ELK GROVE VILLAGE PUBLIC LIBRARY

BOARD OF TRUSTEES
of the
ELK GROVE VILLAGE PUBLIC LIBRARY
Minutes of the Regular Meeting
Tuesday July 7, 2026

President Lee Maternowski called the meeting to order at 7:00 pm.

Trustees present: Isela Catania, Renee Weiland, Eileen Valentino, and Mary Vitale. Absent: Tim Burns and JoAnn Shafar. Also present were Library Director Debra Nelson, Business Manager Michael Mangini, Network Administrator Josh Fulkerson and Administrative Assistant Jennifer Snyder. Department Heads: Adult Services Mary Kay Stiff, Building & Security Rick Avalos, Circulation Services Richy Sandberg, Digital & Maker Services Jake Pajor, Technical Services Nichole Kelley, and Youth Services Adelaide Rowe.

MINUTES APPROVED

Trustee Vitale moved, seconded by Trustee Weiland, that the Board approve the minutes of the Regular Session Meeting held June 2, 2026, and the Committee of the Whole Meeting held June 23, 2026.

On a voice vote, the motion passed

AGENDA REVIEW

No additions were made to the Agenda

COMMUNICATIONS

Per Capita Grant Update: Director Nelson noted that the Library anticipates receiving the 2026 IPLAR Per Capita Grant payment in the fall.

AUDIENCE TO VISITORS

No public comments

FINANCIAL REPORT
ACCOUNTS PAYABLE SCHEDULE

Clarifications:

- **Bibliotheca:** Self-check machines and check-in smartShelf
- **Polaris:** Library software
- **Hoopla:** Digital downloads (library pays per download, subject to a limit)

Secretary Valentino moved, seconded by Trustee Catania, that the Board approve the Accounts Payable Schedule dated July 7, 2026 in the amount of **$342,724.67.**

AYES: Catania, Maternowski, Valentino, Vitale, Weiland
NAYS: None
ABSENT: Burns, Shafar

REPORT ON BOARD COMMITTEES

BUILDING & GROUNDS

Outdoor Project Update: Director Nelson, Rick Avalos, Dave Frigo, Dan Eallonardo and Kristen Richardson met with Village representatives on June 22 and were told the Library would need to install a fire hydrant, but were told the next day it was no longer necessary since the project was small. However, the new building will still need a sprinkler system.

Dave Frigo and the Library's civil engineers met with Village representatives last week. Director Nelson hadn't received any updates on that meeting yet, but will share information with the Board when it becomes available.

PERSONNEL

No report

POLICY

No report

LEGAL AND FINANCE

No report

COMMUNITY RELATIONS

One Book, One Village Update

The selected book for the program is *The Road to Tender Hearts* by Annie Hartnett, with the kickoff event scheduled for January 8. The Friends of the Library are purchasing 100 books for the Library to give away. This will be a registered event.

The author visit will take place at the Library on February 21, and it will be requested to close the Library early that day.

Ms. Hartnett will stay after her presentation to sign books, and a book vendor will have copies available for purchase. Additionally, a raffle will be held prior to the event, giving a local book club the chance to have Ms. Hartnett attend one of their meetings.

REPORT FROM LIBRARY DIRECTOR AND DEPARTMENT HEADS

- **Community Blood Drive:** The Library is partnering with the Village for a community blood drive on August 1 in celebration of the Village's 70th anniversary, with a goal of collecting 51 pints.

- **High School Hub Furniture:** Director Nelson thanked Trustee Catania for offering her expertise on furniture selection for the High School Hub.

- **Building & Security Services Workroom:** Progress on the workroom is coming along nicely; the walls are up and painted, the floors are down, and the new ceiling tiles and lighting are in. Furniture is expected to arrive by July 20.

- **Backflow Preventer Installation:** The library will open late for the backflow preventer installation because the water must be shut off. This work requires a delayed opening because the Village will only turn off the water during their normal business hours.

- **Wi-Fi Statistics:** Josh Fulkerson explained the Wi-Fi statistics. He clarified that "passerby" visitors refer to instances where the Wi-Fi detects devices in its proximity—such as someone walking past with a phone or a car driving by—which the system picks up without those devices actually connecting to the network.

PENDING BUSINESS

No Pending Business

NEW BUSINESS

1. Proposal from Time Clock Plus

Secretary Valentino moved, seconded by Trustee Vitale, that the Board approve the proposal from Time Clock Plus for automated timekeeping and scheduling software in the amount of **$22,835.57.**

AYES: Catania, Maternowski, Valentino, Vitale, Weiland
NAYS: None
ABSENT: Burns, Shafar

2. Proposal from Imperial Surveillance

Trustee Catania moved, seconded by Secretary Valentino, that the Board approve the proposal from Imperial Surveillance for security cameras in the amount of $20,243.07.

AYES: Catania, Maternowski, Valentino, Vitale, Weiland
NAYS: None
ABSENT: Burns, Shafar

3. OCLC Contract

This contract covers WorldCat, interlibrary loan services, technical services cataloging support, and training courses. It is vital for the Library's online catalog, as it provides the essential MARC records needed to manage and search our collection.

Trustee Vitale moved, seconded by Trustee Catania, that the Board approve the OCLC proposal service agreement for services from July 1, 2026 – June 30, 2027 in the amount of **$46,352.72.**

AYES: Catania, Maternowski, Valentino, Vitale, Weiland
NAYS: None
ABSENT: Burns, Shafar

4. Transfer to Capital Reserve Fund

The Capital Reserve Fund is exclusively for projects (such as the outdoor project). The Unreserved Fund has no restrictions on how the money can be used. Leftover money from the budget year is transferred into the Capital Reserve Fund

Trustee Catania moved, seconded by Trustee Vitale, that the Board approve the transfer of **$425,000** from the Unreserved Fund into the Capital Reserve Fund.

On a voice vote, the motion passed

5. Section II: Library Philosophy & Objectives, Subject S: Meeting and Study Room Policy

Trustee Vitale moved, seconded by Secretary Valentino, that the Board approve the revised Meeting and Study Room Policy.

On a voice vote, the motion passed

6. Section III: Departmental Responsibilities, Subject A: Circulation Department

Secretary Valentino moved, seconded by Trustee Vitale, that the Board approve the revised Library Card Policy.

On a voice vote, the motion passed

7. Committee of the Whole Meeting

A Committee of the Whole Meeting was scheduled for July 20, 7:00 pm.

ADJOURNMENT

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

On a voice vote, the motion passed

The meeting was adjourned at 7:39 pm.

Respectfully Submitted,
Eileen Valentino, Secretary