



ELK GROVE VILLAGE PUBLIC LIBRARY

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

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

Trustees present: Isela Catania, Lee Maternowski, JoAnn Shafar, Eileen Valentino, Mary Vitale and Renee Weiland. 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, IT Manager Joe Basso, Technical Services Nichole Kelley and Youth Services Adelaide Rowe.

MINUTES APPROVED

1. Trustee Shafar moved, seconded by Trustee Valentino, that the Board approve the minutes of the Regular Session Meeting held January 9, 2024.

On a voice vote, the motion passed.

AGENDA REVIEW

No additions made to the Agenda

COMMUNICATIONS

The Board reviewed the communications

FINANCIAL REPORT
ACCOUNTS PAYABLE SCHEDULE

Clarifications:

1. Tri-County Preferred Garage – Payments are for 2 separate services on the dock door.

Trustee Shafar moved, seconded by Trustee Catania, that the Board approve the Accounts Payable Schedule dated February 6, 2024 in the amount of \$217,192.53

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

AUDIENCE TO VISIORS

No public comments

REPORT ON BOARD COMMITTEES

BUILDING & GROUNDS

Director Nelson is expecting a timeline for the landscaping project soon.

PERSONNEL

No report

POLICY

No report

LEGAL AND FINANCE

No report

COMMUNITY RELATIONS

No report

REPORT FROM LIBRARY DIRECTOR AND DEPARTMENT HEADS

Polaris goes live tomorrow. The Library will open at 10:00 am. Staff are preparing for spring programs. National Library Week is coming soon. Library staff were saddened to hear of the passing of a former library employee.

President Barnett explained that he believes the critical incidents have increased not because there are more incidents, but because employees are using the incident tracker software which is helpful in documenting notable occurrences in the Library. Rick Avalos added that they still need time to get more data and find a baseline, but believe staff are currently underreporting incidents in the Library.

PENDING BUSINESS

1. Circulation Department Policy

Trustee Shafar moved, seconded by Trustee Valentino, that the Board approve the updated Policy Section: III Department Responsibilities, Subject A: Circulation Department Policy, Library Cards.

On a voice vote, the motion passed

NEW BUSINESS

1. Circulation Policy

Trustee Shafar moved, seconded by Trustee Catania, that the Board approved the revised policies:

- a. Section: III Departmental Responsibilities, Subject A: Circulation Department Policy, 10. Loan Policies
- b. Section: III Departmental Responsibilities, Subject A: Circulation Department Policy, 11. Overdue Materials.

On a voice vote, the motion passed.

2. Personnel Policy

Trustee Valentino moved, seconded by Trustee Weiland, that the Board approve the following updates to the Personnel Policy:

- a. Section: IV Personnel, Subject C: Benefits, Vacation Time
- b. Section: IV Personnel, Subject C: Benefits, Maternity and Parental Leave
- c. Section: IV Personnel, Subject C: Benefits, Funeral Leave
- d. Section: IV Personnel, Subject C: Benefits, Paid Holidays
- e. Section: IV Personnel, Subject C: Benefits, Dental Insurance

3. A Committee of the Whole Meeting was scheduled for February 28th at 7:00 pm.

Trustee Catania moved, seconded by Trustee Shafar, that the Board exit Regular Session to consider minutes of meetings lawfully closed under the Act.

On a voice vote the motion passed.

The Board returned to Regular Session at 7:45 pm.

3. Closed Session Minutes

a. Trustee Shafar moved, seconded by Trustee Vitale, that the Board approve to have the following closed session records destroyed:

February 15, 2022
March 1, 2022
March 14, 2022
April 5, 2022
May 3, 2022

On a voice, vote, the motion passed

b. Trustee Shafar moved, seconded by Trustee Valentino, that the Board approve and release the following closed session meeting minutes:

October 4, 2022
July 12, 2023
July 27, 2023
August 29, 2023
September 19, 2023
October 3, 2023
October 30, 2023
November 7, 2023 part 1
November 7, 2023 part 2
January 9, 2024

On a voice vote, the motion passed

- c. Trustee Catania moved, seconded by Trustee Shafar, that the Board approve to destroy the following audio-recorded closed meeting sessions:

February 15, 2022

March 1, 2022

March 14, 2022

April 5, 2022

May 3, 2022

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 at 7:45 pm

Respectfully Submitted,
Lee Maternowski, Secretary