



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

**February 18, 2020**

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- PRESENT:** Katie Allan, Elizabeth Crewe, Joyce Hagen-McIntosh, Angie Larson, Shannon Rischow, Becky Spratford
- ABSENT:** Tom Krueger
- STAFF:** Charity Gallardo, Roberta Richter, Debbie Darwine, Rebecca Bartlett, and Chuck Johnson
- VISITORS:** Kathleen Deane, Kate Gorszcyk, and Julie Serrano
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**Meeting called to order by Hagen-McIntosh at 7:01 pm.**

**MOTION TO APPROVE AGENDA:**

**A motion made by Larson.**

**Seconded by Spratford.**

**Approved, all ayes.**

**MOTION PASSED.**

**PUBLIC COMMENTS ON THE AGENDA:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**Adult & Teen Services Department Annual Report**

Adult & Teen Services Manager Debbie Darwine gave a presentation regarding outreach in the Adult & Teen Services Department. She spoke to how outreach branches out forming partnerships and programming.

**Staff Service Awards Recognition**

The next round of awards and recognition for 2019 milestone service anniversaries will take place at the staff meeting on March 10<sup>th</sup> at 8:00 a.m.

**DIRECTOR EVALUATION PROCESS AND TIMELINE**

The evaluation will center on the focus areas presented to Gallardo at her last evaluation. These included infrastructure, cultural change, and community engagement. The timeline for the evaluation process is as follows:

- April 1: Gallardo will provide her self-evaluation and goals for next year
- April 18: Hagen-McIntosh will compile all of the feedback from the Trustees on the focus areas

- April 21: The Board will discuss their feedback and evaluation of the Executive Director, deliver their feedback to the Executive Director, and take any action required on compensation.

#### **GOVERNANCE POLICY REVISION**

#### **MOTION TO APPROVE REVISED POLICY:**

Allan motioned to approve the revisions to the Governance policy. The motion was seconded by Rischow.

#### **ROLL CALL VOTE**

Allan: aye.

Crewe: aye.

Krueger: absent.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

**MOTION PASSED**

#### **CLOSED SESSION MINUTES APPROVAL AND REVIEW**

A motion made by Spratford to approve the following closed session minutes:

12/17/19

4/26/19

3/12/2019

2/19/2019

6/19/2018

5/8/2018

3/13/2018

3/6/2018

11/21/2017

7/18/2017

Seconded by Larson.

Approved, all ayes.

**MOTION PASSED.**

A motion made by Spratford to open the following Closed Session minutes:

7/20/2004

4/03/2008

5/14/2008

5/15/2008

5/19/2008

5/20/2008

6/17/2008

3/19/2013

2/17/2015

And the following will remain closed:

5/28/2013

12/15/2015

7/19/2016

Seconded by Allan.

Approved, all ayes.

**MOTION PASSED.**

**A motion made by Larson to destroy audio minutes from the following Closed Session dates:**

4/17/07

3/18/08

4/3/08

4/15/08

4/18/08

5/15/08

5/19/08

6/17/08

8/19/08

9/2/08

1/20/09

6/16/09

Seconded by Spratford.

Approved, all ayes.

**MOTION PASSED.**

#### **COMMITTEE REPORTS:**

**Finance and Advocacy:** Next meeting will be held March 9<sup>th</sup> at 7:00 pm.

**Friends of the Library:** None

**RAILS/ILA Liaison:** Rischow attended a Legislative event and thought it was an interesting experience. Hagen-McIntosh will be attending a Legislative event on February 20. Spratford mentioned that the deadline to submit programming proposals to ILA is March 16. ILA will take place in Springfield this year.

**Policies and Services:** Next meeting will be held March 12 at 9:00 am.

**Village Liaison:** Larson will be serving on a panel for the Citizen's Council.

#### **EXECUTIVE DIRECTOR'S REPORT**

Gallardo introduced new Business Manager Roberta Richter.

Digital Services Manager Chuck Johnson's office space is now located in Administration and he will begin working full-time.

The geotechnical monitoring wells were drilled and will be in place for 4 weeks to check water readings. The company will be demolishing a section of the basement floor on February 19<sup>th</sup>.

IT/Operations Manager, Peter Van Kempen will oversee the project and will be given data as to the volume of water and potential solutions.

The Library will be using grant monies from LaShawn Ford to create a Mother's Room and to purchase Maker's Space equipment to be circulated and/or used in programming. The Mother's Room will run on a reservation system and Gallardo is hoping to have two cubicles available which can be utilized by patrons and staff.

The Trustees made mention of the excellent job performed by Community Engagement Coordinator Arcadia McCauley on the annual report document.

**MOTION TO APPROVE OMNIBUS AGENDA:**

**Spratford motioned to pass the Omnibus Agenda including the Minutes of the Regular Board Meeting of January 21, 2020, the Treasurer's Report, and the Operating Warrant, February 18, 2020.**

**Seconded by Allan.**

**ROLL CALL VOTE**

**Allan: aye.**

**Crewe: aye.**

**Krueger: absent.**

**Larson: aye.**

**Rischow: aye.**

**Spratford: aye.**

**Hagen-McIntosh: aye.**

**MOTION PASSED**

**PUBLIC COMMENTS REGARDING MATTERS NOT ON THE AGENDA:**

Patron Kathleen Deane spoke regarding an unfortunate incident regarding an audio book for which she received an overdue notice, bill, and collection agency letter. The material was found on shelf in the Library. Ms. Deane was unhappy with the level of service she received and wanted reassurance that her library record and credit score were not going to be affected by this transaction. Hagen-McIntosh assured Ms. Deane that Gallardo would appropriately handle the matter with high urgency. Gallardo apologized and agreed to look into the matter and follow up with Ms. Deane.

**TRUSTEE COMMENTS:**

Rischow inquired as to the possibility of streaming Board meetings. There was discussion about live streaming, recording and posting to YouTube, and posting audio recordings to the website.

Recordings would be posted after minutes are approved. Gallardo will look into these options.

There was discussion about moving Public Comment for items not on the agenda closer to the start of the meeting. It was decided that the Board President will greet visitors to discover whether they have public comments on matters not on the agenda and determine whether the agenda item should be moved up on a case-by-case basis.

Hagen-McIntosh proposed that committee roles remain as they are, however she is interested in input. Spratford, Hagen-McIntosh, and Krueger are up for re-election in the next running.

**EXECUTIVE SESSION:** None

**ADJOURNMENT:** Hagen-McIntosh adjourned the meeting at 8:35pm.

Submitted by:

Roberta Richter, Business Manager