



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

July 21, 2020

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

PRESENT REMOTELY: Elizabeth Crewe and Shannon Rischow

ABSENT: None

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

VISITORS PRESENT REMOTELY: Chuck Johnson, Rebecca Bartlett, Judy Bloecks, Susie
Lehuta, Mary Martinec, and Jeanne Jesernik

Meeting called to order by Hagen-McIntosh at 7:02 pm. and made an announcement
regarding some trustees attending remotely due to COVID-19.

MOTION TO APPROVE AGENDA.

A motion was made by Krueger.

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 ON THE AGENDA:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS

Motion to approve Finance Policy Revisions

Krueger reviewed the proposed amendments including: adding language about the appropriation, correcting the procedure for budget amendments, adjusting emergency expenditure procedures, removing a defunct committee title, adding descriptions of funds managed and language regarding electronic funds transfer transactions and sustainability, and removing benchmarks for transfer of

fund balances, which will allow for more flexibility.

A motion was made by Spratford to approve the Finance Policy Revisions.

Seconded by Allan

ROLL CALL VOTE

Allan: aye.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

MOTION PASSED

State Library Per Capita Grant Requirements for Trustees: Review of Updated Standards Chapters

Requirements for the next application have not been provided by the state as of this time. Each Trustees confirmed that they reviewed the materials included in the packet (Serving Our Public 4.0 chapters 1-2).

COMMITTEE REPORTS:

Finance & Advocacy:

None

FOL Liaison:

The group met virtually on June 25. They elected officers and are in compliance with their bylaws. They are focusing on ways to increase membership and considering ways to raise money, as well as how to handle the stockpile of donated materials.

RAILS/ILA Liaison:

Spratford asked everyone to make sure that their L2 logins are current. She noted that ILA will be hosting their conference virtually in October. ILA attendance counts toward Per Capita requirements.

Policies & Services:

A meeting will be scheduled for August.

Village Liaison:

None

EXECUTIVE DIRECTOR'S REPORT:

Gallardo resumed sending out her weekly email to Trustees and staff. Reopening has been going smoothly, there have been no behavior incidents, and we have not reached capacity at any point. Patrons are learning how to use the self-check. The increase in use may lead to upgrading the machines. We will be moving away from patrons making appointments to enter the Library starting next week. Hagen-McIntosh wanted to mention that she is pleased with the digital offerings and that staff kept purchasing new materials while the Library was closed. Gallardo reviewed OpenGov on the Library's website, showing the Trustees how web users can see usage under circulation by

format. Spratford noted that she was pleased to see the Director and Managers working at the Greeter Desk the first week of reopening. The Library has consistently been in the top 15 SWAN libraries in relation to the circulation of materials. We are finding that curbside service is very popular.

Van Kempen gave an update about the chiller water system.

The Trustees continue to be impressed with the staff's creativity and hard work.

MOTION TO APPROVE OMNIBUS AGENDA:

Larson motioned to pass the Omnibus Agenda including the Minutes of the Regular Board Meeting on June 16, 2020, the Policies and Services Committee Meeting on March 12, 2020, The Finance and Advisory Committee Meeting on July 14, 2020, and the Operating Warrant from July 17, 2020.

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:

None

CLOSED SESSION:

None

ADJOURNMENT: Hagen-McIntosh adjourned the meeting at 7:38 p.m.

Submitted by:

Roberta Richter, Business Manager