

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
AUGUST 9, 2023, 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. Also present were Executive Director, Samantha Johnson; Business & Operations Manager/Recording Secretary, Debbie Dreksler; Access Services Manager, John Rimer; Adult and Teen Services Manager, Maureen Garzaro; Youth Services Manager, Alea Perez; Tiffany Nash and Dan Pohrte from Product Architecture.

ABSENT

There were no Trustees absent.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Trustee Harold 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 was no public comment.

CONSENT AGENDA

a. Secretary's Report

- i. Minutes of the Special Board of Trustees Meeting Dated 6/8/23
- ii. Minutes of the Special Board of Trustees Meeting Dated 7/10/23
- iii. Minutes of the Regular Board of Trustees Meeting Dated 7/12/23
- iv. Minutes of the Special Board of Trustees Meeting Dated 7/24/23

b. Approval of Expenditure Warrants

- i. Bill List Dated 7/31/23 in the Amount of \$31,084.77
- ii. Bill List for IMRF Electronic Funds Transfer Payment Dated 7/31/23 in the Amount of \$12,458.44

- iii. Bill List Dated 8/9/23 in the Amount of \$31,704.36
- iv. Payroll Dated 8/15/23 and 8/31/23
- v. Bill List Dated 8/9/23A in the Amount of \$13,438.99

c. Committee Reports – Minutes Dated 7/12/23

- i. Budget & Finance
- ii. Policy
- iii. Personnel & Salary
- iv. Building & Planning
- v. Decennial – Minutes Dated 7/12/23

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

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

The motion was approved.

TREASURER’S REPORT

Executive Director Johnson summarized July’s Treasurer’s Report, the first report in fiscal year 2023/2024. She reported that 52% of the income has been received, now that we are recognizing TY 2022 deposits received in the first half of 2023. The largest deposits are typically received in June and September of each year. Interest income is anticipated to far exceed what was anticipated and budgeted.

Vice President Barnes moved to approve the Treasurer’s Report subject to audit. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

CORRESPONDENCE

Executive Director Johnson reported on correspondence received from the Roselle/Bloomington Rotary. They have a casino night fundraiser scheduled for September 15, 2023. Proceeds will be shared with Kids Against Hunger, in recognition of Hunger Action Month. Tickets are \$75.00 each. President Smith replied that she would be attending.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Johnson presented the summarized Library Departmental Report. The full report is attached as Exhibit A.

Foundation Report

There was no report for this month.

PRESIDENT'S REPORT

President Smith thanked those that participated in this year's library booth during the Taste of Roselle. President Smith stated that if the Library needs future giveaways to check with her.

Trustee's Report

There was no report for this month.

Friends of the Library Report

The Friends of the Library will be holding their Book Sale fundraiser on August 26th and 27th. Promotional signs will be set-up beginning on August 21st. Volunteers are needed for the sale set-up on the 24th and 25th. President Smith will help with the set-up.

President Smith stated that she would be forwarding a sign-up sheet to the Trustees to select a time slot for trustee presence during the book sale.

UNFINISHED BUSINESS

There was no Unfinished Business this month.

NEW BUSINESS

- a. Approve Renewal of HVAC Mechanical and Controls Contracts with Johnson Controls, Inc.

Treasurer Nasiadka moved to approve the renewal of the HVAC Mechanical and Controls Contracts with Johnson Controls, Inc. with pricing for the Mechanicals Pricing by Year: 1) \$28,646.00; 2) \$30,650.00; and 3) \$32,796.00; and Controls Contract Pricing by Year: 1) \$9,573.00; 2) \$10,340.00; and 3) \$11,168.00 pending changes made by Executive Director Johnson to their terms and conditions on both contracts. The motion was seconded. A roll call produced the following results:

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

ABSTAIN: None

ABSENT: None

The motion was approved.

b. Appointment of Trustee Timan as Open Meetings Act Officer

Trustee Harold moved to appoint Roxee Timan as the Open Meetings Act Officer for the Library. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Harold, Harrington, Nasiadka, Smith, Timan

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

c. Select and Appoint Trustee to Serve as Ethics Officer

Vice President Barnes appointed Sue Harold to serve as the Ethics Officer for the Library. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Harold, Harrington, Nasiadka, Smith, Timan

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

d. Approve/Deny Request for Auditor Review of Sealed Executive Session Minutes

Treasurer Nasiadka moved to approve request for the auditor to review the sealed Executive Session Minutes. The motion was seconded. A roll call produced the following results:

AYES: Barnes, Baumgart, Harold, Harrington, Nasiadka, Smith, Timan

NAYS: None

ABSTAIN: None

ABSENT: None

The motion was approved.

e. Recommendation and Vote from Semi-Annual Executive Session Minute Review

Treasurer Nasiadka and Trustee Baumgart reviewed the sealed Executive Session Minutes and Tapes during the semi-annual review. They recommended to release the Executive Session Minutes and Zoom Recording dated June 16, 2021 and to release the Executive Session Minutes dated October 10, 2012 and June 8, 2016.

Treasurer Nasiadka moved to release the Executive Session Minutes and Zoom Recording dated June 16, 2021, and to release the Executive Session Minutes dated October 10, 2012 and June 8, 2016; with the remaining to continue to remain sealed: Executive Session Recordings dated May 12, 2021, and February 9, 2022; Executive Session Minutes and Recordings dated May 9, 2018, May 31, 2022, March 8, 2023, June 8, 2023; and Executive Session Minutes dated April 26, 2016, July 20, 2016, May 10, 2017, June 21, 2017, May 8, 2019, May 13, 2020, and June 10, 2020. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

CITIZEN COMMENTS/QUESTIONS

There were no comments or questions presented.

ADJOURNMENT

Trustee Baumgart 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.

DocuSigned by:
Mike Harrington
0CE3DD079203405...
Minutes Approved: Secretary

9/14/2023
Date

Roselle Public Library District Report to the Board of Trustees

Month of July 2023

Strategic Priorities Progress

Create Value for the Community

- In July the Executive Director and new Chief of Police began a conversation about starting a new partnership to host social worker office hours at the library. Recent incidents in the Library have underscored that there is a need for increased access to social workers and support systems.

Effective Service Delivery

- The Youth Services Team was able to hold an offsite retreat on 7/20 at Village Hall. They discussed departmental priorities and goals. Ideas and values that came up regularly included being a welcoming, inclusive, and safe space for our community. Many exciting opportunities presented themselves throughout the half-day event and the team is looking forward to implementing them as they are able.

Quality Facility

- We were excited to debut new scan/copy/fax equipment on the first floor, paid for with 2022 Per Capita Grant funds. If you are looking to make copies you will not find a traditional large copy machine, but rather a smaller device that can do much more. There is also an additional station that will help alleviate some of the lines that often form when patrons need to fax and scan to email.
 - Coming soon: the ability to pay for prints/copies with credit cards.

Department Updates

Access Services (Patrons Services + Materials Services)

Manager: John Rimer

- Summer power outages have wreaked havoc with our door counter, but based on the data we were able to retain, we can safely and conservatively estimate that at least 9,894 people visited the Library in July.
 - This number represents a substantial increase in visitors over the last several years, during what is always our peak month of Summer Reading: 4,225 in July 2022; 4,622 in July 2021; and 3,451 in July 2020

Roselle Public Library District

Report to the Board of Trustees

Month of July 2023

- Remarkably, our July 2023 number of 9,894 also surpasses door counts from pre-pandemic years: 8,759 in July 2019 and 9,035 in July 2018. Averaging the July door counts from 2018 and 2019, for the first time we are seeing a ten percent increase in 2023 summer traffic over pre-pandemic times, rather than the shortfall of recent years.
- Ordering for the new fiscal year is well underway and we are already receiving multiple shipments of new materials each day.
- Materials Services began utilizing a new Amazon Business Account that we implemented in June. In our ongoing effort to improve our ability to acquire unusual items, like foreign language, small press, and self-published books, this service will allow us to address the community's needs in a more comprehensive way. As traditional library vendors have completely backed away from supplying videogames, Amazon also gives the Library a reliable source for the most in-demand games for our youth and teens.

Adult & Teen Services

Manager: Maureen Garzaro

- The ATS summer reading program is going strong. 139 Adults are registered, with 93 active readers, 255 completed activities and 80 finishers. 43 have picked up their free book for completing the program. 91 teens are registered, with 49 active readers, 189 completed activities and 41 finishers. 41 have claimed their free completion prize book.
- The ATS Team answered 910 reference questions in July. Mondays, Wednesdays, and Saturday were the busiest days.
- Staff recounted a special visit when a patron visited the library as a stop on a birthday parade for a 17 year-old that was a nostalgia tour including bike rides to McDonalds, the Library, and Starbucks. They visited Liz in YS and then went downstairs where Lisa helped the birthday girl register for summer reading.
- Maureen oversaw the planning and implementation of the new copy/print/fax equipment on the first floor.
- July's question of the month was about ice cream. Among the 138 patrons who responded the top choice was chocolate, with vanilla and cookie dough the second and third most favorite.
- Hybrid programs are still in demand. Maureen hosted one called "Pottering around the UK" with Claire Evans on 7/20. There were 8 virtual attendees and 6 who attended in person at the Library.
- Andy hosted the July Senior Movie Program on 7/21 that was attended by 21 patrons, the highest attendance thus far.
- The summer Tiny Art Show submissions were on display all month. A total of 729 votes were cast for the best in each age bracket.

Roselle Public Library District

Report to the Board of Trustees

Month of July 2023

Youth Services

Manager: Alea Perez

- Two months of Summer Reading have come and gone, and we've managed to see a 14% increase in registrations over last year, a 7% increase in participants stopping in to receive their prize bag simply for registering, and a 6% increase in first check-ins. Second and third (final) check-ins are still below last year's numbers but there is still time for participants to stop by the Library. With 12 days to go, here is how the program (as of July 31) is shaping up compared to last year:

	2022	2023
SUMMER GRAND TOTAL		
Total, Registrations	439	500
Total, Prize Bag Pickups	402	432
Total, First Check-in (Book prize)	260	275
Total, Second Check-in (Book prize)	210	166
Total, Completion (Book prize)	169	101

- July programming highlights include 1) the Wednesday, July 19 outdoor Animal Quest event, which had a whopping 99 attendees, 2) the Wednesday, July 27 Magic Mania program, which had 68 attendees, and 3) the Wednesday, July 12 Mary Macaroni event, which had 61 attendees. Toddler Tales saw 29 attendees on Tuesday, July 11 and Family Storytime had 22 attendees on Thursday, July 6.
- Alea and Yasmin worked together on the August StoryWalk®, including a test banner/header to go across the top of the inserts. Eric handled the installation work.
- Interviews were underway for the remaining open YS Assistant position.

Administration (Operations, Business, Maintenance)

Director: Samantha Johnson

Manager: Debbie Dreksler

- After 34 years with the library, Debbie Dreksler announced she is retiring on August 31, 2023. She has been a wealth of knowledge and support and will be missed.
- Debbie was the day-off coordinator for the blood drive on 7/14.
- A FOIA request was received on 7/17. This one was the most time consuming request to respond to because the time frame was 2013 to the present. Samantha completed the request on 7/28.

Roselle Public Library District Report to the Board of Trustees

Month of July 2023

- The Library Foundation held its annual meeting on 7/31. They are now in the early phase of planning their next annual appeal.
- Eric was the main contact when our contractor, VIAN, completed digging and repair to the leaking water main on the east side of the building on 7/31. The rest of the month was busy with regular inspections and routine repairs.
- Audit preparation was ongoing throughout July, with everything on track per our usual timetable.
- There have been a handful of power outages this summer so far, the most recent of which was due to work by Comed to replace lines near the library building that service the entire municipal complex.



New Free Library at Clauss Rec Center with books provided by RPLD