



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR MEETING**

January 19, 2021

PRESENT IN-HOUSE: None

PRESENT REMOTELY: Katie Allan, Elizabeth Crewe, Joyce Hagen-McIntosh, Tom Krueger, Angie Larson, Shannon Rischow, Becky Spratford

ABSENT: None

STAFF PRESENT IN-HOUSE: Charity Gallardo, Roberta Richter

VISITORS PRESENT REMOTELY: Ben Henning (RGW Consulting), Judy Bloecks, Chuck Johnson, Peter Van Kempen, Rebecca Bartlett, Sue Wisthuff

Meeting called to order by Hagen-McIntosh at 7:01 pm.

MOTION TO APPROVE AGENDA.

A motion was made by Hagen-McIntosh to approve the agenda.

Seconded by Larson.

ROLL CALL VOTE

Allan: aye.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

MOTION PASSED

PUBLIC COMMENTS ON THE AGENDA:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS

Equity, Diversity, and Inclusion Discovery Project Listening Session, RGW Consulting

Ben Henning discussed RGW's discovery process. He will be hosting conversations with stakeholders to see what people's perceptions are. The listening sessions will be held using Zoom. Staff will not be recorded, and names will not be included in the final report. The data will be aggregated to provide their findings. They will fine tune a report specific to La Grange Public Library. Henning presented the Trustees with their discovery questions.

Mechanical Room Drain Tile Improvement Project: Budget and Funding Approval:

The bid for work was accepted at last month's meeting, authorizing funds. No construction start date yet, Pre-construction meeting scheduled for Friday.

MOTION

A motion was made by Krueger to approve the budget and funding for the mechanical room drain tile improvement project from the Special Building Fund.

Seconded by Spratford.

ROLL CALL VOTE

Allan: aye.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

MOTION PASSED

Transfer of Excess Operating Funds to Special Building Fund

Krueger explained that the Board is authorized to transfer funds from the special building fund for repair, remodeling, and improvement. The Finance Committee discussed the amount to be transferred from last year's operating budget surplus to the Special Building Fund for future projects.

MOTION

A motion was made by Krueger to approve transferring \$125,000 to the Special Building Fund.

Seconded by Spratford.

ROLL CALL VOTE

Allan: aye.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

MOTION PASSED

Appointment Process to Fill Upcoming Trustee Vacancy, Hagen-McIntosh

Trustee Larson will be resigning from the Board, with her last meeting being February 16, 2021. The Board will be appointing someone to fill the remainder of her 2-year term. The process will be similar to that of the Citizen's Counsel. Applications will be made available throughout the month and completed forms will be reviewed at the March meeting. Interviews will also take place during the March meeting. The new person would begin serving in April. There was discussion regarding remote interviews and in which order people will be interviewed.

Illinois Library Association Legislative Meetups

Information was included in the packet regarding legislative issues and how to prepare for meetups.
Committee Reports

Finance & Advocacy: The committee met on December 21 to discuss the transfer to the Special Building Fund. Krueger will set up a meeting to discuss the upcoming budget.

FOL Liaison: The board met on January 14 and approved a grant request for book club kits. The group plans to meet again in April and hopes to have ideas about fundraising events. The group plans to sponsor gift cards for employees to celebrate Library Workers' Appreciation Day in April.

RAILS/ILA Liaison: Spratford discussed the ILA legislative meetups. She attended the RAILS Board meeting on January 15 and shared the *My Library Is...* page with talking points for library employees and trustees.

Policies & Services: Will plan a meeting in February.

Village Liaison: Nothing to report.

Executive Director's Report:

Highlights include the expanded hours effective January 4. Access Services Manager, Rebecca Bartlett pulled data to see who has been visiting the Library. Reports showed that non-resident patrons have comprised nearly 20% of the Library's in-building traffic since appointments were reinstated in November during the 4 hours per week available to them, prompting a discussion by Gallardo regarding expanding appointment hours to spread out in-building traffic across more hours. The Microsoft 365 platform now includes a Board "Team" where documents such as agendas, minutes and packets will be viewable by the Board in future. This area will not be used for discussion. It will be used for document viewing. Overdrive holds continue to be high.

MOTION TO APPROVE THE OMNIBUS AGENDA: Krueger motioned to approve the Omnibus Agenda including the Minutes of Regular Board Meeting on December 15, 2020, Minutes from the Closed Board Session on December 15, 2020, and the Operating Warrant, January 19, 2021.

Seconded by Crewe.

ROLL CALL VOTE

Allan: aye.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

MOTION PASSED

PUBLIC COMMENTS REGARDING MATTERS NOT ON THE AGENDA: None

TRUSTEE COMMENTS: Community Engagement Manager, McCauley's responses to patron comments were mentioned and the Trustees were impressed by how she handled them and how the staff and management communicate with the public. They were also impressed with how data and statistics have been collected and utilized. Kudos were mentioned regarding the blood drives being held in the Library.

CLOSED SESSION:

Spratford motioned to go into Closed Session at 8:37 pm to discuss confidential matters under 5 ILCS 120/2, Section 2-11 Litigation and Section 2-21 Discussion of Minutes of Meetings.

Second: Hagen-McIntosh.

The Board of Trustees reconvened in Regular Session at 8:58 pm. No decisions were made in Closed Session.

A motion was made by Spratford to approve the closed session minutes for January 19, 2021. Allan seconded.

ROLL CALL VOTE

Allan: aye.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

MOTION PASSED

ADJOURNMENT: Hagen-McIntosh adjourned the meeting at 8:58 pm.

Submitted by:

Roberta Richter, Business Manager