



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

December 17, 2019

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

ABSENT: None

STAFF: Charity Gallardo

VISITORS: None

Meeting called to order by Hagen-McIntosh at 7:30 pm.

MOTION TO APPROVE AGENDA:

A motion made by Spratford.

Seconded by Crewe.

Approved, all ayes.

MOTION PASSED.

PUBLIC COMMENTS ON THE AGENDA: The library's newest staff member, IT & Operations Manager Peter Van Kempen, introduced himself. He comes to us from the Steppenwolf Theater but lives in La Grange. He was heartily welcomed by the Board.

UNFINISHED BUSINESS:

State Per Capita Grant Application

It is time to submit the application for the State Library Per Capita Grant. It must be submitted by January 15, 2020. The grant is unpredictable in nature and sometimes late to arrive. The process for preparing for the grant will be an onboarding priority for the new Business Manager once hired.

Gallardo also noted that LGPL's digital archive information is now on the Illinois Digital Archives page. She added that Collection Services Manager Bartlett persuaded the IDA to let us keep the information within our Library catalog as well, though it is not customary.

MOTION TO APPROVE THE APPLICATION FOR SUBMISSION:

A motion made by Larson.

Seconded by Krueger.

Approved, all ayes.

MOTION PASSED.

NEW BUSINESS:

Annual Service Awards changes

Service awards to staff have historically been awarded in conjunction with board meetings but Gallardo would like to get feedback from staff on alternatives they might enjoy more. Some possibilities include presenting awards during the work day, at the annual holiday party, or perhaps at a staff in-service day. Managers will speak with their staff to discuss ideas and Gallardo will report back to the board with a summary of their ideas. The Board would not necessarily have to attend the award presentation, but would enjoy receiving written recognition of staff members being honored. Krueger also suggested that the board could sign a note of appreciation to staff members to let them know how much their service is appreciated by the board.

Policy Revisions: Non-Discrimination and Anti-Harassment Policy, Victims' Economic Security and Safety Act Policy, Drug and Alcohol Policy, and Emergency Closings Policy

The Drug and Alcohol Policy (formerly the Substance Abuse Policy) was revised to reflect changes in the legal status of recreational cannabis in Illinois. The State of Illinois will continue to issue updated regulations since state and federal law are currently in conflict. Krueger commented that he likes that the policy focuses on how substance use affects employees' ability to do their jobs. Spratford expressed her appreciation for this policy.

Regarding the revised Emergency Closing policy, Larson emphasized that the goal is to keep the Library open and available to the public whenever possible. The revised policy clarifies who makes the decision to close and how compensation and attendance works in the event of a closure, so that all employees know what is expected.

MOTION TO APPROVE REVISED POLICIES:

A motion made by Spratford to approve all four revised policies as presented in the Board packet.

Seconded by Krueger.

ROLL CALL VOTE

Allan: aye.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

MOTION PASSED

COMMITTEE REPORTS:

Finance and Advocacy: Krueger reports the committee will schedule a meeting for early January. Spratford expressed her appreciation for the report about the library levy, specifically its accuracy and how well it explained the process. Hagen-McIntosh noted that the levy process with the village went incredibly smoothly.

Friends of the Library: Krueger reports that now that the Friends have a sufficient membership, they will return to the practice of holding annual membership meetings. The next meeting will be Tuesday, March 30 at 7pm. They will be working on their mission statement and objectives. They have a goal of increasing membership and are targeting Friends of the Library week in October for a

membership renewal push. They are also preparing for Library Worker Appreciation Day (Tuesday, April 21). Krueger added that the new FOL board is open to more of a rolling approach for granting staff requests so that they can fulfill requests more promptly and efficiently.

RAILS/ILA Liaison: Spratford reports that RAILS has hired a company to revamp their calendar to make it more user-friendly. She adds that this is great news, though it will be a big project. ILA will open calls for programs soon.

Policies and Services: Allan reports that the committee will meet again in February.

Village Liaison: No report from Larson, though Gallardo spoke with La Grange Village Manager Andrianna Peterson about the Village's emergency closing policy. Peterson confirmed that the Village aims to stay open whenever possible and she was excited about the Library's mission to potentially be a safe and welcoming space and resource during times of inclement weather. Gallardo also mentioned the village's strategic rebranding research and happily reports that Peterson agreed to share the Village's survey data to assist with our strategic planning process.

EXECUTIVE DIRECTOR'S REPORT

Gallardo reports that the display for circulating equipment has been extremely successful. Its prominent position in the lobby helps publicize the items' availability and encourage holds.

Staffing

- Gallardo reports that IT/Operations Manager Van Kempen's presence has been a very welcome addition and that he even fixed the Library's sump pump within his first two days on the job.
- The Business Manager position posting has yielded many promising applicants. Gallardo plans to do phone interviews after the holidays and will include administrative staff in the hiring process.
- Spratford asked about which other positions are open and Gallardo reported there is a 19-hour Member Services Associate position. It has been posted on the RAILS Job Board and so far the Library has received several great resumes.
- Allan inquired about the changes in Member Services positions and Gallardo described the current staffing as 6-7 associates, 3 remaining clerks, and about 4-5 shelvers. She will adjust staffing as vacancies occur.

Krueger commented that he likes the collection boxes that have recently been available for patrons to contribute gently used shoes and non-working holiday lights.

Crewe asked about the Walking Book Club mentioned in the report. Gallardo described that it is a book club that meets to discuss books while walking around scenic park areas. Adult Services Librarian Kate Lagerstrom plans to introduce this concept in the coming months.

MOTION TO APPROVE OMNIBUS AGENDA:

Spratford motioned to pass the Omnibus Agenda including the Minutes of the Regular Board Meeting of November 19, 2019, the Policies and Services Committee Meeting Minutes of December 10, 2019, the Treasurer's Report, and the Operating Warrant, December 17, 2019.

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: Spratford thanked Larson for coordinating the staff holiday party. She also acknowledged staff member Raif Galloway for setting up the digital fireplace to add to the festivities.

EXECUTIVE SESSION: For the benefit of new trustees, Hagen-McIntosh briefly explained the purpose of an executive session.

MOTION

Krueger moved to go into Executive Session pursuant to 5 ILCS 120/2(c)(1).

Seconded by Spratford.

ROLL CALL VOTE

Allan: aye.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

MOTION PASSED

The Board entered Executive Session at 8:18pm. The Board reconvened in open session at 8:30pm; nothing to report from Executive Session and no action will be taken.

ADJOURNMENT: Hagen-McIntosh adjourned the meeting at 8:31pm.

Submitted by:

Katie Allan, Secretary