

MINUTES

CALL TO ORDER AND ROLL CALL – 6:33 p.m. by President Augle. Cooper, Miller, Gipson, Bunton, and Director Komala present. Christianson arrived at 7:00 p.m. Green absent.

BUDGET & APPROPRIATIONS HEARING

INPUT FROM CITIZENS – Bridgett Kaiser, Adult and Technical Services Manager was present.

CORRESPONDENCE AND LIBRARY NEWS – All correspondence discussed.

- 1) Attorney Memo: Budget & Appropriation Ordinance Reminder
- 2) Attorney Memo: Election of Library Trustees – The library will have five (5) open seats for the Fox River Grove Public Library District in 2025 consolidated election ballot: Four (4) 4-year terms (expiring 2029) and one (1) 2-year term (expiring 2027). Komala provided courtesy information packets to trustees who are up for re-election. Many pertinent dates have been moved up about a month from past elections.
- 3) Illinois State Library News: EBSCO Statewide Database Package – The library is still considering how to implement database access to patrons. An announcement will be made in the fall once staff have been trained on the process.

CONSENT AGENDA

- 1) Items to be included in Consent Agenda
 - a. Treasurer's Report Including Transfer of Funds Totaling \$59,000 for June & July Bills and Two Upcoming Payrolls
 - b. Minutes from the May 21, 2024 Regular Board Meeting
- 2) Consent Agenda Approval (voice vote) – Cooper moved to approve. Bunton seconded. Roll call vote. All ayes. Christianson and Green absent.

SPECIAL REPORTS

- 1) Trustee Liaisons – Augle liked the staff picture.
- 2) Library Director – Komala provided a new bar graph comparing year to date spending vs budgeted. This new graph will replace the monthly pie chart of expenses in future reports. Komala noted fiscal year 2023-2024 spending was 77.2% of budgeted and that revenue was \$75,000 in excess of expenditures. Cooper inquired how the payroll transition to Lauterbach and Amen is going. Komala reported that the department managers find the payroll process simpler and less work for them. There is still a manual process to verify an employee's paid time off before submitting payroll to ensure hours aren't used if not yet accrued. Payroll checks are printed on site when needed.
- 3) Youth Services
- 4) Adult Services – Bunton liked the Ravinia tickets available to patrons. Miller used a set of tickets and found the whole Ravinia experience very pleasant and well organized. Cooper gave kudos to the Running Club's training session at Smith Physical Therapy and Running Academy. Kaiser explained the partnership between the two groups. Kaiser is looking for volunteers for the Thin Mint Sprint on September 14, 2024.
- 5) Mobile App – Komala noted the record number of launches on the app. Gipson noted when it's after closing time and she can't go to the library, she opens the app instead.
- 6) IT Services – Komala noted that July's monthly report was not available in time to include in the board packet.

UNFINISHED BUSINESS (all possible action items) - None

NEW BUSINESS (all possible action items)

- 1) Ordinance 2024-01 Budget & Appropriation – Komala updated the Budget & Reserves Summary and the B&A to reflect FY 2024-2025. Bunton moved to approve. Cooper seconded. Roll call vote. All ayes. Green absent.

FOX RIVER GROVE PUBLIC LIBRARY DISTRICT
REGULAR MEETING of the BOARD OF TRUSTEES
Tuesday, August 13, 2024, at 6:30 p.m. at the Library, 407 Lincoln Avenue, Fox River Grove

- 2) Resolution 2024-01 Authorize Transfer to the Special Reserve Fund – Cooper moved to approve the transfer of \$20,000 from the General Fund to the Special Reserve Fund. Gipson seconded. Roll call vote. All ayes. Green absent.
- 3) Patron Conduct Policy – Johnson spearheaded updating the Patron Conduct Policy and the Youth Services Conduct Policy. Both policies go hand in hand together with some duplication between them. Gipson moved to approve. Bunton seconded. All in favor. All ayes. Green absent
- 4) Youth Services Area Guidelines Policy – Gipson moved to approve. Bunton seconded. All in favor. All ayes. Green absent
- 5) Recommendations Following Semi-Annual Review of Closed Session Minutes – Cooper and Christianson reviewed the closed session minutes and recordings. Cooper moved to approve new closed session minutes from the meetings on 1/16/2024 and 2/20/2024; open closed session minutes from meetings on 11/18/2014 and 7/19/216; approve destruction of the verbatim recording for the meeting on 2/21/2023 after its eligible date of 8/21/2024. Miller seconded. All in favor. All ayes. Green absent.
- 6) IPLAR 2023-2024 Wrap-Up and Certification – Komala provided board members with a copy of the draft IPLAR. Komala asked board members to verify their addresses on the report and look for any possible errors. Augle and Green are scheduled to audit the secretary's board book on 8/15/2024. Gipson moved to approve the certification of the 2023-2024 IPLAR. Cooper seconded. All in favor. All ayes. Green absent.
- 7) DRAFT of FOIA Information for 2024-2025 – Komala updated the FOIA information for the year. Trustees reviewed for accurate information. Final FOIA Information document will be on the September consent agenda.
- 8) Strategic Plan 2022-2026 Update – Komala highlighted last year's progress made toward achieving goals of the 2022-2026 Strategic Plan, as well as new objectives for the upcoming year.
- 9) 2025 Consolidated Election: Notice of Trustee Candidate Filing Procedures – Komala noted this document is to deputize employees to accept completed election packets on behalf of the board secretary. Bunton moved to approve. Miller seconded. All in favor. All ayes. Green absent.

TRUSTEE COMMENTS – Cooper checked out several fishing poles for her and her grandchildren to use. They were pulling fish left and right out of the Foxmoor pond. Everyone had a big day. Miller stated the next regular board meeting is Tuesday, September 17, 2024 at 6:30 p.m. The September regular meeting consent agenda will include updated FOIA information, and a presentation from the auditor is scheduled.

ADJOURNMENT – Bunton moved to adjourn the meeting at 7:39 p.m. Cooper seconded. All in favor. All ayes. Green absent.

The next regular board meeting is scheduled for Tuesday, September 17, 2024 at 6:30 p.m.

Respectfully submitted,

Melanie Augle, President

Stephen Miller, Secretary