



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

September 15, 2020

PRESENT IN-HOUSE: Katie Allan, Tom Krueger, Joyce Hagen-Macintosh, Angie Larson, and
Becky Spratford

PRESENT REMOTELY: Elizabeth Crewe and Shannon Rischow

ABSENT: None

STAFF PRESENT IN-HOUSE: Charity Gallardo, Chuck Johnson, Peter Van Kempen and
Roberta Richter

VISITORS PRESENT REMOTELY: Rebecca Bartlett

Meeting called to order by Hagen-McIntosh at 7:00 pm.

MOTION TO APPROVE AGENDA.

A motion was made by Spratford 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

Annual Report: Digital Services Manager – Johnson

The Library closed its in-house services on March 15 and at this time, Johnson worked to ensure that patrons were provided with materials and services. Johnson requested additional funding for digital services and Gallardo approved. He doubled check out limits for Hoopla and Kanopy, removed restrictions, added cost per circ to fulfill hold list, and added Overdrive Advantage titles to fulfill the high holds list (which boosted our online library). Johnson was thankful that Gallardo

updated the way budgeting is done, allowing him more flexibility. During the closure, new storybooks were placed on Facebook and Twitter. A YouTube channel was created which staff are utilizing. The Library implemented TAWK.TO, providing a way to communicate with patrons in real time. This service is continuing to be used while the Library is open, and the public services desks are all logged in to answer questions. Other digital offerings added include Creativebug for free online video classes and CloudLibrary, a platform similar to Overdrive. Johnson also added Niche Academy, which offers training service for patrons and staff. The Library is also using a tool called OpenGov which is a transparency software. Multiple databases have been removed due to inactivity.

A motion was made by Krueger to approve the new Telecommuting Policy, the revised Collection Development Policy, the revised Library Cards (formerly Circulation) Policy, and the revised Social Media Policy.

Seconded by Spratford.

ROLL CALL VOTE

Allan: aye.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

MOTION PASSED

Strategic Planning Process Timeline

There was discussion regarding strategic planning. It was agreed that it is currently difficult to project out too far and a full strategic planning process should wait. Krueger recommended a possible mini-internal strategic plan. There was also discussion of working on equity, diversity, and inclusion prior to creating the strategic plan. Gallardo will speak with the leadership team to find out what may be useful internally in terms of strategic planning.

COMMITTEE REPORTS:

Finance & Advocacy:

None

FOL Liaison:

None

RAILS/ILA Liaison:

RAILS created a dashboard in relation to libraries re-opening to the public and plans to continue using it post COVID-19. Libraries can self-report in real time.

Policies & Services:

Plan to meet in October.

Village Liaison:

The Citizen's Council sent out emails regarding the upcoming election.

EXECUTIVE DIRECTOR’S REPORT:

Van Kempen made offers to two custodial candidates who are expected to start work in early October. Library Card Sign-Up Month is in full swing. Access Services made sign up available outdoors. The League of Women Voters hosted a voter’s information table outdoors. Kim Scott will begin working at the Library on September 21, as the Children’s Services Manager. The department has been doing an impressive job. The Trustees wanted to note the great job by the staff while the internet went down. The Trustees also thanked Gallardo for sharing the results of the staff survey. A follow-up survey was recently sent out and Gallardo hopes to share the results next month.

WRITTEN COMMENTS AND SUGGESTIONS:

None

COMMUNICATIONS:

None

MOTION TO APPROVE OMNIBUS AGENDA:

Krueger motioned to pass the Omnibus Agenda including the Minutes of the Regular Board Meeting on May 19, 2020, the Treasurer’s Report, and the Operating Warrant, June 16, 2020. Seconded by Allan.

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:

None

CLOSED SESSION:

None

ADJOURNMENT: Hagen-McIntosh adjourned the meeting at 8:20 p.m.

Submitted by:

Roberta Richter, Business Manager