



REGULAR MEETING MINUTES

A meeting of the Board of Library Trustees of the La Grange Park Public Library District, March 16, 2022 was held at 7:00pm, in the library, 555 N. La Grange Road, La Grange Park, IL 60526.

1. President Whitman called the meeting to order at 7:00 pm
2. Upon roll call the following were present: President Whitman, Vice-President Gies, Secretary Snow, Treasurer Swainson, and Trustee Demes-O'Brien, absent Trustee Donaldson, and Trustee Hightower. Also present were Kate Buckson, Executive Director, and Patricia Harwood, Meeting Stenographer.
3. Pledge of Allegiance
4. Introduction of visitor(s): Diana DiPierro, Technical Services Coordinator
5. Public comment: None.
6. Staff Report – Diana DiPierro has over 6 years of experience working in libraries. Diana explained to the board a Technical Service Coordinator is the first to touch any material that enters the library, they process the material and enter it into the catalog that is integrated within SWAN (System Wide Automated Network). Diana also is involved with decisions on special projects like correcting current languages terms within the catalog system, also working with Blue Cloud cataloging pilot project. The board asked questions on original cataloging; Diana explained the audiobooks that are on a MP3 player would use a template for manual processing within the system, where as other material's information can be just downloaded. The board expressed their appreciation for her knowledge and experience. Director Buckson, expressed that Diana is well organized, detailed oriented, is self-sufficient, and asks questions then follows up with questions and concerns.
7. Trustee reports- Trustee Whitman expressed she is attending an ILA Trustee Forum Spring Workshops that started on March 5 via Zoom. The first webinar explained the trustee job and role within the organization. The second webinar will be held on April 2 regarding evaluation of the library director, and the third will be held on May 14 regarding the budget process. Buckson stated if anyone of the trustees would like to participate please let her know and we will get you access to the webinars.
8. Snow motioned, second by Gies, to approve the Consent Agenda. Motion passes with 5 Ayes, 0 Nays, 0 Abstain. Ayes - Snow, Gies, Demes-O'Brien, Swainson, and Whitman.
 - a. Minutes of previous meeting(s)
 - b. Invoices to be paid in the amount of \$ 51,902.89
Checks from Wintrust Bank numbered: 36165 through 36200
Check from First National Bank of Brookfield numbered 1000
9. Unfinished Business: Discussion of Strategic Planning progress – Buckson and Trustee Demes O'Brien explained the library hired a consultant to help complete the Strategic Planning Process. There are a few dates that are important; April 6 will be a COW meeting for the trustees. Buckson explained this will help with the visionary and the design meetings that will be coming up on April 22 and April 29.
10. New Business
 - a. Discussion of budget process for fiscal year 2022/23 – Buckson explained on April 6 at the COW meeting, Jamie Rachlin, from Meristem Advisors LLC, will go over our long range plan and discuss the appropriation for the upcoming levy the board will be voting on.
 - b. Discussion of parking lot project and bid process- Buckson explained the Architects presented to the Village a plat of survey for the resurfacing of the parking lot with additional sewer drainage and the



moving of the flag pole. The bidding process for the project will start on March 17 and the opening of the bids will take place on April 7.

c. Review of Fund Balance Policy – Buckson explained the Fund Balance meets the needs of the library; we are being transparent with our Social Security Fund and the IMRF (Retirement Fund). Half way through the year we visit the Fund Balance to make sure that we are within our means, and are on course for the remainder of the year. We keep no less than 3 month within our Corporate Fund at the end of the year.

d. Review of Fixed Asset Capitalization Policy-Buckson explained the Fixed Asset Capitalization Policy is guidelines for maintaining our inventory of fixed assets. This policy is reviewed by the Auditors along with the spreadsheet of fixed assets and their depreciation of value.

11. Communication (emails to the board)-Buckson stated nothing has changed regarding the mask update email. The email regarding the Statement of Economic Interest (SEI) form has not been updated in the State of Illinois system thus far; we should keep a look out for it.
12. **Executive Session:** None
13. **Final Action on Executive session:** None
14. Gies motioned, seconded by Snow, to adjourn the meeting. All in favor, motion passes. Meeting adjourned at 8:00pm.