



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

**December 15, 2020**

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**PRESENT IN-HOUSE:** None

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

**ABSENT:** None

**STAFF PRESENT IN-HOUSE:** Charity Gallardo and Roberta Richter

**VISITORS PRESENT REMOTELY:** Dan Eallonardo, Rebecca Bartlett, Chuck Johnson, Susie Lehuta, and Peter Van Kempen

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

**MOTION TO APPROVE AGENDA.**

A motion was made by Spratford to approve the agenda.

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 ON THE AGENDA:**

None

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS**

**Mechanical Room Drain Tile Improvement Project: Award of Contract to Lowest Bidder**

Four companies turned in bids. Eallonardo recommended choosing the lowest bidder, G. Fisher Commercial Construction. The company confirmed they understand the project and are ready to perform the work. The projected start date is January 11, 2021, however could be a little later depending on paperwork. The work could take up to a month to complete. References were checked and they were positive. While working in the library area, they will abide by the Library's

COVID Policy. Next month, the Board will move to use Special Building Funds for this project. There will be no expenditures until around February meeting according to Dan Eallonardo.

**A motion was made by Krueger to accept the bid from G Fisher Commercial Construction. Seconded by Larson.**

**ROLL CALL VOTE**

Allan: aye.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

**MOTION PASSED**

**Approval of Library Attorney, Hagen-McIntosh**

Charity Gallardo made a recommendation to hire Julie Tappendorf of Ancel Glink. Krueger assisted with interviews. After the interviews, references were checked. This firm has an abundance of knowledge regarding libraries and their attorneys assisting libraries regarding FOIA and OMA requests through RAILS. Their attorneys also assist LIRA members who file insurance claims. Multiple trustees gave positive input regarding Julie Tappendorf and the firm.

**A motion was made by Krueger to approve the hiring of Ancel Glink as the Library Attorney. Seconded by Rischow.**

**ROLL CALL VOTE**

Allan: aye.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

**MOTION PASSED**

**Closed Session Minutes Approval and Review, Allan:**

Back in February Allan and the trustees performed a significant review of the minutes and the minutes of three sessions were kept closed. Allan recommends keeping the same minutes closed, as well as the minutes from 2020 so far.

The following minutes will remain closed:

05/28/2013

12/15/2015

07/19/2016

03/17/2020

04/21/2020

08/18/2020

11/17/2020

**A motion was made by Spratford to keep formerly approved, closed minutes and 2020 closed session minutes closed.**

**Seconded by Allan.**

**ROLL CALL VOTE**

**Allan: aye.**

**Crewe: aye.**

**Krueger: aye.**

**Larson: aye.**

**Rischow: aye.**

**Spratford: aye.**

**Hagen-McIntosh: aye.**

**MOTION PASSED**

### **COMMITTEE REPORTS:**

#### **Finance & Advocacy:**

There will be a meeting on December 21 at 6:30 p.m. The levy was accepted without any discussion.

#### **FOL Liaison:**

The Friends of the Library Board is planning a meeting January 14 at 3:30 p.m. to consider staff grant requests. The FOL book sale area resumed operations this month. They are promoting free gift-wrapped books to give away for the holiday.

#### **RAILS/ILA Liaison:**

ILA is promoting that you can choose their organization as an Amazon Smile charity. Per Capita Grant applications are due in March instead of January this year. Cards for Kids legislation passed. Any library that offers non-resident cards must provide cards to non-resident kids who do not reside in a library service district and are on the free lunch program. Kids will need to bring paperwork showing they are in the program and reside in an unserved area.

#### **Policies & Services:**

None.

#### **Village Liaison:**

The Police Chief is retiring. Gallardo and the trustees will want to discuss concerns about the safety of the street corner with the incoming chief.

### **Executive Director's Report**

The Library will be closed on December 18 due to work being performed by ComEd, which was originally scheduled for December 12. In January, the EDI consultants will attend the Board meeting and conduct a listening session with the Board. Gallardo will be joining the LGBA executive board as their secretary. The Library received a Certificate of Appreciation from Blood Drive company Versiti, special thanks to IT & Adult Services Librarian Kenny Tymick who coordinated this partnership to keep offering an essential service. The Library will be expanding hours in January. Hours will be 9 am to 7 pm, Monday through Friday, 9 am to 5pm Saturday and 1 am to 5 pm Sunday starting January 4. Promotion will start closer to the date. The self-check-in

station is a welcome addition; special thanks to Access Services Manager Rebecca Bartlett for getting this implemented.

**MOTION TO APPROVE OMNIBUS AGENDA:**

Spratford motioned to pass the Omnibus Agenda including the Minutes of the Regular Board Meeting on November 17, 2020, minutes from Closed Sessions on August 18, 2020 and November 17, 2020 and the Operating Warrant, December 15, 2020.

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 REGARDING MATTERS NOT ON THE AGENDA:**

None

**TRUSTEE COMMENTS:**

Spratford noted that Former Trustee Steve Wolf passed away recently. She mentioned that he was quiet, but when he spoke people stopped and listened. He served on the Board during times when important decisions were being made and gave a lot of his life to the community.

Trustees continue to be impressed by the staff and all the changes that must be made. They believe it was a wise idea to put more funds into Overdrive. Gallardo stated that Digital Services Manager Chuck Johnson does a great job being thoughtful and intentional about how best to spend funds.

**CLOSED SESSION:**

Spratford motioned to go into Closed Session at 8:04 p.m. to discuss 5 ILCS 120/2, Section 2-11 Litigation.

Seconded by Allen.

**ROLL CALL VOTE**

Allan: aye.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

**MOTION PASSED**

The Board of Trustees reconvened Regular Session at 8:24 p.m. No decisions were made in Closed Session.

**ADJOURNMENT:** Hagen-McIntosh adjourned the meeting at 8:26 p.m.

Submitted by:

Roberta Richter, Business Manager