



## REGULAR MEETING MINUTES

A meeting of the Board of Library Trustees of the La Grange Park Public Library District, May 18, 2022 was held at 7:00pm, in the library, 555 N. La Grange Road, La Grange Park, IL 60526.

1. President Pro-Tempore Gies called the meeting to order at 7:03 pm
2. Upon roll call the following were present: President Pro-Temp Gies, Secretary Snow, Treasurer Swainson, and Trustee Demes O'Brien. Absent Whitman, Donaldson, and Hightower. Also present were Kate Buckson, Executive Director, and Patricia Harwood, Meeting Stenographer.
3. Pledge of Allegiance
4. Introduction of visitor(s): Brittany Smith, Circulation Coordinator, introduced herself to the board and filled them in on current projects. Ms. Smith's stated that interviews for a part time position were just completed and the first department meeting was held to discuss training and other issues. Brittany shared about new reports being run regularly to help with collection maintenance. Kate informed the Board that Brittany has also set up the mobile circulation system so we can do outreach and still check out material. We are very glad to have Brittany onboard with us.
5. Public comment: None
6. Staff report: Buckson explained that Summer Reading is gearing up and there will be a party on August 5 in the parking lot. A story walk will be installed at Memorial Park that ties in with the summer reading theme. Buckson gave a facility update to the board after meeting with 845 Design yesterday; they met with staff to go over lighting and furnishings. Buckson received word that we will not be receiving any construction grant money from the State this coming fiscal year due to a lack of appropriation. The architects are working on a 3D design for us hopefully it will be completed by the next board meeting. We should be ready to start ground breaking this fall. Buckson suggested an open house before we start ground breaking on the building project to introduce building design and answer questions patrons may have.
7. Trustee reports: None
8. Snow motioned, seconded by Swainson, to approve the Consent Agenda. Motion passes with 4 Ayes, 0 Nays, 0 Abstain.
  - a. Minutes of previous meeting(s)
  - b. Invoices to be paid in the amount of \$42,740.85  
Checks from Wintrust Bank numbered: 36266-36301  
Checks from First National Bank of Brookfield numbered 1002
9. Unfinished business:
  - a. Discussion of draft budget for FY 2022/2023- Buckson and the Board discussed the salary line for next fiscal year.
  - b. Discussion of Strategic Planning-Buckson and the Board discussed the strategic plan themes and draft plan.
10. New Business:
  - a. Snow motioned, seconded by Demes O'Brien, to approve the Ordinance 2022-01 Approving Board Meeting Dated for FY 2022/23; all in favor, motion passed.
  - b. Demes O'Brien motioned, seconded by Snow, to approve the Ordinance 2022-02 Declining Non Resident Library Card Program Participation motion passed with 4 Ayes, 0 Nays, and 0 Abstains.



- c. Snow motioned, seconded by Swainson, to approve the insurance proposal from Kamm Insurance for fiscal year 2022/2023 motion passed with 4 Ayes, 0 Nays, and 0 Abstains.
  - d. Snow motioned, seconded by Swainson, to approve an Intergovernmental Agreement with the Village of La Grange Park Regarding participation in joint health insurance motion passed with 4 Ayes, 0 Nays, and 0 Abstains.
  - e. Discussion of the process for the executive director's performance evaluation; Buckson explained that they will receive the performance evaluation via email and to fill it out and return to President Whitman before May 31, 2022 for the June Meeting.
11. Communications (includes emails to the board)
  12. Executive session: NONE
  13. Final action on executive session: N/A
  14. Swainson motioned, seconded by Demes O'Brien, to adjourn. All in favor, motion passes. Meeting adjourned at 8:19pm.