



# ELK GROVE VILLAGE PUBLIC LIBRARY

**BOARD OF TRUSTEES**  
**of the**  
**ELK GROVE VILLAGE PUBLIC LIBRARY**  
Minutes of the Regular Meeting  
Tuesday, May 3, 2022

President JoAnn Shafar called the meeting to order at 7:02 pm.

Trustees present: Bruce Barnett, Kathy Jarosch, TR Johnson, Lee Maternowski, Eileen Valentino, and Mary Vitale. 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, and Circulation Richy Sandberg.

## **MINUTES APPROVED**

Secretary Barnett moved, seconded by Trustee Valentino, that the Board approve the minutes of the Regular Session Meeting held April 5, 2022.

On a voice vote, the motion was passed.

## **ELECTION OF OFFICERS FOR FISCAL YEAR 2022-23**

1. Secretary Barnett moved, seconded by Trustee Maternowski, that JoAnn Shafar be nominated as Board President.

On a voice vote, the motion was passed.

2. President Shafar moved, seconded by Trustee Valentino, that the Board nominate Bruce Barnett as Board Secretary.

On a voice vote, the motion was passed.

## **AGENDA REVIEW**

The date under Approval of Minutes must be changed from April 4<sup>th</sup> to April 5<sup>th</sup>

## **COMMUNICATIONS**

The Board reviewed the communications.

## **AUDIENCE TO VISITORS**

The Board viewed Channel 6's video on the Library's new self-checkout machines.

(TR Johnson entered the meeting at 7:08 pm)

## **FINANCIAL REPORT** **ACCOUNTS PAYABLE SCHEDULE**

### Clarifications:

1. IPERLA – Illinois Public Employers Labor Relations Association. Director Nelson and the Department Heads attended a labor law seminar.
2. Midwest Tape – The Library orders from Midwest Tape for audio-visual materials.
3. Bioblicommons – Annual fee for the online catalog.
4. Paddock Publications – Newspaper bid notice for the skylight project.

Trustee Jarosch moved, seconded by Secretary Barnett, that the Board approve the Accounts Payable Schedule in the amount of \$215,069.35.

AYES: Barnett, Jarosch, Johnson, Maternowski, Shafar, Valentino, Vitale  
NAYS: None

Secretary Barnett moved, seconded by Trustee Jarosch, that the Board approve  
The Accounts Payable Addendum to Village of Elk Grove Village in the amount of  
\$42,557.57

AYES: Barnett, Jarosch, Johnson, Maternowski, Shafar, Valentino, Vitale  
NAYS: None

## **REPORT ON BOARD COMMITTEES**

### **BUILDING & GROUNDS**

Work on the mother's room/wellness room will begin once the permit arrives. Director Nelson signed the contract for the skylight project.

Director Nelson will set up a Building & Grounds Committee Meeting to go over the updated landscaping drawings. Rick Avalos and Jon Bernick have been clearing brush around the building. President Shafar suggested to start getting the dead/dying trees removed. President Shafar recommended to ask if the Garden Club would be interested in helping with planting.

### **POLICY**

No report

### **PERSONNEL**

No report

### **LEGAL AND FINANCE**

No report

### **FRIENDS & COMMUNITY RELATIONS**

Trustee Maternowski and President Shafar attended the Friends recognition luncheon.

Scholarship Sub-Committee – The Library cannot offer a scholarship using public funds. The committee has dissolved at this time. It was decided to purchase a precision wood-working tool and donate it to the high school in memory of James J. Colgan and Donald Henderson.

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

Director Nelson and the Department Heads have been working on performance reviews. Staff are all receiving reviews at the same time from now on instead of on their anniversary date. The Library held its first Earth Day event on April 23<sup>rd</sup>, overseen by Nancy Broten-Munson, which was a big success. Michael Mangini and Julie Hadler kept the accounting responsibilities running during the Accountant position vacancy.

### **PENDING BUSINESS**

No pending business.

## NEW BUSINESS

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

Secretary Barnett moved, seconded by Trustee Johnson, that the Board approve the adjusted minimum and maximum pay structure ranges for non-bargaining staff.

On a voice vote, the motion was passed.

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

Discussion was tabled.

3. Policy: Section: I: By-Laws, Subject K: Committees Policy

Proposed changes:

- a. Removal of the “Legal & Finance” Committee because all Trustees are on that Committee. Any legal or financial matters would be addressed at the committee of the Whole Meetings.
- b. Change the name of the “Friends & Community Relations” Committee to “Community Relations.” The Friends would be made part of and represented in Community Relations. Director Nelson would share updates from the Friends with the Board.

President Shafar suggested having a co-chair for each committee in case the chairman cannot attend the meeting. This person would be a backup and would run the meeting when needed.

Trustee Maternowski moved, seconded by Trustee Jarosch, that the Board approve the changes to the Committee Policy.

On a voice vote, the motion was passed.

## COMMITTEE APPOINTMENT

(The first 2 names are Chairman and Co-chair)

Building & Grounds Committee: Trustees Barnett, Maternowski, Valentino & Vitale

Policy: Trustees Shafar & Maternowski

Personnel: Trustees Shafar & Jarosch

Community Relations: Director Nelson & Trustees Valentino & Vitale

## **CLOSED SESSION**

Secretary Barnett moved, seconded by Trustee Valentino, that the Board exit Regular Session and enter into Closed Session to discuss the performance, compensation and discipline of specific employees and the grievance arbitration.

## **REGULAR SESSION**

The Board returned to Regular Session at 8:52 pm.

Trustee Johnson moved, seconded by Trustee Barnett, that the Board accept the 4% salary increase for exempt personnel for the 2022-23 fiscal year.

Trustee Jarosch moved, seconded by Trustee Johnson, that the Board approve to adjourn the Regular Session Meeting.

On a voice vote, the motion was passed.

The meeting was adjourned at 8:54 pm.

Respectfully Submitted,

Bruce Barnett, Secretary