



ELK GROVE VILLAGE PUBLIC LIBRARY

BOARD OF TRUSTEES
of the
ELK GROVE VILLAGE PUBLIC LIBRARY
Minutes of the Regular Meeting
Tuesday, November 7, 2023

President Bruce Barnett called the meeting to order at 7:03 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, Network Administrator Josh Fulkerson and Administrative Assistant Jennifer Snyder. Department Heads: Adult Services Lizzy Klinnert, Building & Security Rick Avalos, Circulation Services Richy Sandberg, IT Manager Joes Basso, Technical Services Nichole Kelley, and Youth Services Adelaide Rowe. Also in attendance was Kelly Coyle, Library Attorney.

MINUTES APPROVED

1. Trustee Valentino moved, seconded by Trustee Shafar, that the Board approve the minutes of the Regular Session Meeting held October 3, 2023.

On a voice vote, the motion passed.

2. Trustee Shafar moved, seconded by Trustee Valentino, that the Board approve the minutes of the Committee of the Whole Meeting held October 30, 2023.

On a voice vote, the motion passed.

AGENDA REVIEW

Audience to Visitors was moved up on the Agenda

AUDIENCE TO VISITORS (Public Comment)

Riley Martin, Audit Manager from Lauterbach & Amen presented the Library's audit.

CLOSED SESSION

Trustee Shafar moved, seconded by Trustee Valentino, that the Board approve to exit the Regular Session Meeting and enter into Closed Session to discuss collective bargaining matters.

On a voice vote, the motion passed.

The Board returned to Regular Session at 7:33 pm.

COMMUNICATIONS

The Board reviewed the communications.

FINANCIAL REPORT **ACCOUNTS PAYABLE SCHEDULE**

Clarifications:

1. Insurance payment increased due to additional full-time staff
2. Verizon Wireless – materials – hot spots: The Library has 55 circulating wireless wifi spots
3. Elk Grove Village- snow and ice removal: The Village removes snow and ice from the parking lot, while the landscapers remove the snow on the sidewalks once it gets over 2 inches.
4. Nanna Networks: prepaid annual support payment. What doesn't get used will carry over next year.

Trustee Shafar moved, seconded by Trustee Valentino, that the Board approve the Accounts Payable Schedule dated November 7, 2023 in the amount of \$218,711.38.

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

REPORT ON BOARD COMMITTEES

BUILDING & GROUNDS

To be discussed under Pending Business

PERSONNEL

No report

POLICY

Trustees Maternowski and Shafar will get back to reviewing the Policy. They took a break during union bargaining since a lot of the personnel section is from the union contract.

LEGAL AND FINANCE

No report

COMMUNITY RELATIONS

The Friends of the Library weren't having a lot of luck with the free DVD giveaway at Foodie Fall Fest. They are thinking of possibly donating audiobooks and DVDs to a nursing home or a library in need. The Friends are sponsoring the Pan Am Betty program on November 30th and December's "Moments to Remember."

REPORT FROM LIBRARY DIRECTOR AND DEPARTMENT HEADS

Staff are busy preparing for winter programs. Department Heads are working hard on the Polaris implementation. Staff training will be held in December and January.

Director Nelson and Adelaide Rowe will be attending the Guadalajara International Book Fair at the end of the month.

The Library will be closed on Thanksgiving and will close at 2:00 pm the next day for the Village's Tree Lighting Ceremony.

PENDING BUSINESS

1. Collective Bargaining Agreement

Trustee Valentino moved, seconded by Secretary Maternowski, that the Board approve the ratification of the 2023-2027 Collective Bargaining Agreement.

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

NAYS: None

2. Outdoor Masterplan

The Board reviewed the proposals from Hitchcock Design.

Trustee Shafar moved, seconded by Trustee Valentino, that the Board approve Proposal Option 1 (one) from Hitchcock Design in the amount of \$55,100 with the understanding that the Board can proceed with the project as they see fit.

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

NAYS: None

NEW BUSINESS

1. Proposal from Nanna Networks

Trustee Valentino moved, seconded by Trustee Vitale, that the Board approve the quote from Nanna Networks for the installation of a new firewall in the amount of \$18,429.

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

NAYS: None

2. Proposal from Advantage Archives

Lizzy Klinnert provided an overview of Advantage Archives.

Trustee Shafar moved, seconded by Trustee Catania, that the Board approve the quote from Advantage Archives to digitize the Elk Grove Times in the amount of \$26,300.

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

NAYS: None

3. 2024 Regular Board Meeting dates

Trustee Valentino moved, seconded by Trustee Vitale, that the Board approve the following dates in 2024 for the Library's Regular Board Meetings:

January 9

February 6

March 5

April 9

May 7

June 4
July 2
August 6
September 3
October 1
November 12
December 3

On a voice vote, the motion passed.

4. 2024 Optional library closures

Secretary Maternowski moved, seconded by Trustee Weiland, that the Board approve to close the Library on the following days in accordance with Policy: Section: II Library Philosophy and Objectives, Subject: U Holiday Closures:

March 31
May 26
September 1
December 31 (close at 1:00 pm)

On a voice vote, the motion passed.

CLOSED SESSION

Trustee Valentino moved, seconded by Trustee Shafar, that the Board approve to exit the Regular Session Meeting and enter into Closed Session to discuss the evaluation of the Library Director and compensation of exempt employees.

On a voice vote, the motion passed.

The Board returned to Regular Session at 9:30 pm.

ITEMS FROM CLOSED SESSION FOR ACTION

1. Exempt employee compensation

Trustee Shafar moved, seconded by Trustee Valentino, that the Board approve a 6.5% salary increase of the midpoint range of each position not currently at the maximum salary range, and a 4.5% bonus of the midpoint range to the employees that are at the maximum range.

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

2. Trustee Shafar moved, seconded by Trustee Catania, that the Board approve to move Director Nelson's salary to the midpoint range.

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

NAYS: None

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 9:34 pm

Respectfully Submitted,
Lee Maternowski, Secretary