

North Suburban Library District
Regular Session
7/16/2020

Present: Jane Burden, Gary Welden, Sara Porter, Rachel Parry and Thomas Powers. **Staff Members:** Mary Petro, Brian McMahon.

Call to Order: Jane Burden, Board President called the meeting to order at 5:30PM.

Public Comments: None

Approval of Minutes: Motion to accept the minutes of the June Board meeting was made by Rachel Parry and seconded by Gary Welden. Jane, Gary, Sara, Rachel and Tom approved the motion. Motion carried.

Treasurer's Report: Sara reviewed the financial reports. Motion was made by Sara Porter, and seconded by Gary Welden, to approve the bills paid report, financial summary and treasurer's report. Jane, Gary, Sara, Rachel and Tom approved the motion. Motion carried.

Librarian's Report:

- The Secretary's audit will be done and the Illinois Public Library Annual Report is being compiled by staff now.
- NSLD reopened in-person services on July 16th. Hours are reduced for now and services have had to be curtailed to address gathering limitations and other health and safety requirements.
- Hours are limited at this time due to the need to socially distance staff and keep the numbers of people in the building down. Some NSLD staff might need to use the FMLA CARE program this fall when schools are in session. Supervisors are looking at their staffing levels and trying to prepare for this.
- The fall newsletter is being readied for mailing. It will contain information on the various programs and services that NSLD is offering.
- At this time, NSLD is unable to do the large book sale programs we used to offer. So staff are working with Baker and Taylor and Discover books to come up with new systems to manage the withdrawn books.
- FY20 is over, and FY21 has begun, and administrative staff are working on setting up the new systems for the fiscal year.
- Curbside services are going well and staff have started the "Quick Pick Up" service to make it easier for patrons to drop in during the day when the libraries are open to the public to get their materials without having to schedule an appointment. This saves staff time on the phones and makes it easier for the public to drop in to pick up items at their convenience.
- NSLD/Roscoe phones were acting up and IT staff were able to work to fix the problem.
- Thank you notes were received from Diane Lamb and Tammy Tucker for flowers. Mary Petro thanked the board for their generous comments and for their support during the past year. The board wished to thank the staff again for all their hard work and effort during the COVID pandemic.

Committee Reports: None

Board Development: None.

New Business:

- NSLD Reopening Plan: Motion was made by Sara, and seconded by Jane, to accept the NSLD Reopening Plan. Jane, Gary, Sara, Rachel and Tom approved the motion. Motion carried.
- Locker Project: Motion was made by Jane and seconded by Rachel to approve spending up to \$250,000 for the purchase of site work, technology and a locker system for NSLD libraries. Jane, Gary, Sara, Rachel and Tom approved the motion. Motion carried.

Old Business:

- FY21 Budget and Appropriation: Discussion was held on the FY21 Budget and Appropriation.

Unfinished Business: None.

Correspondence: None.

Board Discussion: None.

Motion to adjourn was made at 6:21 PM by Jane and seconded by Gary. Jane, Gary, Sara, Rachel and Tom approved the motion. Motion carried.

North Suburban Library District
Regular Session
8/20/2020

Budget and Appropriation Hearing

Present: Jane Burden, Gary Welden, Sara Porter, Rachel Parry, Nick Nelson, Tom Yoe and Thomas Powers. **Staff Members:** Mary Petro, Brian McMahon and David Harding.

Call to Order: Jane Burden, Board President called the hearing to order at 5:30PM.

Public Comments: None

Regular Board Meeting

Present: Jane Burden, Gary Welden, Sara Porter, Rachel Parry, Nick Nelson, Tom Yoe and Thomas Powers. **Staff Members:** Mary Petro, Brian McMahon and David Harding.

Call to Order: Jane Burden, Board President called the hearing to order at 5:31PM.

Approval of Minutes: Motion to accept the minutes of the July Board meeting was made by Tom Powers and seconded by Gary Welden. Jane, Gary, Sara, Rachel, Nick, Tom Yoe and Tom Powers approved the motion. Motion carried.

Treasurer's Report: Sara reviewed the financial reports. Motion was made by Sara Porter, and seconded by Rachel Parry, to approve the bills paid report, financial summary and treasurer's report. Jane, Gary, Sara, Rachel, Nick, Tom Yoe and Tom Powers approved the motion. Motion carried.

Librarian's Report:

- The FY20 IPLAR has been completed and filed.
- NSLD staff are preparing for the fall newsletter and the promotions for September library card sign up month.
- Promotions of the curbside and quick pick up services are being done.
- Staff are offering patrons grab and go craft projects, book in a bag, and other library promotions.
- NSLD participated in 815 day and anyone who came to the Quick pick up table on Saturday got an 815 button.
- The law that references the closing of government offices on Election Day is in review. NSLD libraries are planning to be open to the public since they are a polling site.
- Board packets for the 2021 election are ready.

Committee Reports: None

Board Development: None.

New Business:

- NSLD Love Your Library 2020 Survey was discussed.
- Working Budget Amendment: The motion is made by Sara and seconded by Gary to amend the special projects, line #8516, in the working budget general fund and increase the amount to \$723,000. Jane, Gary, Sara, Rachel, Nick, Tom Yoe and Tom Powers approved the motion. Motion carried.
- FY20 Budget was reviewed.

Old Business:

- FY21 Budget and Appropriation Ordinance 2020-02: Motion was made by Sara and seconded by Jane to approve the FY21 Budget and Appropriation Ordinance 2020-02. Jane, Gary, Sara, Rachel, Nick, Tom Yoe and Tom Powers approved the motion. Motion carried.
- Capital Planning Project Overview: Discussion of pending facilities upgrades and renovations.

Correspondence: None.

Board Discussion: None.

Motion to adjourn was made at 6:44 PM by Sara and seconded by Jane. Jane, Gary, Sara, Rachel, Nick, Tom Yoe and Tom Powers approved the motion. Motion carried.

North Suburban Library District
Regular Session
9/17/2020

Present: Jane Burden, Gary Welden, Tom Yoe, Rachel Parry, Thomas Powers and Nick Nelson.

Staff Members: Mary Petro, Brian McMahon and David Harding.

Call to Order: Jane Burden, Board President called the meeting to order at 5:30PM.

Public Comments: None

Approval of Minutes: Motion to accept the minutes of the August Board meeting was made by Tom Yoe and seconded by Rachel Parry. Motion carried.

Treasurer's Report: Brian McMahon reviewed the financial reports. Motion was made by Jane, and seconded by Nick, to approve the bills paid report, financial summary and treasurer's report. Motion carried.

Librarian's Report:

- NSLD has applied for a few grants.
- Jane reported that many staff had reached out to her to let her know how much they appreciate the work that the NSLD Board has done to support them during this time.
- The fall newsletter is coming out next month.
- Staff are continuing work on administrative and financial recordkeeping projects.
- Board packets for the April 2021 election are going to be available in September.

Committee Reports: None

Board Development: None.

New Business:

- Motion was made by Tom Powers and seconded by Tom Yoe to pass the *Resolution To Determine The Estimate Of Funds To Be Raised By Taxation*. Roll call vote was taken. All approved. Motion passed.

Old Business:

- Capital Building Planning Project: Discussion was held.

Unfinished Business: None.

Correspondence: None.

Board Discussion: None.

Motion to adjourn was made at 6:03 PM by Tom Yoe and seconded by Gary. Motion carried.

North Suburban Library District
Regular Session
10/15/2020

Call to Order: Nick Nelson, Board Vice-President called the hearing to order at 5:30PM.

Present: Nick Nelson, Gary Welden, Sara Porter, Rachel Parry, Tom Yoe and Thomas Powers.
Staff Members: Mary Petro and Brian McMahon.

Public Comments: None

Approval of Minutes: Motion to accept the minutes of the September Board meeting was made by Tom Yoe and seconded by Gary Welden. Approved: Gary, Sara, Rachel, Nick, Tom Yoe and Tom Powers. Motion carried.

Treasurer's Report: Sara reviewed the financial reports. Motion was made by Sara Porter, and seconded by Nick Nelson, to approve the bills paid report, financial summary and treasurer's report. Approved: Gary, Sara, Rachel, Nick, Tom Yoe and Tom Powers. Motion carried.

Librarian's Report:

- NSLD received the FY20 \$87K Per Capita Grant.
- The NSLD fall newsletter was mailed out and the September library card sign up month promotions were very popular.
- The response to the grab and go craft projects, book in a bag, and other library promotions has been very positive and supplies are running out mid-month at times. Staff are adjusting to this new popularity and adding more supplies to the future program offerings.
- Brian has been working on the FY20 audit. Wipfli staff will be out in October to get the audit done.
- The concrete locker pad was installed as was the data and power for this project.
- An NSLD patron contacted Board President Jane Burden regarding annexation of a lot to NSLD. The library attorney and staff are working to complete the paperwork for this annexation.
- Staff are reviewing census and other statistics and will be making recommendations for winter hours in light of the uptick in COVID cases in the region.

Committee Reports: None

Board Development: None.

New Business:

- The motion was made by Tom Yoe and seconded by Rachel to pass the Levy Ordinance. Absent: Jane. Approved: Gary, Sara, Rachel, Nick, Tom Yoe and Tom Powers. The motion carried.
- The motion was made by Rachel and seconded by Tom Powers to pass the Social Media Policy. Absent: Jane. Approved: Gary, Sara, Rachel, Nick, Tom Yoe and Tom Powers. The motion carried.
- FOIA: Mary Petro is the FOIA officer.
- The motion was made by Nick and seconded by Sara to approve the 2021 Holiday Closing Dates. Absent: Jane. Approved: Gary, Sara, Rachel, Nick, Tom Yoe and Tom Powers.

The motion carried.

- Election: NSLD/Loves Park will be open to support the 2020 November election.
- Insurance Policy Changes: Start dates will be adjusted for health insurance policies in order that they coincide with the January 1 effective date used with other human relations programs.

Old Business:

- Capital Planning Project Overview: David Harding is collecting quotes for FY21 projects.

Correspondence: None.

Board Discussion: None.

Motion to adjourn was made at 6:07 PM by Tom Yoe and seconded by Nick. Approved: Gary, Sara, Rachel, Nick, Tom Yoe and Tom Powers. Motion carried.

North Suburban Library District
Regular Session
11/19/2020

Call to Order: Jane Burden, Board President called the hearing to order at 5:32PM.

Present: Nick Nelson, Gary Welden, Sara Porter, Tom Yoe and Thomas Powers. **Staff Members:** Mary Petro, David Harding and Brian McMahon. **Wipfli Staff:** Taylor Dixon and Dan Rowe.

Public Comments: None

Audit: Wipfli staff Taylor Dixon and Dan Rowe reviewed the FY20 Audit.

Approval of Minutes: Motion to accept the minutes of the October Board meeting was made by Tom Yoe and seconded by Nick Nelson. Approved: Jane, Gary, Sara, Nick, Tom Yoe and Tom Powers. Absent: Rachel. Motion carried 6 aye/1 absent.

Treasurer's Report: Sara reviewed the financial reports. Motion was made by Sara Porter, and seconded by Gary Welden, to approve the bills paid report, financial summary and treasurer's report. Approved: Jane, Gary, Sara, Nick, Tom Yoe and Tom Powers. Absent: Rachel. Motion carried 6 aye/1 absent.

Librarian's Report:

- Work is starting on the FY21 Per Capita Grant.
- NSLD locker system is on order.
- NSLD is in receipt of a \$1,000 PPE Grant for COVID related supplies.
- The NSLD mitten trees will be going up around Thanksgiving.
- The NSLD winter newsletters will be going out around the first of the year.

Committee Reports: None

Board Development: None.

New Business:

- The motion was made by Sara Porter and seconded by Tom Powers to accept the draft FY20 Audit. Absent: Rachel. Approved: Gary, Sara, Jane, Nick, Tom Yoe and Tom Powers. The motion carried 6 aye/1 absent.
- The motion was made by Jane Burden and seconded by Tom Powers to pass the 2020-04 Ordinance to annex property into NSLD. Absent: Rachel. Approved: Jane, Gary, Sara, Nick, Tom Yoe and Tom Powers. The motion carried 6 aye/1 absent.
- The motion was made by Jane B. and seconded by Nick Nelson to cancel the 2020 December board meeting. Absent: Rachel. Approved: Jane, Gary, Sara, Nick, Tom Yoe and Tom Powers. The motion carried 6 aye/1 absent.
- The motion was made by Tom Yoe and seconded by Nick Nelson to approve closing on Sunday's, holidays and due to COVID depending on staffing levels and local and state guidance. Absent: Rachel. Approved: Jane, Gary, Sara, Nick, Tom Yoe and Tom Powers. Motion carried 6 aye/1 absent.

Old Business:

- Capital Planning Project Overview: David Harding went over FY21 HVAC special project. The motion was made by Tom Yoe and seconded by Gary Welden to approve the FY21 HVAC project as long as it complies and is under the budgeted amount for the project. Absent: Rachel. Approved: Jane, Gary, Sara, Nick, Tom Yoe and Tom Powers. Motion carried 6 aye/1 absent.

Correspondence: None.

Board Discussion: Jane Burden wanted to thank the board for their patience and understanding during this difficult time. She wished everyone a safe and happy holiday season.

Motion to adjourn was made at 6:52 PM by Nick Nelson and seconded by Gary Welden. Approved: Gary, Sara, Nick, Tom Yoe and Tom Powers. Absent: Rachel. Motion carried 6 aye/1 absent.

North Suburban Library District
Regular Session
1/21/2021

Call to Order: Jane Burden, Board President called the meeting to order at 5:33PM.

Present: Jane Burden, Nick Nelson, Rachel Parry, Tom Yoe and Thomas Powers. **Staff Members:** Mary Petro, David Harding and Brian McMahon. **Guests:** Melissa Leuzinger, Marcy Mitchell

Public Comments: None

Approval of Minutes: Motion to accept the minutes of the November Board meeting was made by Tom Yoe and seconded by Nick Nelson. Approved: Jane, Rachel, Nick, Tom Yoe and Tom Powers. Absent: Sara and Gary. Motion carried 5 aye/2 absent.

Treasurer's Report: Brian reviewed the November financial reports. Motion was made by Jane, and seconded by Tom Yoe, to approve the November bills paid report, financial summary and treasurer's report. Approved: Jane, Rachel, Nick, Tom Yoe and Tom Powers. Absent: Sara and Gary. Motion carried 5 aye/2 absent.

Brian reviewed the December financial reports. Motion was made by Jane, and seconded by Nick, to approve the December bills paid report, financial summary and treasurer's report. Approved: Jane, Rachel, Nick, Tom Yoe and Tom Powers. Absent: Sara and Gary. Motion carried 5 aye/2 absent.

Librarian's Report:

- Board members received their board packets which included a sample Dinosaur fundraiser kit. These promotion materials will be handed out as part of the February Love Your Library maker space project. The goal is to raise \$2,021 in funds for summer reading club programs. NSLD has received \$390 to date from promotions in the newsletter.
- NSLD locker system is still on order.
- NSLD staff are attending meetings to learn more about pending grant opportunities.
- The NSLD email passwords will be coming out to board members.
- The NSLD winter newsletters went out and winter programming is underway.

Committee Reports: None

Board Development: None.

New Business:

All World Machinery Abatement Request: NSLD staff and attorney are reviewing this request. Watch for more information to come.

FY20 Audit: Brian McMahon reviewed the FY20 audit with the NSLD board and guests.

EFMLA Status: NSLD staff continues to provide these programs to staff who qualify and are monitoring the status of these programs for any changes.

Per Capita Grant Review: NSLD staff went over the Serving Our Public Standards 4.0 which is part of the FY21 Per Capita Grant requirement.

Economic Interest Statements: A reminder that the EIS will be coming out soon.

Board Meeting Schedule: Reminder that the 2021 Board meeting schedule is out.

April 6, 2020 Board Election: NSLD has 4 open seats and 4 people running for election.

NSLD/Roscoe Lighting Project: The light fixtures in NSLD/Roscoe are being fixed using funds from the maintenance lines. Watch for these repairs to come this spring.

NSLD Spring Building Projects: NSLD will be doing some renovations and repairs to such areas as parking lots, the walkways and some of the other items on the capital plan list.

Old Business:

Capital Planning Project Overview: David Harding continued to update the board on the HVAC project.

Correspondence: None.

Board Discussion: Jane Burden asked the board to consider supporting the NSLD fundraiser if they could.

Motion to adjourn was made at 6:37 PM by Tom Yoe and seconded by Rachel.
Approved: Jane, Rachel, Nick, Tom Yoe and Tom Powers. Absent: Sara and Gary.
Motion carried 5 aye/2 absent.

North Suburban Library District
Regular Session
2/18/2021

Call to Order: Jane Burden, Board President called the meeting to order at 5:31 PM.

Present: Jane Burden, Nick Nelson, Sara Porter, Rachel Parry, Gary Welden and Tom Powers. **Staff Members:** Mary Petro and Brian McMahon. **Guests:** Melissa Leuzinger, Marcy Mitchell

Public Comments: None

Approval of Minutes: Motion to accept the minutes of the January Board meeting was made by Tom P. and seconded by Nick Nelson. Approved: Jane, Sara, Rachel, Nick, Gary and Tom Powers. Absent: Tom Yoe. Motion carried 6 aye/1 absent.

Treasurer's Report: Sara reviewed the January financial reports. Motion was made by Sara and seconded by Rachel to approve the January bills paid report, financial summary and treasurer's report. Approved: Jane, Rachel, Nick, Gary, Sara and Tom Powers. Absent: Tom Yoe. Motion carried 6 aye/1 absent.

Librarian's Report:

- NSLD staff met with Morrissey to review timekeeping and scheduling software options.
- NSLD locker system is still on order.
- NSLD Dewey the Dinosaur fundraising program is underway.
- The NSLD staff worked with United Way to complete a grant and on completing a Digital Network Grant for expanded wireless access for NSLD libraries.
- The NSLD spring newsletters and planning for programs is underway.
- Larson and Darby Architect firm won an award for the work they did on the NSLD/Loves Park library.
- The quarantine period for materials has been adjusted by RAILS down to 24 hours.

Committee Reports: None

Board Development: None.

New Business:

FY22 Pre-planning- Discussion on the FY22 working budget was held.

FY21 Budget Project Update – Discussion on the status of FY21 projects was held.

NSLD COVID Operations Update – Review of the status of NSLD operations was provided.

Old Business:

Capital Planning Project Overview – NSLD HVAC project is on hold for now pending additional information.

Correspondence: None.

Board Discussion: Jane Burden provided information on the memorial for Dennis Eksten.

Motion to adjourn was made at 6:32 PM by Rachel and seconded by Sara. Approved: Jane, Rachel, Nick, Sara, Gary, and Tom Powers. Absent: Tom Yoe. Motion carried 6 aye/1 absent.

North Suburban Library District
Regular Session
3/18/2021

Call to Order: Rachel Parry, Board Secretary called the meeting to order at 5:32 PM.

Present: Sara Porter, Rachel Parry, Gary Welden, Tom Yoe and Tom Powers. **Staff Members:** Mary Petro, Nicole Johnson and Brian McMahon. **Guests:** Melissa Leuzinger, Marcy Mitchell

Public Comments: None

Approval of Minutes: Motion to accept the minutes of the February Board meeting was made by Sara P. and seconded by Tom Powers. Approved: Sara, Rachel, Tom Powers and Tom Yoe. Absent: Jane Burden, Nick Nelson. Gary Welden joined meeting during the motion to approve the minutes. Motion carried 4 aye/3 absent.

Treasurer's Report: Sara reviewed the February financial reports. Motion was made by Sara and seconded by Rachel to approve the February bills paid report, financial summary and treasurer's report. Approved: Rachel, Gary, Sara, Tom Yoe and Tom Powers. Absent: Jane and Nick. Motion carried 5 aye/2 absent.

Librarian's Report:

- NSLD received funds for the PPE grant.
- Money is coming in from the NSLD Dewey the Dinosaur, Love Your Library February fundraising program.
- The NSLD spring newsletter is being mailed soon and planning for programs is underway.
- New library board members get elected next month and sworn in at the May meeting board meeting per IL Public Library District law.

Committee Reports: None

Board Development: None.

New Business:

FY22 Non-Resident Fee Resolution- Discussion on the FY22 Non-Resident fee was held. Motion was made by Tom Yoe and seconded by Sara Porter to keep the non-resident fee at \$125.00 annually. Approved: Rachel, Gary, Sara, Tom Yoe and Tom Powers. Absent: Jane and Nick. Motion carried 5 aye/2 absent.

FY21 Phone System Project Update – Discussion was held on the status of the phone project.

NSLD Bank and Credit Card Request for Information Proposal – NSLD is planning to get information on banking and credit card services. Board were updated on this project and asked to watch for information to come on it.

NSLD Digitization Project – Nicole Johnson, Head of Adult and Teen Services, reviewed the digitization projects that NSLD has been working on and is planning to continue work on. These include digitization of local newspapers and items in the collection.

COVID Recognition, one year anniversary- NSLD staff updated the board on the status of COVID on library programs and services one year into COVID. Discussion was held on the changes that have occurred to library programs and services such as meeting rooms, the fun place, and in-person programs. Staff continue to monitor federal, state and local COVID guidance. The recommendation is to go slow with reopening in order not to have to step back should changes take place in the community.

Old Business:

FY22 Budget – NSLD FY22 DRAFT Budget was reviewed. Staff went over the revenue and expense lines in the budget focusing on those lines staff anticipate will be most impacted by COVID in FY22 and beyond. As more is known about how COVID will impact the reopening process, and have a better feel for the timeline, the NSLD staff and board will be better positioned to understand which lines will continue to be impacted in the budget or not.

Correspondence: None.

Board Discussion: Reminder to do SEI.

Motion to adjourn was made at 6:56 PM by Tom Yoe and seconded by Tom Powers. Approved: Rachel, Sara, Gary, Tom Yoe and Tom Powers. Absent: Jane and Nick. Motion carried 5 aye/2 absent.

North Suburban Library District
Regular Session
4/15/2021

Call to Order: Jane Burden, Board President called the meeting to order at 5:34 PM.

Present: Jane Burden, Sara Porter, Rachel Parry, Gary Welden, Tom Yoe, Nick Nelson and Tom Powers. **Staff Members:** Mary Petro, David Harding and Brian McMahon. **Guests:** Melissa Leuzinger, Marcy Mitchell and Clay Sander.

Public Comments: None

Approval of Minutes: Motion to accept the minutes of the March Board meeting was made by Tom Yoe and seconded by Rachel P. Approved: Jane, Nick, Sara, Rachel, Gary, Tom Powers and Tom Yoe. Absent: None. Motion carried.

Treasurer's Report: Sara reviewed the March financial reports. Motion was made by Sara and seconded by Nick to approve the March bills paid report, financial summary and treasurer's report. Approved: Jane, Nick, Rachel, Gary, Sara, Tom Yoe and Tom Powers. Absent: None. Motion carried.

Librarian's Report:

- NSLD continues to follow the RAILS quarantine guidelines. NSLD and RAILS lifted the 24 hour quarantine this month.
- \$2,341.14 in funds was raised by the NSLD Dewey the Dinosaur, Love Your Library February fundraiser.
- The NSLD spring newsletter was mailed out. Work on the NSLD summer newsletter is underway.
- The director thanked the outgoing board members Tom Powers and Nick Nelson for their service to NSLD.
- Director Mary Petro welcomed the new library board members Marcy Mitchell and Melissa Leuzinger. New trustees will be sworn in at the May meeting board and new officers will be elected in May per IL Public Library District law.

Committee Reports: None

Board Development: None.

New Business:

2% Building and Grounds Levy Ordinance- Discussion on the 2% Building and Grounds Levy Ordinance was held. Motion to approve the 2% building and grounds levy ordinance was made by Sara and seconded by Tom Powers. Approved: Jane, Nick, Rachel, Gary, Sara, Tom Yoe and Tom Powers. Absent: None. Motion carried.

Retiring trustee and new trustees – Jane Burden thanked retiring board trustees Nick Nelson and Tom Powers for their service. She also welcomed new trustees Marcy Mitchell and Melissa Leuzinger.

FY22 Building and grounds projects – David Harding reviewed with the board some of the pending building and grounds projects:

NSLD/Loves Park walkways, apron, and curb improvements,
NSLD/Loves Park pneumatic project,
NSLD/Loves Park condenser warranty project.

Website project- Discussion and review of the KMK Media proposal to develop a new NSLD website was held. Motion was made by Sara and seconded by Gary to accept the KMK proposal. Approved: Jane, Nick, Rachel, Gary, Sara, Tom Yoe and Tom Powers. Absent: None. Motion carried.

Old Business:

FY22 Budget – NSLD FY22 DRAFT Working budget was reviewed. Mary, Brian and Sara reviewed revenue and expense lines in the budget, focusing on those lines that staff anticipate might change or impact the budget most. Motion to approve the FY22 Working budget was made by Sara and seconded by Tom Powers. Approved: Jane, Nick, Rachel, Gary, Sara, Tom Yoe and Tom Powers. Absent: None. Motion carried.

FY21 Phone System Project Update – Discussion was held on the status of the NSLD phone project. The director reported that the RFI would be updated with additional project information and re-let to vendors.

NSLD Bank and Credit Card Request for Information Proposal – Brian updated the board on the status of this project.

Closed Session: 6:41pm. Motion was made by Tom Yoe and seconded by Nick to go into closed session for the purposes of discussing the director's evaluation. Aye: Jane Burden, Nick Nelson, Tom Yoe, Rachel Parry, Sara Porter, Tom Powers and Gary Welden. Nay: None. Absent: None

7:12pm. Motion was made by Tom Yoe and seconded by Rachel to return to open session. Aye: Jane Burden, Nick Nelson, Tom Yoe, Rachel Parry, Sara Porter, Tom Powers and Gary Welden. Nay: None. Absent: None

Correspondence: None.

Board Discussion: None.

Motion to adjourn was made at 7:17 pm by Tom Yoe and seconded by Sara. Approved: Jane, Nick, Rachel, Sara, Gary, Tom Yoe and Tom Powers. Absent: None. Motion carried.

North Suburban Library District
Regular Session
5/20/2021

Call to Order: Jane Burden, Board President called the meeting to order at 5:33 PM.

Present: Jane Burden, Sara Porter, Rachel Parry, Gary Welden, Tom Yoe, Melissa Leuzinger and Marcy Mitchell. **Staff Members:** Mary Petro, David Harding, Brian McMahon and Nicole Johnson. **Guests:** None.

Public Comments: None

Oath of Office: Newly elected trustees Jane Burden, Sara Porter, Marcy Mitchell and Melissa Leuzinger were given the oath of office by Rachel Parry.

Election of Officers: Motion was made by Melissa and seconded by Gary to approve the slate of officers:

Jane Burden – President
Tom Yoe – Vice-President
Rachel Parry – Secretary
Sara Porter – Treasurer

Approved with roll call vote: Jane, Sara, Tom, Rachel, Gary, Melissa and Marcy. Absent: None. Motion carried.

Approval of Minutes: Motion to accept the minutes of the April Board meeting was made by Tom Yoe and seconded by Sara. Approved with roll call vote: Jane, Sara, Tom, Rachel, Gary, Melissa and Marcy. Absent: None. Motion carried.

Approval of Closed Minutes: Motion to accept the closed minutes of the April Board meeting was made by Tom Yoe and seconded by Rachel. Approved with roll call vote: Jane, Sara, Tom, Rachel, Gary, Melissa and Marcy. Absent: None. Motion carried.

Treasurer's Report: Sara reviewed the April financial reports. Motion was made by Sara and seconded by Jane to approve the April bills paid report, financial summary and treasurer's report. Approved with roll call vote: Jane, Sara, Tom, Rachel, Gary, Melissa and Marcy. Absent: None. Motion carried.

Librarian's Report:

- The Cherry Valley Public Library District and NSLD staff partnered on a promotion for summer reading club. Mary Petro will be on Good Day Stateline this Sunday talking about library services and SRC.
- Summer reading club begins on June 1st. SRC programs are available for all ages; children, teens and adults.
- The summer newsletter will be mailed out next week.
- The NSLD/Loves Park main and women's club parking lot entries were replaced.
- The NSLD/Loves Park HVAC condenser was replaced this month. This was a warranty repair to the children's department HVAC.
- Another Pharos scanning station will be available at NSLD/Loves Park to provide guests with

additional equipment to use. The scan, fax, copy stations at NSLD/Loves Park have been very popular with guests so we wanted to get another station installed this fiscal year.

- NSLD staff have been meeting with Morrissey staff to work on the timekeeping and scheduling software. Watch for these new systems to startup this summer.
- The local newspaper digitization project is coming along. We anticipate having the first batch of newspapers that were sent out for digitization available for use this summer.
- Kanopy and the Rockford Register Star (RRS) newspaper online products will be starting up in July. It will be a soft launch, beginning this summer. Watch for login information to come out this summer.
- Brian McMahon is working on the RFI for banking services. Watch for this to come later this summer.
- Please watch for additional information to come in the upcoming months with Board orientation.
- Thank you to the board of trustees for the evaluation feedback and more specifically for the extra time off to do some training and for my 3% raise. I very much appreciate your being willing to support me in this project. Again, thank you very much for this.

Committee Reports: None

Board Development: None.

New Business:

Reopening planning for phase 5: Motion to approve NSLD hours 9am – 8pm Monday – Thursday and 9am – 5pm Friday and Saturday, motion was made by Sara and seconded by Melissa. Approved with roll call vote: Jane, Sara, Tom, Gary, Melissa and Marcy. Absent: Rachel. Motion carried.

Old Business:

FY21 Phone System Project Update – the RFI was updated and we anticipate getting vendor responses next month.

NSLD Website update – NSLD staff met with KMK staff to begin working on the new website. Watch for this to come out, probably in next winter.

FY21 Projects – NSLD staff are working to complete the fiscal year projects including the locker system.

Correspondence: Thank you from the family of Judy Anderson for the memorial books. Thank you was read from Marquette Heights library for the gift of an encyclopedia set.

Board Discussion: Nicole mentioned that Kanopy and the Rockford Register Star in digital format are coming soon, please watch for them. Brian noted that NSLD received more corporate replacement money this week which might take NSLD over the estimated amount of revenue that was anticipated in this line.

Motion to adjourn was made at 6:24 pm by Tom Yoe and seconded by Gary. Approved by roll call vote: Jane, Sara, Gary, Tom, Melissa and Marcy. Absent: Rachel. Motion carried.

North Suburban Library District
Regular Session
6/17/2021

Call to Order: Jane Burden, Board President called the meeting to order at 5:31 PM.

Present: Jane Burden, Sara Porter, Rachel Parry, Gary Welden, Tom Yoe, Melissa Leuzinger and Marcy Mitchell. **Staff Members:** Mary Petro, David Harding, Brian McMahon and Nicole Johnson. **Guests:** None.

Public Comments: None

Approval of Minutes: Motion to accept the minutes of the May Board meeting was made by Tom Yoe and seconded by Rachel. Approved with vote: Jane, Sara, Tom, Rachel, Gary, Melissa and Marcy. Absent: None. Motion carried.

Treasurer's Report: Sara reviewed the May financial reports. Motion was made by Sara and seconded by Melissa to approve the bills paid report, financial summary and treasurer's report. Approved with vote: Jane, Sara, Tom, Rachel, Gary, Melissa and Marcy. Absent: None. Motion carried.

Librarian's Report:

- Illinois entered into phase 5 (COVID) on June 11th, this change will allow NSLD libraries to reopen more programs and services.
- This is the first in-person NSLD board meeting since March 2020 when COVID began and we had to move the online board meetings.
- Summer reading club began on June 1st. The SRC pool parties at the Sand Park and Rockton pool will take place in August.
- Brian McMahon is planning for the FY21 audit. Wipfli auditors will be at the October regular board meeting to review the audit with the NSLD board.
- Kanopy and the Rockford Register Star (RRS) newspaper online digital products are starting up in July.
- Brian McMahon is working on the banking RFI this summer.
- Jane Burden is working on getting the board orientation setup. Watch for information to come on this.

Committee Reports: None

Board Development: None.

New Business:

NSLD/Loves Park Parking Lot Project: Motion was made by Tom Yoe and seconded by Melissa to do the NSLD/Loves Park parking lot project with a not to exceed amount of \$30K. Approved with vote: Jane, Rachel, Sara, Tom, Gary, Melissa and Marcy. Absent: None. Motion carried.

NSLD/Roscoe Garbage Enclosure Project: Motion was made by Rachel and seconded by Gary to do the NSLD/Roscoe garbage enclosure project with a not to exceed amount of \$35K. Approved with vote: Jane, Rachel, Sara, Tom, Gary, Melissa and Marcy. Absent: None. Motion carried.

NSLD Wireless System Project: Board discussion on the NSLD wireless project and staff use of technology.

NSLD Public Computer Policy: Motion was made by Melissa and seconded by Tom Yoe to approve public computer use times that include 15 minutes for non-cardholders, 2 hours for non-resident cardholders and 3 hours for NSLD cardholders with the ability for people to purchase 1 hour for \$1.00 if space allows. Approved with vote: Jane, Rachel, Sara, Tom, Gary, Melissa and Marcy. Absent: None. Motion carried.

Old Business:

Reopening Phase 5: Discussion was held on the various reopening planning for library programs and services that is underway.

Jane Burden left the meeting at 6:15pm.

NSLD Phone System: Motion was made by Melissa and seconded by Marcy Mitchel to approve the NICOMM phone system project with a not-to-exceed amount of \$38K. Approved with vote: Rachel, Sara, Tom, Gary, Melissa and Marcy. Absent: Jane. Motion carried.

FY21 Projects – Brian McMahon reviewed with the board the various projects he was working on including the banking RFI, timekeeping and scheduling software project, the BC/BS insurance increase for FY22, and the work he is doing to close up the reserve fund.

Correspondence: Thank you from Diane Lamb for flowers.

Board Discussion: Expanded library service hours are being planned for in July.

Motion to adjourn was made at 6:42 pm by Sara and seconded by Rachel. Approved by vote: Sara, Rachel, Gary, Tom, Melissa and Marcy. Absent: Jane. Motion carried.