



REGULAR MEETING MINUTES

A meeting of the Board of Library Trustees of the La Grange Park Public Library District, June 21, 2023 was held at 7:00pm, in the library, 555 N. La Grange Road, La Grange Park, IL 60526.

1. President Gies called the meeting to order at 7:00 pm
2. Upon roll call the following were present: President Gies, Vice-President Whitman, Secretary Demes-O'Brien, Treasurer Swainson, Trustee Snow, and Trustee Hightower. Absent was Trustee Donaldson. Also present were Director Harrell, and Patricia Harwood, Meeting Stenographer.
3. Pledge of Allegiance
4. Introduction of Visitor(s): None.
5. Public Comment: None
6. Staff Reports: Director Harrell expressed that Janet Tencza has been doing a lot of marketing work for the Summer Reading Program. Adult Services Director Gabe Oppenheim road the book bike to the Run for Roses race held in La Grange Park, and signed up a few people for library cards. The Children's department has been very busy with a lot of Summer Reading Programs, Trustee Gies, mentioned that she loved the stuffed animal sleep over. Lily has started in Circulation and has been working out great. Regarding the building, Amber Mechanical has been notified that they won the bid for the RTU to be replaced; the ETA not yet established.
7. Trustee reports: Gies reported that the Library received a letter from the Secretary of State's office that we have been awarded a Per Capita Grant in the amount of \$19,924.30. As of yet the funding has not arrived.
8. Snow motioned, seconded by Whitman, to approve the Consent Agenda not including the Regular Meeting Minutes, those will be accepted in July, 2023. Motion passes with 6 Ayes, 0 Nays, 0 Abstain, 1 Absent. Snow, Whitman, Hightower, Demes-O'Brien, Swainson, and Gies.
 - a. Special Minutes of previous meeting(s)
 - b. Invoices to be paid in the amount of \$181,756.79
Checks from Wintrust Bank numbered: 36827-36876
9. Unfinished business:
 - a. Snow motioned, seconded by Demes-O'Brien, to approve the working budget for FY 2023/24 with the amended changes. Motion passes with 6 Ayes, 0 Nays, 0 Abstain, 1 Absent. Snow, Demes-O'Brien, Hightower, Swainson, Whitman, and Gies.
 - b. Discussion of Financial options-Director Harrell discussed with the board the steps that needed to be taken to change a name on all of the banking accounts. The Financial Policy is will remain as is. We may revisit in the future.
 - c. Whitman motioned, seconded by Snow, to approve the Glazing Bid from LS Glass. Motion passes with 6 Ayes, 0 Nays, 0 Abstain, 1 Absent. All in favor.
 - d. Discussion of Bid Process – Director Harrell informed the board that the next bid process will be held on Thursday, June 29, for the remaining building projects.
10. New Business:
 - a. Appointment of two trustees to audit the Secretary's Books; Trustee Whitman and Trustee Snow have volunteered to review the Secretary's Books.
 - b. Discussion of upcoming COW meeting Dates; COW Meetings well be held when the board needs them.



- c. Discussion of Holiday/closing-Staff day. Director Harrell addressed the board regarding the Juneteenth Holiday for next year and for closing the Library at 5:00pm the day before Thanksgiving.
 - d. Snow Motioned, seconded by Whitman, to approve the changes in the Holiday Schedule for Fiscal year 2023/2024. Motion Passed with 6 Ayes, 0 Nays, 0 Abstains, 1 Absent. All in favor.
11. Communications (includes emails to the board): Director Harrell mentioned the emails that were sent out; one regarding the presentation from our financial advisor and the other was regarding the Glazing Bids that were held on June 9, 2023.
 12. Executive Session: Executive Session for Personnel Review 5 ILCS 120/2(c)(21) -Appointment, employment, compensation, discipline, performance, or dismissal of specific employees. Whitman motioned, second by Snow to move into Executive session at 8:30pm.
 13. Final Action on Executive session
 14. Gies motioned, second by Donaldson, to reconvene into regular session at 7:42pm. All in Favor.
 15. Adjournment-Gies motioned, seconded by Demes-O'Brien, to adjourn. All in favor, motion passes. Meeting adjourned at 7:43pm.