



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

**October 20, 2020**

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

**PRESENT REMOTELY:** Katie Allan, Elizabeth Crewe and Shannon Rischow

**ABSENT:** None

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

**VISITORS PRESENT REMOTELY:** Brian LeFevre, Brecken Cutler, Judy Bloecks, Sue Wisthuff, Kenny Tymick, Chuck Johnson and Rebecca Bartlett

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**Meeting called to order by Hagen-McIntosh at 7:02 pm. and made an announcement regarding Trustee remote attendance.**

**MOTION TO APPROVE AGENDA.**

A motion was made by Larson.

Seconded by Krueger.

**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:**

Basement Water Infiltration Investigation: Van Kempen discussed the proposed solution for the system. The bid documents will go out next week. Bidders will be scheduled to do a walk through on November 10 with Dan Elleonardo and Van Kempen. Bids will be due November 19.

Recommendations will be brought before the Board at the December Board meeting, with projected start of early January. Spratford explained the bid process for new trustees. There was discussion about a maintenance schedule once the project is complete.

**NEW BUSINESS**

**Acceptance of FY 2019-20 Audit:** Brian LeFevre from Sikich presented the audit for fiscal year 2019-2020. He explained that it is similar to the last couple of years with issues being fixed from past reports. LeFevre explained the standards that auditors need to perform, which are included in the communications portion of the audit. There were no suggested changes to internal controls and the Library was given an unmodified opinion, which is the highest level of opinion for the Library's financial statements.

**A motion was made by Krueger to accept the FY 2019-20 Audit.**

**Seconded by Spratford**

**ROLL CALL VOTE**

**Allan: aye.**

**Crewe: aye.**

**Krueger: aye.**

**Larson: aye.**

**Rischow: aye.**

**Spratford: aye.**

**Hagen-McIntosh: aye.**

**MOTION PASSED**

**Intergovernmental Agreement with Cook County: Resolution No. 10.20-A-2020:** The Library is eligible to apply for up to \$5,000 of relief funding and must authorize an Intergovernmental Agreement with Cook County to receive funding.

**A motion was made by Krueger to approve the Intergovernmental Agreement with Cook County: Resolution No. 10.20-A-2020**

**Seconded by Larson**

**ROLL CALL VOTE**

**Allan: aye.**

**Crewe: aye.**

**Krueger: aye.**

**Larson: aye.**

**Rischow: aye.**

**Spratford: aye.**

**Hagen-McIntosh: aye.**

**MOTION PASSED**

**Library Closure on November 3, 2020 (Election Day):** The Library is not required to close and Gallardo would accommodate requests for those who would like to take time off to vote. The Trustees would like to work something into the policy for forward planning.

**Families First Coronavirus Response Act Leaves:** Gallardo shared a document explaining leave and qualifying reasons. This particular emergency sick leave expires December 31, 2020. There is also leave for childcare purposes. It has been hard on operations to sustain this leave.

**Policy Revisions:**

**Reservable Spaces Policy:** This policy applies to meeting rooms, study rooms, and the digital studio. Instead of individual policies, several policies have been combined. Changes have been made to remove barriers to access and to remove procedures from policy to create more flexibility.

**Leave Policy:** Several policies were combined into one. The amount of parental leave to match the federal standard. There were slight changes made to wording regarding FMLA.

A motion was made by Allan to approve the Reservable Spaces Policy and the Leave Policy.

Seconded by Larson

**ROLL CALL VOTE**

Allan: aye.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

**MOTION PASSED**

**COMMITTEE REPORTS:**

**Finance & Advocacy:** A committee meeting scheduled for November 11 to work on the levy presentation.

**FOL Liaison:** None

**RAILS/ILA Liaison:** the ILA Virtual Conference started and will run through October 22. RAILS will be holding a board meeting on October 23. Spratford mentioned that EDI grants are being offered. There was discussion regarding quarantining items and the amount of time possibly changing. There has been no scientific evidence to support the current 7 day quarantine, which is having an adverse effect on patron's ability to check out items using self-checkout.

**Policies & Services:** None

**Village Liaison:** The La Grange Citizen's council is going through the endorsement process.

**EXECUTIVE DIRECTOR'S REPORT:**

The soft launch for work study spaces began on October 8, with six reservations made so far. We will begin promoting the service after a few weeks to work out any issues beforehand. Non-residents can now calculate their fee on our website. The change from curbside holds pick-up as the default is going smoothly. There will be another blood drive in November. There are plans to provide a micro pantry outside the Library. A new door counter system was installed, which allows the tracking of foot traffic to multiple locations in real time. A new self-checkout machine will be installed and one of the current machines will be repurposed with a checking in option. The greeter desk continues to receive positive feedback.

**MOTION TO APPROVE OMNIBUS AGENDA:**

**Krueger motioned to pass the Omnibus Agenda including the Minutes of the Regular Board Meeting on September 15, 2020, the Operating Warrant from October 20, 2020, and the 2021 Board Meeting Dates.**

Seconded by Spratford

**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:** A trustee inquired about program attendance statistics for August and September. Gallardo will be following up with staff.

**CLOSED SESSION:** None

**ADJOURNMENT:** Hagen-McIntosh adjourned the meeting at 8:34 pm.

Submitted by:

Roberta Richter, Business Manager