick Off on McHenry County Living – Komala confirmed program runs from February 1 through March 31, 2023.
- 2) Illinois Per Capita Grant: 2021 Expenditure Report & 2023 Application Accepted
- 3) Library Comparative Analysis from Meristem Advisors
- 4) IMRF 2023 Final Rate Notice – Komala noted employer contribution rate decreased from previous year.
- 5) McHenry County Levy Confirmation for 2022

CONSENT AGENDA

- 1) Items to be included in Consent Agenda
  - a. Treasurer's Report Including Transfer of Funds Totaling \$38,000 for December Bills and Two Upcoming Payrolls
  - b. Minutes from the October 18, 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
- 2) Library Director
- 3) Youth Services – Spiek noted the report is easy to consume. Youth Services Manager Fanslow changed the format to replace the old text-heavy version following previous trustee comments.
- 4) Adult Services – Komala confirmed to Gipson that the Library continues to participate in Illinois Libraries Present programs.
- 5) IT Services
- 6) Mobile App – Bunton mentioned having sporadic issues loading search results on the app. Komala will follow up.

UNFINISHED BUSINESS (all possible action items)

- 1) COVID-19

NEW BUSINESS (all possible action items)

- 1) Friends of the Library Memorandum of Understanding – Friends representative Kline reported that the Memorandum of Understanding (MOU) was created in April 2019 and was supposed to be reviewed by both parties in 2021, which is overdue. The Friends have suggested revisions to the document. Discussion was held on the relationship between the Friends and the Library. Trustees are to submit any proposed MOU revisions to Komala, who will organize with a Friends representative to discuss steps for updating the document.
- 2) 2023 Statements of Economic Interests – Komala submitted the list of people who will need to file a Statement of Economic Interests with McHenry County for 2023. Trustees should expect to receive the form in the Spring.
- 3) Closed Minutes Recommendations – Bunton and Miller reviewed the closed session minutes and recordings. Bunton moved to approve new closed session minutes for meetings on 11/18/2014, 2/19/2019, 10/15/2019, and 6/21/2022; maintain closed session minutes from meetings on 6/17/2014, 6/17/2014 (FY 2014/2015), 6/21/2016, and 7/19/ 2016; destroy

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recordings of meetings on 2/19/2019 and 10/15/2019. Augle seconded. Roll call vote. All ayes.

- 4) Collection Development Policy – Komala, department managers Fanslow and Kaiser, and Gipson performed the statutory biennial review of the Collection Development Policy. The policy was updated to reflect our current collections, latest census figures, and the Request for Reconsideration of Library Resources form. Bunton moved to approve. Cooper seconded. Roll call vote. All ayes.
- 5) Circulation Policy – Komala noted the Circulation Policy is often updated in tandem with the Collection Development policy, if not annually. Cooper moved to approve. Spiek seconded. Roll call vote. All ayes.
- 6) Progressive Discipline Policy – Komala rewrote the policy and recommended using it as Employee Conduct Policy. The new policy was reviewed by the Library’s lawyer, then Gipson and Navik. Bunton moved to approve the Progressive Discipline Policy with the name changed to Employee Conduct Policy. Miller seconded. Roll call vote. All ayes.
- 7) Plan Annual Review of Library Director – Gipson will send the director review form to trustees. Trustees will meet in closed session at the end of the February regular meeting to discuss Komala’s performance.

TRUSTEE COMMENTS – Navik appreciated Komala’s work on the updated policies. Spiek noted the next regular board meeting will be Tuesday, February 21, 2023 at 6:30 p.m. and will include the annual review of the Director.

ADJOURNMENT – Spiek moved to adjourn the meeting at 7:52 p.m. Cooper seconded. All in favor.

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

Respectfully submitted,

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Jennifer Gipson, President

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Christopher Spiek, Secretary