

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
APRIL 9, 2025, AT 7:00 P.M**

CALL TO ORDER

President Smith called the meeting to order at 7:05 p.m.

PRESENT

Six (6) 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; and Trustee, Sue Harold.

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

There were three (3) members from the public also present.

ABSENT

One (1) Trustee was absent, Trustee, Rich Karpinski.

ADOPTION OF AGENDA

Treasurer Nasiadka 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 2/14/2025
 - ii. Minutes of the Committees of the Whole Meeting Dated 2/14/2025
 - iii. Minutes of the Board Retreat Dated 2/22/2025

- b. Approval of Expenditure Warrants
 - i. Bill List for 3/28/25 in the Amount of \$52,979.47
 - ii. Bill List for Electronic Funds Transfer to IMRF Dated 4/01/25 in the Amount of \$12,897.05

- iii. Bill List for 4/09/25 in the Amount of \$30,641.71
- iv. Payroll Dated 3/14/25 and 3/31/25

c. Approval of Paygrade Structure Adjustment of 2.5%, effective July 1, 2025.

Trustee Harold 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
NAYS: None
ABSTAIN: None
ABSENT: Karpinski

The motion was approved.

TREASURER'S REPORT

Executive Director Johnson highlighted the Library is 75% through FY 24/25.

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
NAYS: None
ABSTAIN: None
ABSENT: Karpinski

The motion was approved.

CORRESPONDENCE

- a. Message from Secretary of State re: ILMS Funding
- b. Message from PMA Financial Network re: Economic Impact of Tariffs
- c. Chamber of Commerce E-News

EXECUTIVE DIRECTOR'S REPORT

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

President's Report

- a. Trustee's Report

President, Smith extended her gratitude for the Library hosting another Volunteer Appreciation Event held in the beginning of April.

Friends of the Library Report

- b. Next Book Sale 5/17 – 5/18

UNFINISHED BUSINESS

- a. Motion to approve but continue holding the following executive session minutes: May 31, 2022; March 8, 2023; and June 8, 2023.

Treasurer Nasiadka made the motion to approve but continue holding the following executive session minutes: May 31, 2022; March 8, 2023; and June 8, 2023. The motion was seconded. A roll call produced the following results:

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

- b. Motion to continue to hold the following executive session minutes: May 3, 2024; June 12, 2024; June 24, 2024; December 11, 2024; April 26, 2016; June 21, 2017; May 8, 2019; May 13, 2020; and June 10, 2024.

Vice President Barnes made the motion to continue to hold the following executive session minutes: May 3, 2024; June 12, 2024; June 24, 2024; December 11, 2024; April 26, 2016; June 21, 2017; May 8, 2019; May 13, 2020; and June 10, 2024. The motion was seconded. A roll call produced the following results:

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

- c. Motion to approve and release the minutes of the May 12, 2021 executive session, and to authorize the destruction of the verbatim record of the meeting if it is ever received in the future.

Trustee Baumgart made the motion to approve and release the minutes of the May 12, 2021 executive session, and to authorize the destruction of the verbatim record of the meeting if it is ever received in the future. The motion was seconded. A roll call produced the following results:

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

- d. Motion to approve the destruction of the following executive session verbatim recordings: March 8, 2023; June 8, 2023; and May 31, 2022.

Treasurer Nasiadka made the motion to approve the destruction of the following executive session verbatim recordings: March 8, 2023; June 8, 2023; and May 31, 2022. The motion was seconded. A roll call produced the following results:

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

NEW BUSINESS

- a. Approve Resolution 2025-02 Authorizing the Continued Participation in the Public Library Non-Resident Services Program.

Trustee Harold made the motion to approve Resolution 2025-02 Authorizing the Continued Participation in the Public Library Non-Resident Services Program. The motion was seconded. A roll call produced the following results:

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

- b. Approve Next Disposition of Certificate of Deposit Ending in -8106.

Trustee Barnes made the motion to approve the renewal of Certificate of Deposit ending in -8106. The motion was seconded. A roll call produced the following results:

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

- c. Approve New Library Policy: Service Animals

Secretary Harrington made the motion to approve the new library policy: Service Animals

The motion was seconded. A roll call produced the following results:

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

- d. Approve New Library Policy: Patron Privacy and Confidentiality; Replacing Policy 4A Library Records Confidentiality & 9D Website User Privacy

Vice President Barnes made the motion to approve the new library policy: Patron Privacy and Confidentiality; replacing Policies: 4A Library Records Confidentiality & 9D Website User Privacy
The motion was seconded. A roll call produced the following results:

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

- e. Approve New Personnel Handbook Policy: Generative Artificial Intelligence (AI) Use in the Workplace.

Vice President Barnes made the motion to approve the new personnel handbook policy: Generative Artificial Intelligence (AI) Use in the Workplace. The motion was seconded. A roll call produced the following results:

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

CITIZEN COMMENTS/QUESTIONS

There were no comments or questions presented.

ADJOURNMENT

Trustee Baumgart moved to adjourn the meeting at 7:32 p.m. All trustees were in favor.

Minutes Approved: Secretary

Date

Roselle Public Library District

Director's Report

Month of March 2025

Bond Issuance

The bond sale closed successfully on 3/10, and we now have all proceeds in hand. The property tax impact will be reflected on the first installment bill for tax year 2024 for DuPage residents, and the second installment bill for Cook county residents.

Building Project

Sessions are now scheduled to invite public input on our design progress. Our website's [construction project page](#) has also been updated with the timeline, input session dates, and a form for feedback and questions.

Staff have been arranging tours and visiting other libraries around the suburbs to bring back ideas and feedback for our project. Recent locations include Addison, Arlington Heights, and Geneva.

Strategic Plan Update & Extension

Following our discussion on 2/22 I will work on an updated framework to update our current plan and extend it out to 2027, at which time we anticipate going through the full process to develop a new plan after the building project is complete. We want to emphasize our communications plan moving forward, building up to the new library, underutilized services, opportunities for enhancement, balancing what we want to do with our limitations, and having a better understanding and reporting on our key metrics like library usage, social media engagement, changes in collections and collection use by category and format.

Website Project

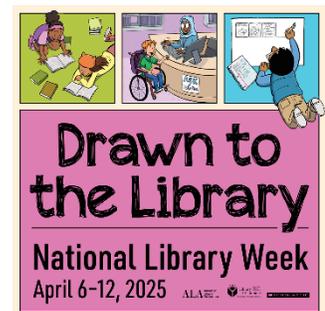
We completed the contract with our selected design company and our staff team has begun working with the designer on our new website. The target completion for this project is mid-June.

Bockfest 2025

Volunteers are needed to walk in the Bockfest Parade on Saturday, April 26th.

SEI Filing for 2024

Trustees and managers should have received a message from DuPage County about filing your statements of economic interests for 2024. The deadline for this is 5/1 and failure to file on time will result in a fee.



Department Updates

Access Services (Patron Services + Materials Services)

Manager: John Rimer

Department Overview

Visitors 2025	
March	9,569
February	8,950
January	9,046

During March, 9,569 people visited the Library. This is a 6.9% increase from February of this year and a 4.7% increase over March, 2024.

Visitors 2024	
March	9,224
February	8,289
January	7,460

January's unusually high visitor count is something of an outlier, but the basic trend we see from year-to-year January-March is holding, that of a gradual ramping up of attendance as we head into Spring. The March 2025 door count is comparable with counts prior to 2020 and forecasts a busy spring and summer to come at the Library.

Visitors 2023	
March	8,157
February	6,690
January	6,180

March
Number of Visitors

2025	9,569
2024	9,224
2023	8,157
2022	4,965
2021	4,176
2020	4,166
2019	9,297
2018	9,608

Maureen, Karen Delgadillo, and John went on two library tours in March, visiting the Addison Public Library and the Geneva Public Library District. These visits were useful fact-finding missions for me as both libraries have Automated Material Handling (AMH) machines, which we are planning to incorporate into our Access Services workroom in our new library building. An AMH automates check-in and sorting of library materials and will be new to our workflow here at Roselle. Geneva also has a combined Access Services workroom, like the one in our new construction design, where functions previously performed in different locations take place in a large shared workspace.

As AI-generated media becomes increasingly ubiquitous, many digital content platforms, like Amazon, have become hosts for this material. Hoopla is no exception, although they are taking measures to increase transparency about the source of this content, which includes AI-generated text and audio narration. In the meantime, as a cost-saving measure and to avoid frustrating patrons who might borrow this material unaware, the Library has decided to block this content from our offerings.

Roselle Public Library District

Director's Report

Month of March 2025

Adult & Teen Services

Manager: Maureen Garzaro

The ATS team answered 858 reference questions this month, primarily on Mondays, Tuesdays, and Wednesdays in the morning and afternoon.

Paige was joined by Liz and Colleen from YS at the LPHA Comic Con on 3/7. 104 students stopped by the Library's table to draw a comic strip.

Programming highlights:

- Herbology 101- On 3/5, Andy hosted presenter Marcy Lautanen-Raleigh to talk about the use, growing and care of herbs. There was also an herbal tea tasting. Registrants enjoyed this program and registration filled up quickly. Feedback was positive and Marcy will be back in the summer for a mocktail program.
- Wills, Trust & Estate Planning – Lisa hosted this information session at 1pm on Saturday, 3/15 with attorney, Jacob K. Ehrensaft who covered selecting the person who will health and financial decisions on your behalf. This program was a huge success and brought 46 patrons into the library!

Reference Highlight:

- Lisa helped some new non-resident cardholders with printing and they asked about 'read online' notes in the newspapers. They were floored to learn they could read them at home using library card#/PIN. They explained that they had subscribed to Wall Street Journal for 40+ years and the bill for the coming year would be \$600. Their purchased card already more than paid for itself. Lisa also showed them other newspapers and magazines, the Libby app, and how to borrow through the catalog. She mentioned our Digital Drop-in series for orientation to other resources. After sharing many thanks for the information they parted with, "We should have gotten this card sooner!"

Youth Services

Manager: Alea Perez

The Youth Services department continues to provide programs and outreach, while working to spend this year's collection budget, preparing for Summer Reading, and welcoming a new team member. We're all excited to have Alexis Henson joining the YS Department starting on Monday, April 7! She comes to us from St. Charles Public Library with years of library experience.

Director's Report

Month of March 2025

Storytimes have had another resource added to our collection and now includes a set of 8" frame drums, which have been enthusiastically received by attendees.

In 1st and 2nd grade programming, a participant from our March 19 Green Screen Storytelling program had this to share: "Thank you so much for holding this program! My son really enjoyed it and is so proud of his final product!"



March programming highlights include 1) 46 attendees at the Firefly Family Theater: The Kindness Garden on Saturday, 3/8, 2) 20 attendees at Miss Allison's Music on Monday, 3/17 and 3) 15 attendees at Mario Monday, on Monday, 3/31.

Alea arranged a tour for YS staff of Arlington Heights Memorial Library on 4/2.

A team of staff from YS and Materials Services are working on procedures and circulating rules for our new Tonies collection. New cases are being selected, the collection is being grown from the original set purchased earlier in the fiscal year, even before the original set is made available.

Roselle Public Library District

Director's Report

Exhibit A

Month of March 2025

Administration (Operations, Business, Maintenance)

Director: Samantha Johnson

Manager: Karen Delgadillo

Karen and Diane finalized conference registration for staff to attend the ILA Reaching Forward conference in May and the ALA Annual Conference in June.

Karen attended a full day management training event focused on effective communications strategies, developing competencies in supervision, SMART goals, and team dynamics.

Karen, Diane, Eric, and Jason all worked on the planning of this year's Volunteer Appreciation lunch.

Jason is currently working on our Summer print guide, which will feature our new branding for the first time.

Eric was able to take advantage of some of the warmer days in March to do some early Spring cleanup around the building. He also scheduled the next wave of seasonal preventative maintenance visits.