



ELK GROVE VILLAGE PUBLIC LIBRARY

**BOARD OF TRUSTEES
of the
ELK GROVE VILLAGE PUBLIC LIBRARY**
Minutes of the Regular Meeting
Tuesday, November 12, 2024

President Bruce Barnett called the meeting to order at 7:03 pm.

Trustees present: Lee Maternowski, JoAnn Shafar, Eileen Valentino, Mary Vitale, and Renee Weiland. Absent: Isela Catania Also present were Library Director Debra Nelson, Business Manager Michael Mangini, Administrative Assistant Jennifer Snyder and Network Administrator Josh Fulkerson. Department Heads: Adult Services Mary Kay Stiff, Building & Security Rick Avalos, Technical Services Nichole Kelley, Youth Services Adelaide Rowe.

MINUTES APPROVED

1. Trustee Valentino moved, seconded by Trustee Weiland, that the Board approve the minutes of the Regular Session Meeting held October 1, 2024.
2. Trustee Shafar moved, seconded by Trustee Vitale, that the Board approve the Committee of the Whole Meeting held October 22, 2024.

On a voice vote, the motion passed

AGENDA REVIEW

A Closed Session Meeting was added to the Agenda

COMMUNICATIONS

The Board reviewed the communications

AUDIENCE TO VISIORS

1. A patron voiced concern about the cold temperature in the Quiet Study Room. President Barnett explained that ongoing repairs to VAV boxes and the incomplete building automation system were causing temperature fluctuations. They assured the patron they would address the issue in the meantime.
2. Hannah Cullerton from Lauterbach & Amen presented the Library's FY 2023-24 Audit to the Board.
3. Dave Frigo of Hitchcock Design provided an update on the outdoor master plan.

FINANCIAL REPORT **ACCOUNTS PAYABLE SCHEDULE**

Clarifications:

1. RAILS – Creative Bug: crafting database through JOANN Fabrics
2. Automated Logic Contracting - building automation project: payment for ongoing project
3. Elk Grove Village – payment for last season's snow and ice removal services for the parking lot. The invoice is based on the amount of service provided during the winter season.
4. Bibliotheca, LLC – Invoice for the new SelfCheck 3000 machine. The machine was delivered on 10/14/24.

Trustee Shafar moved, seconded by Trustee Maternowski, that the Board approve the Accounts Payable Schedule dated November 12, 2024 in the amount of \$278,068.83.

AYES: Barnett, Maternowski, Shafar, Valentino, Vitale, Weiland

NAYS: None

ABSENT: Catania

REPORT ON BOARD COMMITTEES

BUILDING & GROUNDS

The VAV box project is ongoing

PERSONNEL

No report

POLICY

Trustee Maternowski is reviewing Section II of the Policy

LEGAL AND FINANCE

No report

COMMUNITY RELATIONS

The Friends raffled off gift baskets during National Friends of the Library Week, October 20-26.

REPORT FROM LIBRARY DIRECTOR AND DEPARTMENT HEADS

The Library is preparing for holiday programs. The holiday lights have been put up. The Foodie Fall Fest was an enjoyable event, and the staff anniversary luncheon was held on November 11th.

The Board will need to review "Serving out Public 4.0 Standards for Illinois Libraries" in December to prepare for the per capita grant application.

PENDING BUSINESS

No pending business

NEW BUSINESS

1. 2025 Board Meeting Schedule

Trustee Valentino moved, seconded by Trustee Vitale, that the Board approve the 2025 Board Meeting schedule:

January 7
February 4
March 4
April 8
May 6
June 3
July 1
August 5
September 2
October 7
November 4
December 2

On a voice vote, the motion passed

2. Optional Library Closures

Trustee Vitale moved, seconded by Trustee Valentino, that the Board approve closing the Library on the following dates in 2025 in accordance with Policy, Section II Library Philosophy and Objectives, Subject: U, Library Closures:

April 20
May 25
August 31
December 31 (close at 1:00 pm)

On a voice vote, the motion passed.

3. Staff In-service

Trustee Shafar moved, seconded by Trustee Weiland, that the Board approve to close the Library on January 23, 2025 for an all-day staff in-service training.

On a voice vote, the motion passed.

CLOSED SESSION

Trustee Valentino moved, seconded by Trustee Vitale, that the Board exit the Regular Session Meeting and go into Closed Session to discuss the performance, compensation and discipline for specific employees.

On a voice vote, the motion passed.

ADJOURN

Trustee Valentino moved, seconded by Trustee Vitale, that the Board exit the Regular Session Meeting.

On a voice vote, the motion passed

The meeting was adjourned 8:40 pm.

Respectfully Submitted,
Lee Maternowski, Secretary