



ELK GROVE VILLAGE PUBLIC LIBRARY

BOARD OF TRUSTEES of the ELK GROVE VILLAGE PUBLIC LIBRARY

Minutes of the Regular Meeting
Tuesday, February 7, 2023

President JoAnn Shafar called the meeting to order at 7:00 pm.

Trustees present: Bruce Barnett, Kathy Jarosch, Lee Maternowski, Eileen Valentino, and 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 Youth Services Adelaide Rowe.

MINUTES APPROVED

Secretary Barnett moved, seconded by Trustee Maternowski, that the Board approve the minutes of the Regular Session Meeting held January 3, 2023.

On a voice vote, the motion was passed.

AGENDA REVIEW

No additions were made to the agenda.

COMMUNICATIONS

The Board reviewed the communications

AUDIENCE TO VISITORS

David Vinjamuri presented the Library's Space Audit. Trustees shared their thoughts on the audit afterwards.

FINANCIAL REPORT
ACCOUNTS PAYABLE SCHEDULE

Clarifications:

1. Amazon Capital Services – Amazon business credit card
2. Nicor Gas – bills for December & January
3. Bradford Systems – new bookshelves for items on hold.
4. Lifeready 360 – annual maintenance for the AED defibrillator
5. Castillo Landscaping & Elk Grove Village: Snow removal – The Village plows the parking lot and Castillo Landscaping comes out to shovel and salt the sidewalks when snow levels get up to 2-3 inches.
6. Waukegan Roofing – Biannual inspection & roof cleanup.

Trustee Jarosch moved, seconded by Trustee Valentino, that the Board approve the Accounts Payable Schedule dated February 7, 2023 in the amount of \$184,584.43.

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

NAYS: None

ABSENT: Johnson

REPORT ON BOARD COMMITTEES

BUILDING & GROUNDS

Secretary Barnett thanked Rick Avalos for getting a quote from another HVAC company that was half the amount asked for from the Library's current HVAC company.

POLICY

President Shafar and Trustee Maternowski will begin reviewing the Policy and noting anything they think should be revised. President Shafar suggested creating an employee handbook.

PERSONNEL

No report

LEGAL AND FINANCE

No report

COMMUNITY RELATIONS

The Friends were very happy with their lobby sales in December. November & December sales were over \$2,000. The Friends are purchasing new staff Library shirts to celebrate our “5-star status”.

Bank balance: \$46,792

REPORT FROM LIBRARY DIRECTOR AND DEPARTMENT HEADS

President Shafar thanked Lizzy Klinnert & Jeffrey Winterstein on the hard work on the endcaps.

The skylight is set to be installed in March. The Winter Reading Programs are doing well and the door count continues to climb.

Staff received 2 training sessions: Narcan training and a tornado drill. Collection HQ has been fully implemented and training will start this month.

The Library wants to go green, so it is requested to send board packets online only. If a Trustee would like a physical copy, please tell Jenny and she will have one in your mailbox at the Library.

A Committee of the Whole Meeting was scheduled for February 28th at 7:00 pm to review the fiscal year 2023-24 budget draft.

PENDING BUSINESS

No pending business

NEW BUSINESS

No new business

ADJOURN

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

On a voice vote, the motion was passed.

The meeting was adjourned at 9:00 pm.

Respectfully Submitted,
Bruce Barnett, Secretary

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