

FOX RIVER GROVE PUBLIC LIBRARY DISTRICT
REGULAR MEETING of the BOARD OF TRUSTEES
Tuesday, June 18, 2024, at 6:30 p.m. at the Library, 407 Lincoln Avenue, Fox River Grove

MINUTES

CALL TO ORDER AND ROLL CALL - 6:37 p.m. by President Augle. Christianson, Green, Miller, Cooper, and Director Komala present. Bunton and Gipson absent.

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 Per Capita Grant Award Letter – Komala noted a gained \$0.01 per district resident from last year's grant amount.

CONSENT AGENDA

- 1) Items to be included in Consent Agenda
 - a. Treasurer's Report Including Transfer of Funds Totaling \$65,000 for May Bills and Four Upcoming Payrolls
 - b. Minutes from the April 16, 2024 Regular Board Meeting
 - c. Regular Board Meeting Dates 2024-2025
 - d. Holiday Closings and Late Openings 2024-2025
- 2) Consent Agenda Approval (voice vote) – Cooper moved to approve. Miller seconded. Roll call vote. All ayes. Bunton and Gipson absent.

SPECIAL REPORTS

- 1) Trustee Liaisons
- 2) Library Director – Expenses reflected on end of May reports were high due to payments for the new YS desk, sealcoating the parking lot, annual insurance premium renewals, and two new patron computers. This month's transfer check is for low expenses but also covers four upcoming payrolls as there is no July 2024 regular meeting. Komala adjusted the District Calendar to reflect the new timeline for passing the tentative and final Budget and Appropriation Ordinances.
- 3) Youth Services – Johnson noted that the Library will be partnering with the Cary-Grove Interact club in the fall and has a student interested in volunteering over the summer. Cooper noted her grandchildren were excited to see Youth Services Programmer Thoemke at Sage YMCA's day camp during his recent storytime outreach visit.
- 4) Adult Services – Kaiser noted the running club attendees at meetings/runs are entered into a drawing every month for registration in the Fox Chase 5K covered by the Library. The running club has eight members registered to run the Crystal Lake Half Marathon in September. They will be wearing FRGML running club gear.
- 5) Mobile App
- 6) IT Services – Komala noted that one of the library computers was affected by adware and that staff handled the incident well and StratusComm helped wipe it clean. Miller wondered if patron accounts were at risk. Komala explained that patron data is housed on third party vendor servers. Komala also noted that StratusComm is making efforts to not go over the allotted seven hours of contracted service each month.

UNFINISHED BUSINESS (all possible action items) - None

NEW BUSINESS (all possible action items)

- 1) Tentative Budget & Appropriation Ordinance and Operating Budget – Komala reviewed the tentative 2024-2025 B&A and draft operating budget, reserves summary, and recommended transfer from the general fund to the special reserve fund. Komala will update the final B&A to reflect the cash on hand as of 7/1/2024 for the August regular meeting. Cooper moved to approve the tentative B&A and draft operating budget. Miller seconded. Voice vote. All ayes. Bunton and Gipson absent

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- 2) Designate Trustees for Semi-Annual Review of Closed Session Minutes – Cooper and Christianson volunteered to review the closed session minutes and bring recommendations to the August regular meeting.
- 3) Designate Trustees for Annual Secretary's Board Book Audit – Aogle and Green volunteered to audit the secretary's board book for the 2023-2024 fiscal year.
- 4) iLEAD Trustee Training: Tips for a Better Board Meeting – Trustees watched a training video. Trustees with only a digital copy may request a printout of the provided handout for Robert's Rules of Order.

TRUSTEE COMMENTS – Cooper noted there will be five trustees up for re-election in 2025. Komala noted there will be 4-year and 2-year seats. Board candidate applications will be due in December 2024. There is no regular board meeting scheduled for July. The next regular board meeting is scheduled for Tuesday, August 13, 2024, at 6:30 p.m. Please note this is the second Tuesday of the month. The August regular meeting consent agenda will include two months of board reports and finances in the Treasurer's report. The August regular meeting will also include the Budget & Appropriation Ordinance and hearing.

ADJOURNMENT – Christianson moved to adjourn the meeting at 7:30 p.m. Green seconded. All in favor. sBunton and Gipson absent.

The next regular board meeting is scheduled for Tuesday, August 13, 2024 at 6:30 p.m.

Respectfully submitted,

Melanie Aogle, President

Stephen Miller, Secretary