



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

**November 17, 2020**

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**PRESENT IN-HOUSE:** Joyce Hagen-McIntosh, Tom Krueger, and Becky Spratford

**PRESENT REMOTELY:** Elizabeth Crewe, Angie Larson, Shannon Rischow

**ABSENT:** Katie Allan

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

**VISITORS PRESENT REMOTELY:** Kenny Tymick, Noelle McDonough, Rebecca Bartlett, Chuck Johnson, Judy Bloecks, Susie Lehuta, Becky Sorice, Jeannie Jesernik, Mary Martinec, and Tim Matthews

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

**MOTION TO APPROVE AGENDA.**

A motion was made by Spratford to approve the agenda.

Seconded by Krueger.

**ROLL CALL VOTE**

Allan: absent.

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**

**Annual Report: Access Services Manager, Rebecca Bartlett.**

Bartlett discussed the merger of Collection Services and Member Services to become Access Services. During the pandemic closure, staff completed professional development and performed multiple in-house tasks including an inventory project, and 5,000 contactless pickups of curbside holds. The Library was ranked 15 out of 110 SWAN libraries on a regular basis. The staff worked together make changes ensuring patrons were getting service. As the Library returned to in-person

service, the staff offered curbside pick-up, materials returns, delivery sorting, appointment-only assistance, and limited interlibrary loan pick up. Access Services staff cover the greeter desk to welcome patrons and remind of safety precautions. Outreach provided included the Library Card Sign-Up tent located outside of the Library during Library Card Sign-Up Month. The staff also created lobby displays regarding current events. The Trustees mentioned their appreciation for the continuation of new materials purchased during the pandemic closure. They were impressed and grateful for staff making good use of the time when building was closed.

**PMA Services, Tim Matthew of PMA**

Tim Mathew works for PMA, an investment firm that manages some investments for the Library. Matthew described the process of what the firm does for the library regarding finances and explained the master total portfolio report and future projections.

**2020 Levy Presentation, Tom Krueger**

**A motion was made by Spratford to approve Resolution No. R11.17-A-2020.**

**Seconded by Krueger**

**ROLL CALL VOTE**

**Allan: absent.**

**Crewe: aye.**

**Krueger: aye.**

**Larson: aye.**

**Rischow: aye.**

**Spratford: aye.**

**Hagen-McIntosh: aye.**

**MOTION PASSED**

**COVID-19 Essential Government Functions, Joyce Hagen-McIntosh**

Hagen-McIntosh and Gallardo explained this resolution defines which Library operations and services are essential and will continue whether the building is open or closed to the public. Hagen-McIntosh reviewed the safety precautions being taken to offer essential services in a safe way. All employees whose positions are conducive to remote work are also offered the option to work remotely when they are not needed in the building. The three main priorities right now are to serve people, keep everyone safe, and sustain Library jobs. The Library is currently abiding by the state's Tier Three restrictions that will be put in place starting November 20. Providing a resolution offers transparency regarding what operations and services will be maintained throughout the pandemic.

**A motion was made by Spratford to approve Resolution No. R11.17-B-2020.**

**Seconded by Hagen-McIntosh**

**ROLL CALL VOTE**

**Allan: absent.**

**Crewe: aye.**

**Krueger: aye.**

**Larson: aye.**

**Rischow: aye.**

**Spratford: aye.**

**Hagen-McIntosh: aye.**

**MOTION PASSED**

**SenSource traffic counter system, Peter Van Kempen**

SenSource installed a new traffic counter system one month ago. Counters are set up in multiple areas, to capture traffic to different departments and display current occupancy. This is helpful to the staff as they track traffic to abide by the Library’s capacity limits. Van Kempen demonstrated the data available through the web portal.

**RGW Discovery Scope of Work Proposal, Charity Gallardo**

Gallardo received a proposal from an Equity, Diversity, and Inclusion consultant who came highly recommended by other libraries who have used her services. Her proposal includes the discovery report process. The report would be provided to the Library and it can be decided how to move forward. Gallardo would like to engage her and start in January. The community sessions would be completed virtually and employee and trustee sessions would also take place.

**COMMITTEE REPORTS:**

**Finance & Advocacy:**

None.

**FOL Liaison:**

None.

**RAILS/ILA Liaison:**

Spratford noted the RAILS changed the quarantine they are requiring for materials in delivery from seven to three days. RAILS started an EDI committee.

**Policies & Services:**

None.

**Village Liaison:**

None

**EXECUTIVE DIRECTOR’S REPORT:**

Gallardo noted that grant monies are being utilized to purchase Brainfuse and Job Now. Funds are also being put toward Overdrive titles to reduce the holds waiting lists. The Office 365 migration continues. There has been slow, steady progress toward the Friends of the Library book sale opening back up. Many patrons sent compliments for some of the STEAM programming conducted by Children’s Services recently. Adult Services now has a Readers’ Advisory form available online to request personalized recommendations. Chuck Johnson set up a story using OpenGov to better display certain statistics.

**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 October 20, 2020, Minutes of the Policy and Services Committee Meeting on October 19, 2020, the 2021 Library Closures, and the Operating Warrant, November 17, 2020. Seconded by Spratford.

**ROLL CALL VOTE**

Allan: absent.

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:**

Trustee Larson will be moving and will be serving as a Trustee until early next year. The Board will appoint someone to fill the two-year term, using an interview method similar to the Citizen's Council process for endorsement.

**CLOSED SESSION:**

Spratford motioned to go into Closed Session at 8:52 p.m. to discuss 5 ILCS 120/2, Section 2-11.

Seconded by Krueger.

**ROLL CALL VOTE**

Allan: absent.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

**MOTION PASSED**

The Board of Trustees reconvened Regular Session at 9:09 p.m. No decisions were made in Closed Session.

**ADJOURNMENT:** Hagen-McIntosh adjourned the meeting at 9:09 p.m.

Submitted by:

Roberta Richter, Business Manager