



ELK GROVE VILLAGE PUBLIC LIBRARY

**BOARD OF TRUSTEES
of the
ELK GROVE VILLAGE PUBLIC LIBRARY**
Minutes of the Regular Meeting
Tuesday, August 6, 2024

President Bruce Barnett called the meeting to order at 7:00 pm.

Trustees present: Isela Catania, Lee Maternowski, JoAnn Shafar, Eileen Valentino, and Renee Weiland. Absent: Mary Vitale. Also present were Library Director Debra Nelson, Business Manager Michael Mangini, Administrative Assistant Jennifer Snyder and Network Administrator Josh Fulkerson. Department Heads: Adult Services Lizzy Klinnert, Building & Security Rick Avalos, Circulation Services Richy Sandberg, Technical Services Nichole Kelley, and IT Department Joe Basso.

MINUTES APPROVED

A spelling error was noted

1. Trustee Shafar moved, seconded by Trustee Valentino, that the Board approve the amended minutes of the Regular Session Meeting held July 10, 2024.

On a voice vote, the motion passed

AGENDA REVIEW

No additions were made to the agenda

COMMUNICATIONS

The Board reviewed the communications

FINANCIAL REPORT
ACCOUNTS PAYABLE SCHEDULE

Clarifications:

1. The Broken Wagon – bus trip: payments for the bus trips are recorded in the receivables section of the financial report. Checks are held until closer to the trip to facilitate refunds in case of cancellation.
2. Hitchcock Design: payment is for the masterplan design, online survey and mileage.
3. RAILS – electronic reference: PressReader (online magazines)
4. Petty Cash: payment for performers

Director Nelson explained the guidelines for obtaining cash advances to cover conference costs and the reimbursement procedure.

Trustee Shafar moved, seconded by Trustee Weiland, that the Board approve the Accounts Payable Schedule dated August 6, 2024 in the amount of \$197,241.86.

AYES: Barnett, Catania, Maternowski, Shafar, Valentino, Weiland
NAYS: None
ABSENT: Vitale

AUDIENCE TO VISIORS

No public comments

REPORT ON BOARD COMMITTEES

BUILDING & GROUNDS

Hitchcock Design is in the process of combining the 2 concepts into a single master plan. They are gathering quotes from architects for a prototype storage building and stage and are anticipating to have something for the Board next month.

PERSONNEL

No report

POLICY

Section 1 of the Policy was reviewed by Secretary Maternowski, who found four subjects to review at next month's meeting.

LEGAL AND FINANCE

No report

COMMUNITY RELATIONS

No report

REPORT FROM LIBRARY DIRECTOR AND DEPARTMENT HEADS

Lizzy Klinnert resigned as Head of Adult Services. She accepted a position that will give her more time to spend with her family. Her last day is August 28th.

The Village's planning commission approved the subdivision between the Village and the Library and will be going to the Village Board for final approval.

Circulation and door counts continue to go strong. A presentation by the Board and some Department Heads is planned for September 24th at 10:15 at the Sheila Ray Center.

Secretary Maternowski asked how the Busse Woods Trips are planned. Adelaide Rowe explained that the trips are coordinated with the Cook County Forest Preserve and are scheduled programs.

Rick Avalos is interviewing for the Safety & Security Coordinator position.

PENDING BUSINESS

No pending business

NEW BUSINESS

1. Early opening of the Library

Trustee Valentino moved, seconded by Trustee Catania, that the Board approve to open the Library at 12:00 pm On October 6th for the Foodie Fall Fest.

On a voice vote, the motion passed

2. Proposals from Midwest Mechanical

Several VAV boxes require repair. These malfunctioning units are resulting in unusually cold temperatures in certain areas of the building.

Trustee Valentino moved, seconded by Trustee Shafar, that the Board approve the proposal from Midwest Mechanical in the amount of \$13,787.

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

NAYS: None

ABSENT: Vitale

Trustee Shafar moved, seconded by Trustee Valentino, that the Board exit the Regular Session Meeting and enter into Closed Session to:

1. Consider minutes of meetings lawfully closed under the Act
2. Discussion of a pending litigation matter
3. The employment, discipline, or performance of specific employees

On a voice vote, the motion passed.

The Board returned to Regular Session.

1. Trustee Valentino moved, seconded by Trustee Catania that the Board approve to destruct the following Closed Session Meeting Minutes:

September 6, 2022

October 4, 2022

On a voice vote, the motion passed.

2. Secretary Maternowski moved, seconded by Trustee Valentino, that the Board approve and release the following Closed Session Meeting Minutes:

February 6, 2024

April 30, 2024

May 7, 2024

June 4, 2024

June 20, 2024

On a voice vote, the motion passed.

ADJOURN

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

On a voice vote, the motion passed

The meeting was adjourned 8:25 pm.

Respectfully Submitted,
Lee Maternowski, Secretary

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