

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
FEBRUARY 14, 2024, AT 7:00 P.M**

CALL TO ORDER

President Smith called the meeting to order at 7:00 p.m.

PRESENT

Seven (7) Trustees were present at the start of the meeting: President, Katie Smith; Vice President Terrell Barnes; Treasurer, Monika Nasiadka; Secretary, Michael Harrington; Trustee, Len Baumgart; Trustee, Sue Harold and Trustee, Roxee Timan.

Staff present were Executive Director, Samantha Johnson; Business & Operations Manager, Karen Delgadillo; Access Services Manager, John Rimer; Adult and Teen Services Manager, Maureen Garzaro; Youth Services Manager, Alea Perez; and Jason Kepler, Communications Coordinator.

ABSENT

There were no Trustees absent.

ADOPTION OF AGENDA

Trustee Baumgart moved to adopt the agenda as presented. The motion was seconded. A voice vote was conducted with all voting aye. The motion was approved.

PUBLIC COMMENT

There were no comments from the public.

CONSENT AGENDA

- a. Secretary's Report
 - i. Minutes of the Regular Meeting Dated 1/10/2024
 - ii. Minutes of the Committees of the Whole Meeting Dated 1/10/2024
 - iii. Minutes of the Coffees with the Board Dated 1/13/2024
 - iv. Minutes of the Joint Meeting with the Village of Roselle Board of Trustees 1/15/2024
 - v. Minutes of the Special Meeting Dated 1/24/2024

- b. Approval of Expenditure Warrants
 - i. Bill List for 1/31/24 in the Amount of \$60,898.18
 - ii. Bill List for Electronic Funds Transfer to IMRF Dated 2/1/24 in the Amount of \$11,828.97
 - iii. Bill List for 2/14/24 in the Amount of \$30,467.68
 - iv. Payroll Dated 1/12/24 and 1/31/24

Vice President Barnes moved to approve the Consent Agenda as presented. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Harrington, Harold, Nasiadka, Smith, Timan
 NAYS: None
 ABSTAIN: None
 ABSENT: None

The motion was approved.

TREASURER’S REPORT

Executive Director Johnson highlighted that we are in the stretch of months where the Library is spending as usual but not receiving tax revenue. Receipts from Cook County will start to appear over the next few months, but will not be fully recognized until July 1st for the next fiscal year. It was also noted that one Certificate of Deposit is nearing its maturity and the next disposition will need to be determined at the next board meeting.

Treasurer Nasiadka moved to approve the Treasurer’s Report. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Harrington, Harold, Nasiadka, Smith, Timan
 NAYS: None
 ABSTAIN: None
 ABSENT: None

The motion was approved.

CORRESPONDENCE

- a. Letter from Illinois Secretary of State’s Office

Executive Director Johnson provided an overview of the “Right to Read’ legislation mandated in the beginning of this year in which all libraries must adhere to and establish an anticensorship policy or statement and meet one of the two (2) requirements when completing all future grant applications. She noted the Library is in compliance.

EXECUTIVE DIRECTOR’S REPORT

Executive Director, Johnson presented her monthly report, which is included as Exhibit A.

Adult and Teen Services Manager, Maureen Garzaro presented a department update to the Trustees.

President’s Report

Next Coffee with the Board on 3/2/24 at 10:30 A.M

Friends of the Library Report

The next Friends Book Sale is scheduled for the last weekend in April 2024: April 27th and 28th.

NEW BUSINESS

- a. Approve Resolution 2024-01, Authorizing Authority for NIMEC Power Contract Bid

Vice President Barnes moved to approve Resolution 2024-01, Authorizing Authority for NIMEC Power Contract Bid. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Harrington, Harold, Nasiadka, Smith, Timan
NAYS: None
ABSTAIN: None
ABSENT: None

- b. Adopt Ordinance 2024-01, Annexing Territory Owned by Anna Nanowska-Blaszczyk into the Roselle Public Library District

Vice President Barnes moved to Adopt Ordinance 2024-01, Annexing Territory Owned by Anna Nanowska-Blaszczyk into the Roselle Public Library District. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Harrington, Harold, Nasiadka, Smith, Timan
NAYS: None
ABSTAIN: None
ABSENT: None

- c. Approve Recommendations from 1/13/24 Executive Session Review to Release the Minutes and Destroy the Verbatim Record of the May 9, 2018 Executive Session, and to Release the Minutes of the July 20, 2016 Executive Session Meeting

Treasurer Nasiadka moved to approve recommendations from the 1/13/24 Executive Session Review as presented to release the minutes and destroy the verbatim record of the May 9, 2018 Executive Session, and to Release the Minutes of the July 20, 2016 Executive Session Meeting. The motion was seconded. A roll call produced the following results:

AYES:	Barnes, Baumgart, Harrington, Harold, Nasiadka, Smith, Timan
NAYS:	None
ABSTAIN:	None
ABSENT:	None

CITIZEN COMMENTS/QUESTIONS

There were no comments or questions presented.

ADJOURNMENT

Treasurer Nasiadka moved to adjourn the meeting at 7:23 p.m. The motion was seconded. A voice roll call was conducted with all Trustees present in favor. The motion was approved.

/s/ Mike Harrington
Minutes Approved: Secretary

3/13/2024
Date

Roselle Public Library District Report to the Board of Trustees

Month of February 2024

Strategic Priorities Progress

Create Value for the Community

- Our new partnership with the Police Department to bring their Social Services team into the Library more regularly began in February. It is meant to be a quiet start while we get a sense of how we want it to run, but at this early stage one of the social workers is holding office hours here on Wednesdays in our group study room. On an as-needed basis they will also schedule meetings here with clients, where the environment can be more comfortable for people in need of social services support than a police station. We plan to make some training opportunities for library staff soon. I look forward to updating the Board as this partnership develops.
- While we regularly host donation drives for other community organizations, it is not often that the Library initiates collections aside from our annual mitten tree around the holidays. This month, ATS facilitated a blanket donation drive for [Project Linus](#) and collected 30 blankets for the organization.

Effective Service Delivery

- In concert with our ongoing awareness and engagement campaign library staff in multiple departments have especially creative and collaborative as they devise a variety of new content to highlight our programs, services, resources/collections, spaces, and staff.
- Crucial to growing library service, librarians must be the vanguard of our community, exploring consumer technology that will impact our patrons. We learned to embrace digital media and navigate the different ecosystems of Apple, Android, and Amazon, and help the public understand how their personal devices interfaced with our own systems and products. In 2024, exploring AI as a productivity tool can enhance how librarians fulfill their roles. To that end, some of us on staff have begun experimenting, particularly with generative AI, learning the art and science of the “prompt” as we guide the AI to create text and images and hone the results. We will be comparing ideas at an upcoming meeting of our Staff Shared Interest Group, an initiative that emerged from our Strategic Plan.

Quality Facility

- The Care Room, a multi-use wellness space in Youth Services, is open and available. We have already received some positive commentary about its existence. The final remaining work is installing a permanent sign next to the door. Many thanks to Alea and Eric for their assistance in making this new space a reality.
- There has also been some shifting of furniture in Youth Services to add a new Imagination Station (see photo below), relocate our 3D printer, and make room for the Glowforge.

Roselle Public Library District

Report to the Board of Trustees

Month of February 2024

Department Updates

Access Services (Patrons Services + Materials Services)

Manager: John Rimer

- Our door count from February of 8,289 visitors continues to affirm the upward trend we've seen post-pandemic, as the library consistently demonstrates a resurgence in public engagement with the library's services. The data shows that not only are we comfortably within range of historic February counts, but have surpassed the pre-pandemic years of 2018 and 2019. The sustained growth in public traffic to the library points to an opportunity to further strengthen our role as a vital hub for education, information, and community interaction, as long as we continue to adapt our services to meet the evolving needs of our patrons.

Feb 2024	8,289
Feb 2023	6,690
Feb 2022	2,173
Feb 2021	3,118
Feb 2020	9,711
Feb 2019	8,030
Feb 2018	7,088

Adult & Teen Services

Manager: Maureen Garzaro

- Winter Reading for Adults and Teens ended on February 15. 18 teens registered and 8 have completed the program (compared to 2022 where 6 registered and 4 completed). 57 adults registered with 36 completions (compared to 2022 where 42 registered and 28 completed.)
- Christina and Paige created a Blind Date with a Book Display for teens and adults this month. There was steady interest this month with books disappearing from the display each week.
- SMART Day / Teen Hangout saw a total of 36 teens who gathered to have a snack, play video games, board games, and assemble a craft. In addition, this program was [featured in the Daily Herald](#) and by [RAILS](#) to share how RPLD fills the need for teen services and programming.
- Andy has taken over our popular bingo program and patrons enjoyed this month's Mardi Gras theme, based on the number of positive comments received in our post-program survey.
- Senior Movie Friday saw 24 attendees to watch the film *Love Again*.

Roselle Public Library District

Report to the Board of Trustees

Month of February 2024

Youth Services

Manager: Alea Perez

- The Winter Reading Program – Get Your Mitts on a Good Book – ended on Thursday, February 15 and saw 4 registrations and 24 program completions in February, with 103 registrations and 41 completions for the entire program.
- February programming highlights include 1) 36 combined attendees at the two Party with Pigeon program on Thursday, February 29, 2) 22 attendees at the Family Storytime on Friday, February 9, and 3) 17 attendees at the Read to a Dog program on Thursday, February 1.
 - To promote the Party with Pigeon program a multi-departmental team of Alea, Maureen, John, and Louis to film a social media post that as of the start of March is one of our most popular in recent years.
- Alea curated about 60 titles to donate to Jerry and Barbara Kurek, who partnered with the Roselle Park District to bring two new Little Free Libraries to Goose Lake Park.
- Liz continues to oversee our Lake Park Transition Assistance Program students over the course of the school year. Most recently, she had their assistance in prepping materials for March pet-themed Take and Make kits.
- Liz and Alea have provided outreach to nearby daycares and preschools and Roselle and Medinah Park Districts throughout the month.

Administration (Operations, Business, Maintenance)

Director: Samantha Johnson

Manager: Karen Delgadillo

- Karen, Diane, and Jason spent February preparing for the return of our long-standing Volunteer Appreciation event, set for April 13th.
- Karen completed our annual worker's compensation audit with our carrier, which included gathering payroll reports and COI documentation.
- Karen attended training ahead of the delayed launch of IMRF's new website features and processes, set to be live in early March.
- Now that the Foundation's annual appeal is officially wrapped, Jason has updated their webpage and vestibule display case with all the names of the individual and business donors who contributed.
- Diane completed the final thank you letters to the Strle and Buck families, who have been making donations to the Library for years in memory of Frank Strle. Because of the size of their donation and their direction to use it on materials we share with them a list of every item that was acquired with their donated funds.

Roselle Public Library District

Report to the Board of Trustees

Month of February 2024

- Eric oversaw the finer details of preparing the Care Room and coordinating the contractors brought in for trade work, as well as our annual elevator and fire alarm inspections.

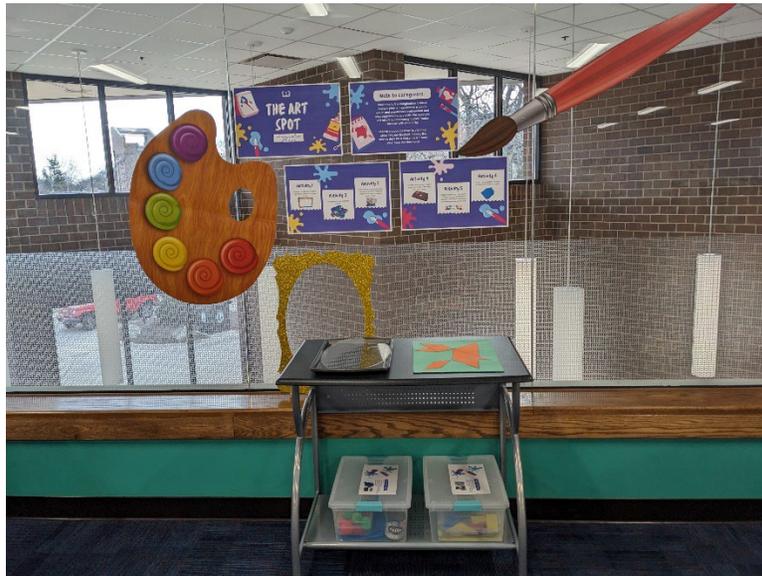


Figure 1 YS Imagination Station dubbed The Art Spot, featuring six activities meant to engage young children with imaginative play opportunities, like using tangrams to build an image and sorting colors.