



ELK GROVE VILLAGE PUBLIC LIBRARY

**BOARD OF TRUSTEES
of the
ELK GROVE VILLAGE PUBLIC LIBRARY**
Minutes of the Regular Meeting
Tuesday, August 2, 2022

President JoAnn Shafar called the meeting to order at 7:20 pm.

Trustees present: Bruce Barnett, Kathy Jarosch, TR Johnson, Lee Maternowski, and Eileen Valentino. Absent: Mary Vitale. Also present were Library Director Debra Nelson, Network Administrator Josh Fulkerson, and Administrative Assistant Jennifer Snyder. Department Heads: Adult Services Lizzy Klinnert, Building & Security Rick Avalos, Circulation Richy Sandberg, Technical Services Nichole Kelley, and Youth Services Adelaide Rowe.

MINUTES APPROVED

Secretary Barnett moved, seconded by Trustee Jarosch, that the Board approve the minutes of the Regular Session Meeting held July 5, 2022, and the minutes from the Committee of the Whole Meeting held July 19, 2022.

On a voice vote, the motion was passed.

AGENDA REVIEW

An Accounts Payable Addendum was added to the Agenda

COMMUNICATIONS

The Board reviewed the communications

AUDIENCE TO VISITORS

No visitors in attendance

FINANCIAL REPORT
ACCOUNTS PAYABLE SCHEDULE

Clarifications:

1. The cash flow report will return to the accounts payable report soon. It has been omitted due to the turnover in the department. Director Nelson is hoping to fill another accountant position.
2. Workfit desk – Sit-stand desktop converter
3. Copier service agreement & printer service agreement – 1 invoice is for the lease and the other is for toner and supplies
4. Travelers Insurance – Annual payment for employee insurance
5. Tree inventory – The company identified the trees, inspected their health, and suggested which ones to remove.
6. New book alerts – (service for patrons) Annual payment
7. Debra Nelson – ALA Conference (2) – Staff dinner at the ALA Conference. Director Nelson expensed it, and it is being charged back to staff on their expense reports.

Trustee Jarosch moved, seconded by Trustee Valentino, that the Board approve the Accounts Payable Schedule dated August 2, 2022 in the amount of \$192,017.89

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

NAYS: None

ABSENT: Vitale

Secretary Barnett moved, seconded by Trustee Valentino, that the Board approve the Accounts Payable Addendum to First National Bank of Omaha in the amount of \$5,534.23.

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

NAYS: None

ABSENT: Vitale

REPORT ON BOARD COMMITTEES

BUILDING & GROUNDS

The mothers room project is in progress. Following the feedback received from Mr. Avalos on the staff fire drill, Secretary Barnett spoke with the Village's building department, and they are looking for the original engineering permits for the Library's building.

Director Nelson submitted all of the requests from the Board to Gary Weber for the landscaping project.

POLICY

Policy will be discussed under Pending & New Business.

PERSONNEL

No report

LEGAL AND FINANCE

No report

FRIENDS & COMMUNITY RELATIONS

The Friends discussed Play, Picnic & Party. They have 92 members; 61 being lifetime members, and among those lifetime members, 44 are active.

Balance: \$40,650

REPORT FROM LIBRARY DIRECTOR AND DEPARTMENT HEADS

June's door count and circulation statistics showed a very healthy increase. The door count is the highest it's been since February 2020. It has been a really exciting summer with the concerts, the Farmer's Market, and Play, Picnic & Party.

A handful of trees were removed from the Wellington side and north side of the building. Mr. Avalos stated that he will acquire a quote for the removal of the remaining trees that were marked.

PENDING BUSINESS

1. Section II: Library Philosophy & Objectives, Subject Z: Lost & Found Policy

Trustee Jarosch moved, seconded by Trustee Valentino, that the Board approve the Lost and Found Policy draft with the following change:

“To claim a lost item, the patron will be required to provide proof of ownership and/or a ~~convincing,~~ **accurate**, detailed description of the item(s) in question and what day the item was likely left at the Library.”

On a voice vote, the motion was passed.

NEW BUSINESS

1. Section IIA: Library Philosophy & Objectives, Subject A: Photography & Filming

The Board discussed the Photography & Filming Policy draft. There is a photo policy statement located on the Library’s newsletter and on our website.

Secretary Barnett moved that the Board approve the Photography & Filming Policy Draft.

On a voice vote, the motion was passed.

2. Section: Appendix, Subject I: Code of Conduct Policy

President Shafar moved, seconded by Trustee Johnson, that the Board approve the revised Code of Conduct Policy.

On a voice vote, the motion was passed.

3. Collection HQ

Director Nelson explained the benefits the Library could gain by using Collection HQ.

Discussion was tabled.

President Shafar moved, seconded by Trustee Johnson, that the Board adjourn the Regular Session Meeting.

On a voice vote, the motion was passed.

The Meeting was adjourned at 8:34 pm.

Respectfully Submitted,

Bruce Barnett, Secretary