

**ROSELLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE BOARD OF TRUSTEES MEETING
DECEMBER 11, 2024, AT 7:00 P.M**

CALL TO ORDER

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

PRESENT

Five (5) Trustees were present at the start of the meeting: President, Katie Smith; Vice President, Terrel Barnes, Secretary, Michael Harrington; Treasurer, Monika Nasiadka; and Trustee, Rich Karpinski.

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.

Two members from the public were also present.

ABSENT

Two (2) Trustees were absent: Trustee Len Baumgart; and Trustee, Sue Harold. Trustee Harold called in but was not eligible for remote attendance per the Remote Attendance Policy.

ADOPTION OF AGENDA

Vice President Barnes 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 Regular Board of Trustees Meeting Dated 11/13/24
 - ii. Minutes of the Committee of the Whole Meeting Dated 11/13/24
- b. Approval of Expenditure Warrants

- i. Bill List for 11/27/24 in the Amount of \$42,911.11
- ii. Bill List for Electronic Funds Transfer to IMRF Dated 12/02/24 in the Amount of \$13,134.52-A and \$499.43-B
- iii. Bill List for 12/11/24 in the Amount of \$20,280.84
- iv. Payroll Dated 11/15/24 and 11/29/24

c. Other

- i. Updated Youth Services Librarian Job Description
- ii. Staff Holiday Recognition

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

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

The motion was approved.

TREASURER'S REPORT

Executive Director Johnson reviewed the monthly report. There were no questions from the Trustees.

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

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

The motion was approved.

CORRESPONDENCE

There was no correspondence for the month of December.

EXECUTIVE DIRECTOR'S REPORT

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

PRESIDENT'S REPORT

a. Trustee's Report

There was no report for this month.

b. Friends of the Library

- i. Annual Christmas Dinner
- ii. The next book sale will be held on February 1-2, 2025.

NEW BUSINESS

a. Adopt Ordinance No. 2024-07, Transferring Funds to the Special Reserve Fund

Vice President Barnes moved to adopt Ordinance 2024-07, transferring funds to the special reserve fund. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

b. Approve LIRA 2024-2025 Insurance Package Renewal in the Amount of \$33,835.59

Trustee Karpinski moved to approve the LIRA 2024-2025 Insurance Package Renewal in the amount of \$33,835.59. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

c. Approve 2025 Schedule of Planned Closures

Trustee Karpinski moved to approve the 2025 schedule of planned closures. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

- d. Approve Request for Qualifications Process for Construction Management Firm Selection

Trustee Karpinski moved to approve the request for qualifications process for construction management firm selection. The motion was seconded. A roll call produced the following results:

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

The motion was approved.

- e. Selection of Two Trustees to Conduct Semi-Annual Review of Executive Session Minutes

President Katie Smith and Trustee Sue Harold were nominated to conduct the semiannual review of Executive Session minutes, to be scheduled following the holiday season.

CITIZEN COMMENTS/QUESTIONS

There were no citizen comments or questions.

ADJOURNMENT

Secretary Harrington moved to adjourn the meeting at 7:25 p.m. All trustees were in favor.

/s/ Mike Harrington
Minutes Approved: Secretary

1/8/2025
Date

Roselle Public Library District Report to the Board of Trustees

Month of November 2024

Building Project Next Steps

Our immediate next steps are to contract with the architects, issue an RFQ for construction management services, and finalize the plan to issue bonds in 2025. I would also like to pick a Saturday in late January or February to have a board retreat to discuss this project and our strategic direction for library operations and facility maintenance in the interim years between now and opening a new facility.

Local Election 2025

There are a total of four filers who will be certified on the ballot for the upcoming local consolidated election in April in the following order: Christina Dabrowski, Barbara Murray, Richard Karpinski, Ashley Cook. There are only three seats available. When elections are contested like this the LWV typically invites the candidates to participate in a public forum. I also expect the Daily Herald to reach out to invite these four to complete candidate profiles that will be posted on their website.

Foundation Update

The next meeting is expected to take place in January. I recently learned former trustee and longtime Foundation Director Elaine Pizzicaro is stepping away from the Foundation as of next month.

Department Updates

Access Services (Patron Services + Materials Services)

Manager: John Rimer

We estimate that somewhere around 9,600 people visited the library in November. Due to a power outage, some of our door counter data was lost. But averaging the data that survived, which includes samples of both busy and slow days, 9,600 emerges as a reasonable and conservative estimate.

November
Number of Visitors

2024	9,600
2023	7,309
% Diff.	+27%

Roselle Public Library District Report to the Board of Trustees

Month of November 2024

The average percentage difference in visits to the Library from October to November during the years 2017-2024 has been +16.8%. November 2024 came in at a respectable +16%. The number of visitors in November 2024 vs. November 2023 increased by 27%. The significant spike in traffic this November is due to the Model Railroad Showcase held over the weekend of November 1-2, and of course, the general election on November 5. The Library saw 891 visitors for Model Railroad and according to data available at dupageresults.gov, 2,198 people voted at the Library on November 5.

As circulation is relatively consistent between October and November 2024, the higher number of visitors in November is attributable to the public’s continuing interest in attending large-scale event programs at the Library and the value of our space for important civic functions.

Interest in the election was high this November. In just the handful of days in November leading up to election day on November 5, the Patron Services team answered 178 queries by phone or in-person from people asking about early voting, whether the Library was their polling place, or whether they could register to vote on Election day.

In the days immediately after the election, we received 35 calls asking for the outcome of our referendum. The response to the news of its passing was overwhelmingly positive, with only two people expressing their disappointment.

Circulation of Materials

Nov 2024	Circs
Adult	2,935
YA	325
Juvenile	5,331
Digital	4,721

Oct 2024	Circs
Adult	3,023
YA	313
Juvenile	4,743
Digital	4,738

Adult & Teen Services

Manager: Maureen Garzaro

In November the ATS Team answered 768 question and had 629 desk transactions.

Lisa and Maureen work with our calendar vendor Springshare to add an SMS text feature for program registrants to receive text reminders about programs. This will start in January, and is something patrons can elect to participate in when they register.

Christina attended a LACONI training program on tween/teen library services at Arlington Heights library. She also led a book discussion at LPHS that had 15 participants. The November Teen Hangout had 44 teens gathering the Community Room for socializing, snacks, games, and crafts.

Ilya’s book discussion for November had great turnout again with 15 attendees to discuss Gabrielle Zevin’s *Tomorrow, and Tomorrow, and Tomorrow*. Ilya continues to post book recommendations videos on Instagram that are very well received and talked about by those who follow us.

Roselle Public Library District Report to the Board of Trustees

Month of November 2024

Youth Services

Manager: Alea Perez

Youth Services staff have been reviewing the department for small updates we might make to improve services to patrons and have been able to complete a few, or work towards completion, with the help of staff outside of the department. Eric Annala, Karen Cucchi, and Shelly Daujotas assisted YS in making a minor bookshelf shift in the picture book collection to provide more passing space in a particularly congested area for our caregivers with strollers. The move allowed us to align all picture book ranges, as an added bonus. We've additionally replaced our wooden book return cart with two metal carts, which are awaiting assembly and should be out for use the first week of December. Updated signs will be placed on them, reading "To Be Reshelved" in English, Spanish, and Polish. Acrylic sign holders have been acquired to replace our current end cap signs, providing a larger scale format and more information to patrons. YS staff are reviewing the first draft of the new signs with hopes of installing them in January 2025.

Winter Reading will be starting soon, and staff are preparing reading logs, the Beanstack challenge, and prize books. The Friends of the Library generously donated \$750 toward the purchase of new prize books. Bookmarks and stickers are being created by FOL to be placed inside each book, to help raise awareness of their involvement in the community on behalf of the Library.

November programming highlights include 1) 30 attendees at the 4-5-year-old program Let It Snow on Thursday, November 21, 2) 18 attendees at the Mario Monday (Switch) program on Monday, November 25, and 3) 17 attendees at the Discovery Playtime program on Monday, November 25.

Administration (Operations, Business, Maintenance)

Director: Samantha Johnson

Manager: Karen Delgadillo

Administrative and maintenance staff have been working on various tasks to closeout the calendar year and prepare for 2025. Everyone in this department was assigned our annual sexual harassment and discrimination training module to be completed before December ends.

Sam was invited to interview with an ADA consultant the Village has hired to make recommendations for accessibility improvements to the municipal/downtown area of Roselle. She also worked on a joint statement/press release with the Village related to the referendum succeeding and the land swap.

Roselle Public Library District

Report to the Board of Trustees

Exhibit A

Month of November 2024

The annual LIRA program renewal meeting was 11/14. The admin team reviewed the current state of the insurance market, the pool's performance over the last year and over its lifespan, and reviewed the most common types of claims the pool has been experiencing like slips/trips/falls, auto claims, and water and storm damage. The pool is also beginning to recommend libraries adopt more stringent financial processes to reduce fraud exposure, like calling vendors to confirm large payments before issuing funds, adopting positive pay with banks, and transitioning to ACH payments.

Included with this report is the summary from our recent loss control site visit, provided annually through our membership in LIRA.

Sam and Karen attended an employment law conference on 11/7 that included updates to Illinois laws effective 1/1 and covered other topics like ADA, FMLA, and laws and recommendations pertaining to AI.

Diane continues to dispose of records that have been cleared for destruction, inventoried our first aid supplies, and assisted with special order processing for Winter Reading and Summer Reading 2025.

Eric assisted with Model Railroad Showcase setup, and other smaller maintenance project like repairing plumbing, book cart parts replacement, winter holiday décor, and arranging our upcoming December carpet cleaning.