ELK GROVE VILLAGE PUBLIC LIBRARY

BOARD OF TRUSTEES
of the
ELK GROVE VILLAGE PUBLIC LIBRARY
Minutes of the Regular Meeting
Tuesday, December 9, 2025

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

Trustees present: Tim Burns, Isela Catania, Renee Weiland, JoAnn Shafar, Eileen Valentino, and Mary Vitale. Also present were Library Director Debra Nelson, Business Manager Michael Mangini, Administrative Assistant Jennifer Snyder and Network Administrator Josh Fulkerson. 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

1. REGULAR MEETING MINUTES

Trustee Shafar moved, seconded by Trustee Vitale, that the Board approve the minutes of the Regular Session Meeting held November 4, 2025.

On a voice vote, the motion passed

AGENDA REVIEW

No additions were made to the Agenda

AUDIENCE TO VISITORS

No public comments

COMMUNICATIONS

Secretary Valentino shared a patron's suggestion to keep the newest magazines in the library for "in-house reading" only. Director Nelson explained that the library used this system before Covid, but they are currently trying a different approach to shorten wait times. Recent changes include cutting the checkout time from 14 days down to 7 and removing the ability to renew them. Director Nelson explained that while it's hard to please everyone, she hopes these changes will help move the magazines along to the next person faster.

FINANCIAL REPORT
ACCOUNTS PAYABLE SCHEDULE

Clarifications:

1. BOS – Furniture for Digital & Makerspace Office: Payment for the new furniture approved by the Board in November
2. Chris Mika – Reimbursed mileage payment for community homebound deliveries and organizations, September-December
3. Sievert Electric – Payment for troubleshooting and fixing outdoor marquee

Secretary Valentino moved, seconded by Trustee Vitale, that the Board approve the Accounts Payable Schedule dated December 9, 2025 in the amount of $292,147.27

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

REPORT ON BOARD COMMITTEES

BUILDING & GROUNDS

The land survey was delayed due to the weather. Dan Eallonardo is moving forward with Romtech to begin design work alongside Hitchcock Design. Meanwhile, the Library's attorney is working with Hitchcock to start developing the front-end bids for the project.

PERSONNEL

No report

POLICY

No report

LEGAL AND FINANCE

No report

COMMUNITY RELATIONS

The Friends of the Library will be participating in "Family Space Night" on January 9th. The Rotary Club will also be there to hand out free, planet-themed books they purchased for the event. In other news, former staff member Beverly Cropp has joined the Friends of the Library Board.

REPORT FROM LIBRARY DIRECTOR AND DEPARTMENT HEADS

The Tree Lighting Ceremony on November 28th went well. The following day, the Library closed early due to bad weather. Book orders from Ingram have started to arrive. Looking ahead, the Holiday Party is scheduled for January 10th at Moretti's.

On December 5th, two staff members' email accounts were hacked, resulting in spam emails being sent to patrons and other libraries. Richy Sandberg acted quickly to alert the public via social media and an email blast. Josh Fulkerson is currently investigating the incident further. This situation serves as an important reminder of why cybersecurity is a top priority as the Library looks to strengthen its security measures in the near future. JoAnn Shafar suggested that Director Nelson look into including Library updates in the Village of Elk Grove's email alert system.

PENDING BUSINESS

No Pending Business

NEW BUSINESS

1. Section III: Departmental Responsibilities, Subject G: Digital and Makers Services

Trustee Vitale moved, seconded by Trustee Shafar, that the Board approve the 3D Printer Policy in Policy: Section III: Departmental Responsibilities, Subject G: Digital and Maker Services.

On a voice vote, the motion passed.

2. Section IV: Personnel, Subject D: Work Rules

Trustee Vitale moved, seconded by Trustee Weiland, that the Board approve the revised Policy: Section IV: Personnel, Subject D: Work Rules.

On a voice vote, the motion passed.

3. **Hendricksen Furniture Proposal**

Trustee Vitale moved, seconded by Trustee Catania, that the Board approve the proposal for a portable desk for the Building and Security Services Department from Hendricksen in the amount of $12,811.90.

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

ADJOURN

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

On a voice vote, the motion passed

The meeting was adjourned 7:35 pm.

Respectfully Submitted,
Eileen Valentino, Secretary