



ELK GROVE VILLAGE PUBLIC LIBRARY

BOARD OF TRUSTEES
of the
ELK GROVE VILLAGE PUBLIC LIBRARY
Minutes of the Regular Meeting
Tuesday, May 7, 2024

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

Trustees present: Isela Catania, Lee Maternowski, Eileen Valentino, Mary Vitale and Renee Weiland. Absent: JoAnn Shafar. 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 Department Joe Basso, and Technical Services Nichole Kelley.

MINUTES APPROVED

1. Trustee Weiland moved, seconded by Trustee Catania, that the Board approve the minutes of the Regular Session Meeting held April 9, 2024.

On a voice vote, the motion passed

ELECTION OF OFFICERS FOR 2024-25 FISCAL YEAR

1. Nomination of Board Secretary

Trustee Vitale moved to nominate Lee Maternowski as Board Secretary

On a voice vote, the motion passed

2. Nomination of Board President

Trustee Valentino moved, seconded by Trustee Maternowski, to nominate Bruce Barnett as Board President.

On a voice vote, the motion passed

AGENDA REVIEW

No additions made to the agenda

COMMUNICATIONS

Trustee Valentino was happy to see the bookmobile at the park on Sunday. Director Nelson stated that the Library will be bringing it to the Park District's "Art in the Park."

Cook County Commissioner Sean M. Morrison sent the Library 50 admission tickets and 10 parking passes for the Brookfield Zoo.

FINANCIAL REPORT **ACCOUNTS PAYABLE SCHEDULE**

Trustee Valentino moved, seconded by Secretary Maternowski, that the Board approve the Accounts Payable Schedule dated May 7, 2024 in the amount of \$287,113.31.

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

NAYS: None

ABSENT: Shafar

Trustee Vitale moved, seconded by Trustee Catania, that the Board approve the Accounts Payable Addendum to Telecom Innovations Group for a deposit for telephone equipment in the amount of \$18,325.40.

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

NAYS: None

ABSENT: Shafar

AUDIENCE TO VISIORS

No public comments

REPORT ON BOARD COMMITTEES

BUILDING & GROUNDS

The Library has received 426 completed surveys so far. An ad for the survey will be listed on the Library's and Village's electronic signs. The survey will be closed in 2 weeks.

PERSONNEL

No report

POLICY

No report

LEGAL AND FINANCE

No report

COMMUNITY RELATIONS

The Friends of the Library had their annual recognition lunch on April 26th. Their annual meeting is on May 14th at 6:30 pm followed by a program on Andrew Carnegie at 7:00 pm.

COMMITTEE APPOINTMENT 2024-25 FISCAL YEAR

Every year, Trustees are offered to move, add, or be removed from a committee.

2024-25 Committees:

Building & Grounds – Trustees Barnett, Catania, Valentino, Vitale, Weiland

Personnel – Trustees Shafar, Valentino

Policy – Trustees Maternowski, Shafar

Community Relations – Director Nelson & Trustees Catania, Vitale, Weiland

REPORT FROM LIBRARY DIRECTOR AND DEPARTMENT HEADS

There was a 17.3% increase in circulation stats compared to March 2023. The Summer Reading Program is kicking off on June 10th. Youth Services' theme is Time Travel. Adult Services is Library Palooza.

Director Nelson scheduled a program with Library Trustees at the Sheila Ray Center on September 24th at 10:15 am.

Secretary Maternowski asked for a little more information on Nichole Kelley's mention of the dewey numbers in her PLA Conference Report. She explained that the libraries moving towards word-based systems usually use dewey numbers, but are classified a little differently.

PENDING BUSINESS

No pending business

NEW BUSINESS

1. Section IV: Personnel, Subject B: Salary Policy

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

On a voice vote, the motion passed

2. Section: IV Personnel, Subject A: Recruitment and Development: Authorized Personnel Allocation Policy

Trustees discussed the proposed staff allocation revisions. “Safety & Security Specialist” was changed to “Safety & Security Coordinator”.

Secretary Maternowski moved, seconded by Trustee Vitale, that the Board approve the revised Personnel Allocations Policy.

On a voice vote, the motion passed.

3. selfCheck 3000 and smartShelf Solutions

Representatives from Bibliotheca presented a demo on their products and answered questions from the Trustees. After the presentation the Board shared their thoughts on the proposal.

- a. Trustee Vitale moved, seconded by Trustee Catania, that the Board approve the proposal from Bibliotheca for a selfCheck 3000 machine in the amount of \$12,729.

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

NAYS: None

ABSENT: Shafar

- b. Trustee Vitale moved, seconded by Trustee Weiland, that the Board approve the proposal from Bibliotheca for a smartShelf in the amount of \$21,034.

4. Early opening of the Library July 14, 2024

Trustee Valentino moved, seconded by Trustee Vitale, that the Board approve to open the building at 12:00 pm on July 14th for Play, Picnic & Party.

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 enter into Closed Session to discuss the performance, compensation and discipline for specific employees.

On a voice vote, the motion passed.

The Board returned to Regular Session as 8:47 pm.

ITEMS FROM CLOSED SESSION FOR ACTION

1. Exempt Staff pay increase of 6% based on the mid-point:

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

NAYS: None

ABSENT: Shafar

A Committee of the Whole Meeting was scheduled for May 21st at 7:00 pm.

ADJOURN

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

On a voice vote, the motion passed

The meeting was adjourned at 8:50 pm

Respectfully Submitted,
Lee Maternowski, Secretary

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