



Elk Grove Village Public Library

**BOARD OF TRUSTEES
of the
ELK GROVE VILLAGE PUBLIC LIBRARY**

Minutes of the Regular (ZOOM) Meeting
Tuesday, July 7, 2020

President TR Johnson called the meeting to order at 7:00pm

Trustees present: Bruce Barnett, James J. Colgan, Don Henderson, Lee Maternowski, Gil Schumm and JoAnn Shafar. Also present were Library Director Debra Nelson, Business Manager Michael Mangini, Administrative Assistant Jennifer Snyder, and IT Coordinator Josh Fulkerson. Department Heads: Adult Services Lizzy Klinnert, Circulation Richey Sandberg, IT Manager Joe Basso, Technical Services Donna Page and Youth Services Adelaide Rowe.

MINUTES APPROVED

Trustee Barnett stated that he was in attendance during the vote for the Library's Reopening Plan, and he voted yes. Trustee Barnett's vote will be added to June's Board Meeting Minutes.

Trustee Henderson moved, seconded by Secretary Colgan, that the Board approve the amended minutes of the Regular Session Meeting held June 2, 2020.

On a voice vote, the motion was passed.

AGENDA REVIEW

No additions were made to the Agenda

COMMUNICATIONS

No communications

AUDIENCE TO VISITORS

Tom Murphy from Murphy Security Solutions was in attendance. He will be answering questions during Pending Business.

FINANCIAL REPORT **ACCOUNTS PAYABLE SCHEDULE**

Trustee Barnett stated that the medical and dental insurance premiums increased substantially. Director Nelson explained that the Library had budgeted for the increase.

Secretary Colgan moved, seconded by Trustee Barnett, that the Board approve the Accounts Payable Schedule dated July 7, 2020 in the amount of \$286,356.76.

AYES: Barnett, Colgan, Henderson, Johnson, Maternowski, Schumm, Shafar
NAYS: None

REPORT ON BOARD COMMITTEES

BUILDING & GROUNDS

Work continues on the VAV boxes.

POLICY

Policy drafts will be discussed under New Business.

PERSONELL

Personnel will be discussed under New Business.

LEGAL AND FINANCE

No report



FRIENDS

The Friends have not been having their monthly meetings.

COMMUNITY RELATIONS

No report

REPORT FROM LIBRARY DIRECTOR AND DEPARTMENT HEADS

The Board reviewed the Library Director and Department Heads report.

PENDING BUSINESS

Tom Murphy and Marvin Crisp answered questions from the Board on the D-Tech Locker Systems.

Trustee Schumm moved, seconded by Secretary Colgan, that the Board approve the proposal from Murphy Security Solutions for an outdoor holds pick-up locker system in the amount of \$31,380, and an extended warranty for 4 years at \$3,395 per year.

AYES: Colgan, Johnson, Maternowski, Schumm

NAYS: Barnett, Henderson, Shafar

The motion passed.

NEW BUSINESS

1. Salary Ranges – The Library reviews and has the option of adjusting salary ranges every year for non-bargaining employees.

Secretary Colgan moved, seconded by Trustee Maternowski, that the Board approve to adjust the minimum and maximum pay structure ranges for non-bargaining staff.

AYES: Barnett, Colgan, Henderson, Johnson, Maternowski, Schumm, Shafar

NAYS: None



2. Secretary Colgan moved, seconded by Trustee Maternowski, that the Board approve 4% raises for non-bargaining staff, except the Library Director, not to exceed the established maximum for their assigned titles, retroactive to May 1, 2020 for fiscal year 2020-2021.

AYES: Barnett, Colgan, Henderson, Johnson, Maternowski, Schumm, Shafar
NAYS: None

3. Secretary Colgan moved, seconded by Trustee Maternowski, that the Board approve the following policies under Section IV: Personnel, Subject C: Benefits:
 - a. Elk Grove Village Public Library Remote Work Policy
 - b. Elk Grove Village Pubic Library Families First Coronavirus Response Act

AYES: Barnett, Colgan, Henderson, Johnson, Maternowski, Schumm, Shafar
NAYS: None

4. The Board reviewed the Facial Covering Policy draft. It was decided to add “pending availability” to the end of the sentence “A disposable face mask will be provided free of charge”

Trustee Barnett moved, seconded by Trustee Maternowski, that the Board approve Section: IV: Personnel, Subject E: Administrative Matters: Facial Covering Policy.

AYES: Barnett, Colgan, Henderson, Johnson, Maternowski, Schumm, Shafar
NAYS: None

5. Secretary Colgan moved, seconded by Trustee Henderson that the Board approve the transfer of \$425,000 from the Unreserved Fund to the Capital Reserve Fund.

AYES: Barnett, Colgan, Henderson, Johnson, Maternowski, Schumm, Shafar
NAYS: None



President Johnson explained the Village's annexation.

Secretary Colgan moved, seconded by Trustee Schumm, that the Board approve to adjourn the Regular Session Meeting.

On a voice vote, the motion was passed.

The meeting was adjourned at 7:58pm.

Respectfully Submitted,

James J. Colgan, Secretary

