



# ELK GROVE VILLAGE PUBLIC LIBRARY

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

Minutes of the Regular Meeting  
Tuesday, September 6, 2022

President JoAnn Shafar called the meeting to order at 7:00 pm.

Trustees present: Bruce Barnett, Kathy Jarosch, Lee Maternowski, and Eileen Valentino Mary Vitale. Absent: TR Johnson. 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**

Trustee Jarosch moved, seconded by Trustee Valentino, that the Board approve the minutes of the Regular Session Meeting held August 2, 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. Graphic Solutions – company that assembles the Library’s newsletter.
2. PressTech - prints and ships the Library’s newsletter.
3. Cintas: Deep cleaning – Cintas performs a deep cleaning (such as power scrubbing and cleaning grout) in all of the restrooms once a month. General Cleaning, on the other hand, takes out the garbage, vacuums, wipes down counters, cleans the restrooms, etc. Custodial staff maintain the Library throughout the day and set up rooms for meetings.
4. Karzen Restoration – Half of the payment for the Youth Services booth reupholstery.
5. Mileage – Some of the mileage payments are for staff that had a mileage log spanning many months. Going forward, the warrant will reflect the months covered.
6. Noah’s Ark Workshop – Summer Reading program for Youth Services.
7. Overdrive fees – fees are billed every couple of weeks, however, there may be one-time fees occasionally.

Trustee Jarosch moved, seconded by Trustee Maternowski, that the Board approve the Accounts Payable Schedule dated September 6, 2022 in the amount of \$176,446.74 and the Accounts Payable Addendum to First National Bank of Omaha in the amount of \$8,675.12.

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

NAYS: None

ABSENT: Johnson

**REPORT ON BOARD COMMITTEES**

**BUILDING & GROUNDS**

The Mother’s Room is nearing completion. The skylight project is delayed.

**POLICY**

Policy will be discussed under New Business. President Shafar suggested having Committee meetings to review policies.

## **PERSONNEL**

No report

## **LEGAL AND FINANCE**

No report

## **COMMUNITY RELATIONS**

The Friends of the Library:

Sadly, Pat Watson passed away. Director Nelson will forward any further information.

1. Book sales in July - \$571
2. Balance: \$40,650

## **REPORT FROM LIBRARY DIRECTOR AND DEPARTMENT HEADS**

The Library had a very successful summer with very healthy door counts. September is Library Card Sign-up Month. Patrons who sign up for a new card or renew one get a chance to win prizes.

In other news, more trees and shrubs were removed from the building's perimeter. The Library will be participating in the Village's Hometown Parade on Saturday, September 17<sup>th</sup>.

## **PENDING BUSINESS**

1. **collectionHQ**

Trustee Jarosch moved, seconded by Secretary Barnett, that the Board accept the proposal from collectionHQ for a 3 year subscription in the amount of \$6,750 per year, with a \$2,000 fixed cost for implementation and initial training.

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

NAYS: None

ABSENT: Johnson

2. **Landscape concept service**

The Board requested that Gary Weber & Associates provide them with an updated rendering of the changes they asked for including cost estimates. If they approve the drawing, the remaining payment will be sent.

**NEW BUSINESS**

1. **2022 Levy**

Secretary Barnett moved, seconded by Trustee Valentino:

RESOLVED, that the Board of Library Trustees of the Elk Grove Village Public Library request the President and Board of Trustees of the Village of Elk Grove Village to levy the amount of \$6,560,000 for the operation and maintenance of a free public library, as provided by law. These taxes will be collected in calendar year 2023 and will fund the Library's fiscal year of 2023-24.

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

NAYS: None

ABSENT: Johnson

2. **Section: IV Personnel, Subject A: Recruitment and Development: Authorized Personnel Allocations**

Director Nelson explained the need for an additional part-time Accountant.

President Shafar moved, seconded by Trustee Valentino, that the Board approve the revision to the Authorized Personnel Allocations.

On a voice vote, the motion was passed.

3. **Adult Services booth repair**

President Shafar moved, seconded by Trustee Maternowski, that the Board approve the quote from Alan Karzen Restoration for the reupholstery of the Adult Services booths.

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

NAYS: None

ABSENT: Johnson

President Shafar moved to adjourn the Regular Session Meeting and enter into Closed Session to discuss the annual appraisal of the Library Director.

The Board returned to Regular Session at 9:04 pm.

Trustee Jarosch moved, seconded by Secretary Barnett, that the Board approve a 4.25% salary increase to Director Nelson with a one-time bonus of \$1,000.

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

NAYS: None

ABSENT: Johnson

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

On a voice vote, the motion was passed.

The Meeting was adjourned at 9:07 pm.

Respectfully Submitted,

Bruce Barnett, Secretary