



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

January 21, 2020

PRESENT: Katie Allan, Elizabeth Crewe, Joyce Hagen-McIntosh, Tom Krueger, Angie Larson, Shannon Rischow, Becky Spratford

ABSENT: None

STAFF: Charity Gallardo, Debbie Darwine, Leslie Hartoonian, Chuck Johnson, Noelle McDonough, Trudy Tosch, Megan Utne

VISITORS: None

Meeting called to order by Hagen-McIntosh at 7:01 pm.

MOTION TO APPROVE AGENDA:

A motion made by Larson

Seconded by Crewe.

Approved, all ayes.

MOTION PASSED.

STAFF RECOGNITION

Two staff members were recognized with service awards: Megan Utne (Teen Associate) marked 10 years of service and Trudy Tosch (Member Services Associate) marked 5 years. Board President Hagen-McIntosh read statements of recognition from their supervisors and trustees and staff celebrated their accomplishments with a brief reception and light refreshments.

PUBLIC COMMENTS ON THE AGENDA: None

UNFINISHED BUSINESS: None

MOTION TO APPROVE THE APPLICATION FOR SUBMISSION:

A motion made by Larson.

Seconded by Crewe.

Approved, all ayes.

MOTION PASSED.

NEW BUSINESS:

Annual Service Awards Changes

Staff who reached a milestone service anniversary in 2019 were asked their preference on how to be recognized; Megan and Trudy chose during the January Board meeting. The following staff will receive their service awards at the next quarterly all-staff meeting: Debbie Darwine, Sue Wisthuff,

and Emily Parker.

Member Services Department Annual Report

Leslie Hartoonian presented the Member Services department's first report since the renovation completion. She said that the new Marketplace space has been a great showcase for new releases and displays as well as an inviting spot for patrons. The new display space has given the department the opportunity to feature seasonal and lesser-seen collections and reports that the displays on comfort foods, thrillers, and books into movies were particularly successful. Spratford praised the displays for featuring multimedia materials for all ages and including interactive elements. The new space has also allowed for well-received pop-up programs. The staff processed over 221,000 items in 2019 and they've explored several ideas for improving the workflow in their new workspaces. They are cross-training and redistributing responsibilities to maximize staff coverage. Their outreach initiatives include making library cards at the Farmer's Market, processing homebound materials, and coordinating a lending library for BEDS center. She praised her staff for their flexibility and willingness to significant changes, including the new holds system, the elimination of fines, the new outreach module, and the introduction of the SWAN app. Krueger asked about the impact of fine elimination on patrons and Hartoonian shared some success stories. Crewe complimented the department's friendliness and helpfulness and shared a story of a Member Services staff member she observed providing excellent service by showing a patron how to use the self-check out.

Transfer of Excess Operating Funds to Special Building Fund

Allan observed that this seemed like a large amount and asked if it was customary. Spratford explained that it was definitely larger than usual and resulted from unspent salaries for unfilled positions and other deferred expenses from the renovation and interim director periods. Krueger added that the Illinois Library Act does not require that all of the excess funds go solely to the Special Building Fund and can be put toward other uses, such as capital needs and other renovation and maintenance concerns.

MOTION TO APPROVE REVISED POLICIES:

Krueger motioned to authorize the transfer of \$414,360 from the operating fund reserves held in the PMA Financial accounts to the Special Building Fund. The motion was seconded by Spratford

ROLL CALL VOTE

Allan: aye.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

MOTION PASSED

DIRECTOR EVALUATION PROCESS

Hagen-McIntosh outlined the process for addressing the director's upcoming annual evaluation. The bylaws currently state the board must discuss the evaluation as a group by April 1 and discuss with the director and implement any salary changes by May 1. Spratford suggested the board may wish to review several evaluation tool options. Hagen-McIntosh asked if Gallardo could have a few options ready by the February board meeting and she agreed. Spratford suggested we make a slight change

to the timeline in the evaluation policy so that the self-evaluation tool is ready for review for the March board meeting (versus April 1). Rischow asked whether it was appropriate to make a change on such a tight timeframe. Krueger advised that it is perfectly acceptable if it is included on the meeting agenda and available for public review. He added that the board members can always vote for or against items in question.

COMMITTEE REPORTS:

Finance and Advocacy: Finance & Advocacy Committee Chair Krueger asked Policies and Services Committee Chair Allan about reviewing changes to finance-specific policies and whether the Policy Committee would want to review them as well. Allan stated that this was unnecessary as the entire board has the opportunity to review Policy Committee recommendations when they are up for review at regular board meetings. The next meeting of the Finance Committee is Monday, March 9 at 7pm.

Friends of the Library: Krueger reported that the Friends have not met since the last regular board meeting.

RAILS/ILA Liaison: Spratford shared several opportunities for upcoming legislative meetups; these give staff and trustees a chance to get updates on relevant state legislature, hear reports from ILA on any relevant federal issues, and meet legislators. Gallardo plans to attend the meetups in Oak Brook (2/3/20) and Tinley Park (2/21/20) and invites any trustees who would like to attend to contact her. Spratford also informed the group about the new Executive Director of the American Library Association, Tracie Hall. She is the first African-American director of the ALA and one of the first ALA Spectrum Scholars.

Policies and Services: The Policies and Services Committee has not met since the last regular board meeting. Their next meeting is scheduled for Tuesday, February 11 at 9am.

Village Liaison: No report, though it was noted that Village President Tom Livingston has announced his intention to step down due to professional obligations.

EXECUTIVE DIRECTOR'S REPORT

Gallardo reported that a candidate has accepted the Business Manager position, pending a background check.

There was discussion of staff feedback on the previous strategic plan. Krueger mentioned that there were several staff comments on the value of having a consultant. Spratford pointed out that without a consultant, creating and implementing the strategic plan falls solely on the staff. Hagen-McIntosh suggested that perhaps the issue wasn't having a consultant at all, but that the last consultant wasn't the best fit for LGPL.

Gallardo noted that she will attend a strategic planning presentation from the Salt Lake City Public Library at a pre-conference session of the Public Library Association conference in February.

Gallardo added that she was aware that in the previous strategic planning process, tasks were assigned to staff without necessarily being tailored to their strengths and interests. She is hopeful she can address this and other staff concerns about the implementation side of the strategic planning

process during this next plan.

MOTION TO APPROVE OMNIBUS AGENDA:

Spratford motioned to pass the Omnibus Agenda including the Minutes of the Regular Board Meeting of December 11, 2019, the Finance & Advocacy Committee Meeting Minutes of January 14, 2020, the Treasurer's Report, and the Operating Warrant, January 21,2020. 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 REGARDING MATTERS NOT ON THE AGENDA: None.

TRUSTEE COMMENTS: None

EXECUTIVE SESSION: None

ADJOURNMENT: Hagen-McIntosh adjourned the meeting at 8:54pm.

Submitted by:

Katie Allan, Secretary