



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

June 16, 2020

PRESENT IN-HOUSE: Tom Krueger, and Becky Spratford

PRESENT REMOTELY: Katie Allan, Elizabeth Crewe, Joyce Hagen-Macintosh, Angie Larson, Shannon Rischow

ABSENT: None

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

VISITORS PRESENT REMOTELY: Chuck Johnson, Rebecca Bartlett, Sue Wisthuff, Laura Goldsborough, Judy Bloecks, Susie Lehuta, and Jeanne Jesernik

Meeting called to order by Hagen-McIntosh at 7:02 pm.

MOTION TO APPROVE AGENDA.

A motion was made by Spratford.

Seconded by Krueger.

Approved, all ayes.

MOTION PASSED

PUBLIC COMMENTS ON THE AGENDA:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS

Motion to approve Resolution No. 06.16-A-2020: Annual Resolution Authorizing Public Library Non-Resident Cards

Gallardo explained the two methods provided by the state (mathematical formula and method based on actual taxes). The recommendation is to use the method based on taxes, as has been the case for at least the past 10 years. "Number of cards sold" was revised to state "number of cards issued". Gallardo also mentioned that the Cards for Kids Act was signed into law.

A motion was made by Spratford to approve Resolution No. 06.16-A-2020: Annual Resolution Authorizing Public Library Non-Resident Cards

Seconded by Crewe

ROLL CALL VOTE

Allan: aye.

Crewe: aye.
Krueger: aye.
Larson: aye.
Rischow: aye.
Spratford: aye.
Hagen-McIntosh: aye.
MOTION PASSED

Illinois Public Library Annual Report (IPLAR) 2019-20

Gallardo explained that this is a report submitted to the state every year. The Trustees were provided with a draft that includes last year's data along with this year's data. The pandemic affected statistics. Gallardo thanked Richter for compiling the data.

**A motion was made by Spratford to accept the data provided in the IPLAR 2019-20 report.
Seconded by Hagen-Macintosh**

ROLL CALL VOTE

Allan: aye.
Crewe: aye.
Krueger: aye.
Larson: aye.
Rischow: aye.
Spratford: aye.
Hagen-McIntosh: aye.
MOTION PASSED

Preliminary Levy Request to the Village of La Grange

Each year, the Library is required to levy and appropriate for the upcoming fiscal year. Krueger explained that the appropriation is inflated by five percent in case of additional receipts that we might want to spend. Rischow recommended some small edits.

**A motion was made by Krueger to correct typos, revise grammar, and approve the preliminary levy request.
Seconded by Spratford**

ROLL CALL VOTE

Allan: aye.
Crewe: aye.
Krueger: aye.
Larson: aye.
Rischow: aye.
Spratford: aye.
Hagen-McIntosh: aye.
MOTION PASSED

Basement Water Infiltration Investigation: Approval to Fund Drain Tile System Design from Special Building Fund

Van Kempen solicited and received bids for the drain tile system design. A proposal was presented to conduct further investigation and there is a request to use the Special Building Fund. Krueger noted that the project falls within the guidelines for use of the proposed funds.

**A motion was made by Krueger to approve funding from the Special Building Fund.
Seconded by Crewe**

ROLL CALL VOTE

Allan: aye.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

MOTION PASSED

COMMITTEE REPORTS:

Finance & Advocacy:

Krueger would like to schedule a meeting for July. He will send out a poll to choose a date.

FOL Liaison:

The group is planning a meeting on June 25 to finalize plans for an annual meeting to be held virtually. All are welcome to attend. The meeting has been publicized on social media.

RAILS/ILA Liaison:

Spratford was elected to the RAILS board. It was noted that RAILS would be restarting delivery, not to be confused with SWAN resource sharing. RAILS will be returning items to their owning library. SWAN is targeting August for resource sharing resumption. The ILA budget passed, which affects the Per Capita Grant funds.

Policies & Services:

None

Village Liaison:

None

EXECUTIVE DIRECTOR'S REPORT:

Gallardo noted that staff are back to working their full budgeted hours. Hagen-McIntosh would like Trustees to return to the building for meetings when the state enters phase four.

Van Kempen mentioned an issue with pipes in the cooling system. The treatment company came out to extract samples from the water in the cooling system. Samples are being tested to see extent of any damage. The next step will be to flush out the system and continue with cleaning protocols. This will be an expensive project. Once everything is repaired, the system will need to be maintained, tested and potentially treated every six months to one year. The Library is using a new

company to handle the equipment. The Library surpassed 700 curbside pickups in the three weeks since the service started. 3,000 items have been checked out.

Staff are in discussion about reopening plans. Each department is considering services that can be offered and logistics for reopening. PPE is in place or on order. The Health & Safety committee has been meeting regularly to discuss plans. The Leadership Team is looking at other libraries who are offering services in the building and using a reservation system. Staff safety is at the front of Trustee's minds. The Library will provide masks to patrons if they come without them. We will try to accommodate in other ways for patrons who refuse or are unable to wear masks. Gallardo noted all of the steps the staff will be taking to ensure everyone's safety.

Krueger inquired as to what type of assistance the Library is providing for staff in regards to mental health and wellness. The Library offers an Employee Assistance Program that is available to all staff and their loved ones.

Curbside services will continue while open for appointments. The Library is following RAILS' current requirement of a 7-day quarantine for materials prior to being picked up for delivery.

There will be a blood drive in the Library on June 29. Adult Services Librarian, Kenny Tymick is coordinating logistics in relation to safety guidelines.

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