

North Suburban Library District
Regular Session
7/22/2022

Call to Order: Tom Yoe, Board Vice-President called the meeting to order at 5:31pm.

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

Public Comments: None

Approval of Minutes: Motion to accept the minutes of the June Board meeting was made by Melissa and seconded by Sara. Approved with vote: Sara, Rachel, Tom, Gary, Melissa and Marcy. Absent: Jane. Motion carried.

Treasurer's Report: Sara gave a review of the June financial reports. Motion was made by Sara and seconded by Rachel to approve the June bills paid report, financial summary, and treasurer's report. Approved with vote: Sara, Rachel, Gary, Tom, Melissa and Marcy. Absent: Jane. Motion carried.

Librarian's Report:

- The Summer Reading Club is wrapping up this week.
- Work on the fall newsletter is underway. The fall newsletter will get mailed around Labor Day.
- Fiber connections have been run to NSLD/Loves Park as part of the eRate infrastructure upgrade that is schedule to take place this year. We hope to be online with the new system this fall.
- This year's technology project is to purchase new servers. Due to the increase in the cost of server hardware, NSLD staff and vendors have had to review and rebid the servers.
- NSLD received notification that we got the 2022 Per Capita Grant. We can anticipate receiving \$102,227.83 in Per Capita Grant money this fiscal year. The State of Illinois is using as the official service area population for NSLD: 69,307.
- NSLD continue to see staff have to step aside to support family illness, for planned vacations that had to be put on hold due to COVID, for family celebrations (again many that were put on hold during COVID), and for their own illnesses (including COVID). We continue to share staff between departments and focus on supporting core programs and services at this time.

Committee Reports: None

Board Development: None.

New Business:

Review of the FY22 Working Budget

Brian provided an overview of the end-of-the-year FY22 Working Budget. He went over some of the highlights of the revenue and expenditure lines with the board.

Building Projects FY23

Mary went over the proposed FY23 building project timeline and process with the board. Tom asked if NSLD had explored using the North Suburban Women's Club (NSWC) in the past. Mary indicated it had been explored when the gift had been made and NSLD was working on the

NSLD/Loves Park building renovation plans. Tom asked if this could be revisited and Mary indicated staff could work on providing some information to the board on this option.

Amended motion was made by Melissa, and seconded by Sara, to allow staff to also explore saving and reusing the North Suburban Women's Club as additional space. Approved with a roll call vote: Sara, Rachel, Tom, Gary, Melissa and Marcy. Absent: Jane. Motion carried.

Motion was made by Melissa, and seconded by Marcy, to allow NSLD staff to get bids for the removal of the North Suburban Women's Club, the renovation of the parking lot located by the North Suburban Women's Club, along with the main library parking lots, including landscaping, lighting, drainage systems, signage, walkways, and any other infrastructure work including professional consulting and legal fees. Approved with vote: Sara, Rachel, Tom, Gary, Melissa and Marcy. Absent: Jane. Motion carried.

Review of FY23 Budget and Appropriation

Brian provided an overview of the Budget and Appropriation process. He went over the draft FY23 Budget and Appropriation with the board.

Auditor Recommendation

Brian recommended the NSLD board vote to approve hiring the auditing firm Lauderbach and Amen based on the proposal they provided to the NSLD board.

Motion was made by Sara and seconded by Gary to approve to accept the Lauderbach and Amen proposal for auditing services. Approved with vote: Sara, Rachel, Tom, Gary, Melissa and Marcy. Absent: Jane. Motion carried.

Code of Conduct Review

Mary gave an overview of the NSLD Code of Conduct. Discussion included the reason for this document, how Code of Conduct issues are handled at NSLD, and how the process works.

Motion was made by Rachel and seconded by Marcy to approve the July 2022 Code of Conduct. Approved with vote: Sara, Rachel, Tom, Gary, Melissa and Marcy. Absent: Jane. Motion carried.

Locker Wrap

The board reviewed the 3 locker design concepts. Discussion was held on the various options and option #3 (See below) was selected.



Motion was made by Sara and seconded by Marcy to select locker wrap option 3. Approved with vote: Sara, Rachel, Tom, Gary, Melissa and Marcy. Absent: Jane. Motion carried.

Old Business: None.

Correspondence: None.

Board Discussion: Questions were asked regarding the work done in the past to consider options for the NSWC building.

Motion to adjourn was made at 6:30pm by Sara and seconded by Marcy. Approved with vote: Sara, Marcy, Rachel, Gary, Tom and Melissa. Absent: Jane. Motion carried.

North Suburban Library District
Regular Session
8/18/2022

Informal Tour of the North Suburban Women's Club (NSWC)

An informal tour of the NSWC took place between 5:00pm and 5:30pm. Josh Hancock, David Harding, Mary Petro, Jane Burden, Tom Yoe, Sara Porter and Marcy Mitchell attended a walk-through at the NSWC building to review the space.

Budget and Appropriation Hearing

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

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

Public Comments: None

Regular Board Meeting

Call to Order: Jane Burden, Board President called the meeting to order at 5:35pm.

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

Public Comments: None

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

Treasurer's Report: Sara gave a review of the July financial reports. Brian provided an overview of the property taxes received to date for the board. Motion was made by Sara and seconded by Tom to approve the July bills paid report, financial summary, and treasurer's report. Approved with vote: Sara, Jane, Rachel, Gary, Tom, Melissa and Marcy. Absent: None. Motion carried.

Librarian's Report:

- The locker wraps were installed in early August. New promotions featuring the lockers are being created as part of the locker marketing plan. The plan will cover multiple years. The locker software was also updated, both these improvements resulted in interruptions to service this month but they are done and we should be online now.
- The Illinois Public Library Annual Report (IPLAR) is being finished up this month and will be filed with the Illinois State Library (ISL) by month's end.
- The fall newsletter is at the printer, it gets mailed right around Labor Day.
- Work on the broadband (Fiber) infrastructure upgrade to NSLD/Loves Park continues. We hope to be up and running on the new system this fall.
- This year's technology project is purchasing new servers. The servers support wireless services, the general storage drive (G drive) that staff use, and other systems. Due to the increase in the cost of servers, NSLD staff and vendors had to get new quotes for the servers, the updated quotes came in around \$5K this time around, which was good. So the servers were ordered.

Committee Reports: None

Board Development: None.

New Business:**Holiday Closings**

Discussion was held on holiday closing dates. Motion was made by Sara and seconded by Marcy to close on Monday, December 26 and on Monday, January 2nd to observe holidays. Approved with vote: Jane, Sara, Rachel, Tom, Gary, Melissa and Marcy. Absent: None. Motion carried.

FY23 Working Budget Update

Discussion was held on updating the Special Projects line (8516) in the FY23 Working Budget by \$600,000 to provide funds for possible FY23 projects. Motion was made by Sara and seconded by Rachel to increase the Special Projects line (8516) by \$600,000. Approved with roll call vote: Jane, Sara, Rachel, Tom, Gary, Melissa and Marcy. Absent: None. Motion carried.

Old Business**FY23 Budget and Appropriation**

Brian provided an overview of the Budget and Appropriation. Motion was made by Sara and seconded by Tom to approve the FY23 Budget and Appropriation Ordinance 2023-01. Approved with a roll call vote: Jane, Sara, Rachel, Tom, Gary, Melissa and Marcy. Absent: None. Motion carried.

Building Project

Discussion was held on the NSWC building. A report was provided to accompany the tour of the NSWC building. Staff and board members discussed the condition of the space, library needs, and possible uses as well as the legacy of the members of the NSWC as it relates to NSLD.

Old Business: None.

Correspondence: None.

Board Discussion: None.

Motion to adjourn was made at 7:04pm by Tom and seconded by Sara. Approved with vote: Sara, Marcy, Jane, Rachel, Gary, Tom and Melissa. Absent: None. Motion carried.

North Suburban Library District
Regular Session
9/15/2022

Regular Board Meeting

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

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

Guests: None.

Public Comments: None

Approval of Minutes: Motion to accept the minutes of the August Board meeting was made by Tom and seconded by Marcy. Approved with vote: Jane, Sara, Rachel, Tom, Melissa and Marcy. Absent: Gary. Motion carried.

Treasurer's Report: Sara gave a review of the August financial reports. Motion was made by Sara and seconded by Rachel to approve the August bills paid report, financial summary, and treasurer's report. Approved with vote: Sara, Jane, Rachel, Tom, Melissa and Marcy. Absent: Gary. Motion carried.

Librarian's Report:

- NSLD wrote a letter in support of a City of Loves Park project grant for streetscape improvement. If received, this grant would provide funding to help improve the sidewalks, traffic lights and green space between Windsor Road and River Lane.
- NSLD staff are preparing for winter programming, the fall fundraiser, and the winter reading clubs.
- September is library card sign up month. Billboards are running throughout the community promoting this program and there are many library card sign up promotions that are underway at NSLD as well.
- The annual audit is underway. Brian and his team are working with the Lauterbach and Amen staff on this project. The auditors will be presenting the annual audit to the library board in November.
- The NSLD staff and board recognized Mary Petro's 10 year anniversary this month with flowers, cupcakes and cards. Thank you to everyone for a wonderful celebration and for all the support over these past 10 years.

Committee Reports: None

Board Development: None.

New Business:

Levy Ordinance

The next step in the budget process is the levy ordinance that will be on the October board agenda to be voted on in October.

Estimate of Revenue by Source

The Estimate of Revenue by Source was provided to the NSLD board for their review. This document will be filed with the County clerks (Winnebago and Boone Counties).

Discuss/Review/Act: Black Border, Truth in Taxation Hearing, Notice

The black border notice and truth in taxation hearing are not required because NSLD is not going to levy over 5%.

Discuss/Review/Act: Resolution to Determine the Estimate of Funds to be Raised by Taxation
NSLD board reviewed the Resolution to Determine the Estimate of Funds to be Raised by Taxation.
Motion was made by Tom and seconded by Marcy to approve the Resolution to Determine the Estimate of Funds to be Raised by Taxation. Approved with vote: Sara, Jane, Rachel, Tom, Melissa and Marcy. Absent: Gary. Motion carried.

Old Business

North Suburban Women's Club (NSWC) Building Project

The Director provided an overview of the status of the NSWC project. David reviewed the bid for the removal of the NSWC building. Motion was made by Jane and seconded by Rachel to accept the bid from N-Trak Group for the removal of the NSWC building. Approved with a roll call vote: Ayes: Jane, Marcy, Sara, Rachel, and Tom. Nays: Melissa. Absent: Gary. Motion carried.

Building Project

David went over the progress being made on NSLD building projects including: preparations for the renovation of parking lots (NSWC and NSLD/Loves Park main lot), renovation of parking lot lighting, renovation of landscaping, sidewalks, the garbage surround and other aspects of the work necessary to complete these projects.

Old Business: None.

Correspondence: None.

Board Discussion: None.

Motion to adjourn was made at 6:45pm by Tom and seconded by Melissa. Approved with vote: Sara, Marcy, Jane, Rachel, Tom and Melissa. Absent: Gary. Motion carried.

North Suburban Library District
Regular Session
10/20/2022

Regular Board Meeting

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

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

Guests: Christopher Galentsis.

Public Comments: Candidate for board trustee Christopher Galentsis was introduced by Tom Yoe.

Approval of Minutes: September Board minutes were sent back for editing. They will be put on the November board meeting agenda for approval.

Treasurer's Report: Sara gave a review of the September financial reports. Motion was made by Sara and seconded by Tom to approve the September bills paid report, financial summary, and treasurer's report. Approved with vote: Sara, Jane, Rachel, Tom, Melissa and Marcy. Absent: Gary. Motion carried.

Librarian's Report:

- NSLD is planning to join the eRead Illinois Axis 360 program this fiscal year.
- NSLD staff are preparing for the winter reading club, winter fundraiser, and winter programming.
- Administrative staff are working on the mid-year staff increase recommendations.
- The annual audit is underway.

Committee Reports: None

Board Development: A review of the Serving Our Public Standards was provided to the board as part of the Per Capita Grant process.

New Business:

Levy Ordinance

Motion was made by Sara and seconded by Marcy to approve the Levy Ordinance. Approved with a roll call vote: Sara, Jane, Rachel, Tom, Melissa and Marcy. Absent: Gary. Motion carried.

2023 Holiday Closings

Motion was made by Tom and seconded by Rachel to approve the 2023 holiday closings. Approved with vote: Sara, Jane, Rachel, Tom, Melissa and Marcy. Absent: Gary. Motion carried.

Bank Deposits Move to Illinois Funds

Motion was made by Sara and seconded by Marcy to close and move to Illinois Funds the Stillman Bank and Trust, Illinois Bank and Trust and Blackhawk Bank and Trust funds. Approved with vote: Sara, Jane, Rachel, Tom, Melissa and Marcy. Absent: Gary. Motion carried.

Audit

Reminder that the auditors will be out to give the annual report in November.

Old Business

North Suburban Women's Club (NSWC) Building Project

The Director provided an update on the status of the NSWC project. Melissa requested that the board be provided with a report of the costs for this project. Discussion took place regarding the

special projects line. Staff will provide the board with additional information on the projects that are applied to this line and their costs.

Old Business: None.

Correspondence: Thank you letter was shared.

Board Discussion: Melissa brought up confidentiality surrounding topics discussed at library board meetings. The board was reminded that everything discussed at a board meeting was public information and to take their Freedom of Information Act (FOIA) training, Open Meeting Act (OMA) training, and about board ethics to clarify this issue.

Motion to adjourn was made at 6:35pm by Tom and seconded by Melissa. Approved with vote: Sara, Marcy, Jane, Rachel, Tom and Melissa. Absent: Gary. Motion carried.

North Suburban Library District
Regular Session
11/17/2022

Regular Board Meeting

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

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

Guests: Christopher Galentsis.

Public Comments: None.

New Business: NSLD 2022 Annual Audited Financials

Lauderbach and Amen partner Jamie Wilkey went over with the NSLD Board with the annual audited financial report and management letter. Motion was made by Tom and seconded by Gary to accept the FY22 NSLD Audited Financials. Motion carried.

Approval of Minutes: Motion to accept the minutes of the October Board meeting was made by Tom and seconded by Rachel. Approved with vote: Jane, Rachel, Tom, Gary, Melissa and Marcy. Absent: Sara. Motion carried.

Motion to accept the minutes of the September Board meeting was made by Rachel and seconded by Tom. Approved with vote: Jane, Rachel, Tom, Gary, Melissa and Marcy. Absent: Sara. Motion carried.

Treasurer's Report: Brian gave a review of the October financial reports. Motion was made by Tom and seconded by Gary to approve the October bills paid report, financial summary, and treasurer's report. Approved with vote: Gary, Jane, Rachel, Tom, Melissa and Marcy. Absent: Sara. Motion carried.

Librarian's Report:

- The North Suburban Women's Club (NSWC) building was demolished this week.
- The NSLD Fall fundraiser to support library programs and services has begun. Mary handed out mittens for the fundraiser.
- The NSLD winter newsletter is coming out in early January. NSLD staff are preparing for the winter reading club and winter programming.
- NSLD is partnering with Anderson Japanese Gardens for a December program.
- NSLD libraries have had a number of calls to the police non-emergency line. These calls involved vandalism and patron engagements. NSLD staff are reviewing our staffing levels now that more patrons are coming to the libraries and working to increase staffing for service desks. Supervisors have been asked to review staff and build some additional hours into the FY24 budget as well if they can.

Committee Reports: None.

Board Development: None.

New Business:

Board Meeting Dates (2023)

The director reminded the board that the board meets the third Thursday of the month and these dates are posted at the library and online. The January NSLD Board meeting will take place at NSLD/Roscoe and will include a tour of the library.

Mid-Year Staff Increases

Mary and Brian went over information relating to the mid-year staff increase recommendation with the board. The mid-year staff pay increases, is part of an ongoing effort to keep up with minimum wage and to make NSLD staff compensation competitive.

Motion was made by Marcy and seconded by Rachel to approve a 3% mid-year pay increase for staff. Approved with a roll call vote: Gary, Jane, Rachel, Tom, Melissa and Marcy. Absent: Sara. Motion carried.

December Board Meeting

Motion was made by Tom and seconded by Gary to cancel the December board meeting.

Approved with vote: Gary, Jane, Rachel, Tom, Melissa and Marcy. Absent: Sara. Motion carried.

Old Business**North Suburban Women's Club (NSWC)/Building Projects**

The Director and David Harding provided an update on the status of the NSWC project. David and Brian provided information on the costs for this and other building projects. Discussion took place regarding the history of the special projects line and David provided the board with information on the history of building projects, pending projects, and their costs.

Old Business: None.

Correspondence: Thank you letter was shared.

Board Discussion: None.

Motion to adjourn was made at 6:51pm by Tom and seconded by Gary. Approved with vote: Gary, Marcy, Jane, Rachel, Tom and Melissa. Absent: Sara. Motion carried.

North Suburban Library District
Regular Session
1/19/2023

Regular Board Meeting

Call to Order: Tom Yoe, Board Vice-President called the meeting to order at 5:30pm.

Present: Tom Yoe, Melissa Leuzinger, Marcy Mitchell, Sara Porter, and Gary Welden. **Absent:** Jane Burden and Rachel Parry (Rachel Parry arrived at 6:18pm). **Staff Members:** Mary Petro, Brian McMahon and David Harding.

Guests: Christopher Galentsis.

Public Comments: None.

New Business:

Approval of Minutes: Motion to accept the minutes of the November Board meeting was made by Gary and seconded by Sara. Approved with vote: Sara, Tom, Gary, Melissa and Marcy. Absent: Jane and Rachel. Motion carried.

Treasurer's Report: Sara gave a review of the November financial reports. Motion was made by Sara and seconded by Marcy to approve the November bills paid report, financial summary, and treasurer's report. Approved with vote: Gary, Sara, Tom, Melissa and Marcy. Absent: Jane and Rachel. Motion carried.

Sara gave a review of the December financial reports. Motion was made by Marcy and seconded by Sara to approve the December bills paid report, financial summary, and treasurer's report. Approved with vote: Gary, Sara, Tom, Melissa and Marcy. Absent: Jane and Rachel. Motion carried.

Brian provided some additional information on the work being done to move funds from local banks to Illinois Funds to increase interest rates.

Tom reviewed with the board the fund balances from the past year (FY22) vs. the present fiscal year (FY23).

Librarian's Report:

- Mary reported that the Anderson Garden Program was a success. (Information about this program was included in the board packet.) Mary reported that staff are working to do more off-site programming in FY24. This is because it is NSLD's 80th anniversary, the parking lots at NSLD/Loves Park will be under construction, and programs at local venues have been very popular with patrons. The local venues are large so there are fewer issues with limits on attendance and these venues provide quality programming. NSLD is working to support local venues with these programs.
- Story (information) boards have been installed at both libraries. Staff are experimenting with paper types, font size, and information types. More promotion on this program will come this summer.
- Children's programming, such as Wiggle, Giggle, and Grow and Story time, have been very popular. Over 53 children attended the WGG program at NSLD/Roscoe. Because these programs are so popular, access to meeting rooms is still limited, due to space and staff

limitations.

- The winter newsletter is out and the spring newsletter is being prepared.
- Inventory continues at both NSLD libraries. The goal was to do an inventory once NSLD was in PrairieCat. None of the library staff could remember the last time this had been done. Staff are finding a lot of missing, lost, worn, and outdated materials that need weeding out of the collection. As this project continues, shifting of the collection will take place and eventually the plan is to get some new shelving.

Committee Reports: None.

Board Development: None.

Tour of NSLD/Roscoe

David provided an update on the NSLD/Roscoe building, along with a tour of the facility for the library board.

FY24 Budget

Mary let the Board know that work is underway on planning for the FY24 budget.

Per Capita Grant

The NSLD Per Capita Grant has been sent in to the State of Illinois.

Fines and Fees

Mary and Brian updated the board on the proposal to eliminate NSLD fines for materials. The motion was made by Marcy and seconded by Melissa to discontinue collection of fines on NSLD materials. Approved with vote: Gary, Sara, Tom, Melissa, Rachel and Marcy. Absent: Jane. Motion carried.

Floating Holiday Hours

Mary and Brian went over the proposal to change the way that floating holidays are administered. This change will involve front loading hours and will reduce staff time spent administering the system. The change will also create more transparency for staff and supervisors and to make it easier for staff to use their paid time off.

Motion was made by Rachel and seconded by Melissa to adopt new floating holiday administrative procedures. Approved with vote: Gary, Sara, Tom, Melissa, Rachel and Marcy. Absent: Jane. Motion carried.

Old Business

NSLD Building Projects

David and Mary provided an update on the status of the NSLD/Loves Park parking lot improvement project.

Old Business: None.

Correspondence: None.

Board Discussion: None.

Motion to adjourn was made at 6:53pm by Melissa and seconded by Sara. Approved with vote: Gary, Marcy, Sara, Rachel, Tom and Melissa. Absent: Jane. Motion carried.

North Suburban Library District
Regular Session
3/16/2023

Regular Board Meeting

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

Present: Jane Burden, Tom Yoe, Melissa Leuzinger, Marcy Mitchell, Sara Porter, and Rachel Parry. **Absent:** Gary Welden (Gary arrived at 5:34pm). **Staff Members:** Mary Petro, Brian McMahon and David Harding.

Guests: Christopher Galentsis.

Public Comments: None.

New Business:

Approval of Minutes: Motion to accept the minutes of the January Board meeting was made by Tom and seconded by Marcy. Approved with vote: Jane, Rachel, Sara, Tom, Melissa and Marcy. Absent: Gary. Motion carried.

Treasurer's Report: Sara gave a review of the January financial reports. Motion was made by Rachel and seconded by Tom to approve the January bills paid report, financial summary, and treasurer's report. Approved with vote: Gary, Sara, Tom, Melissa, Marcy, Jane and Rachel. Motion carried.

Sara gave a review of the February financial reports. Motion was made by Tom and seconded by Gary to approve the February bills paid report, financial summary, and treasurer's report. Approved with vote: Gary, Sara, Tom, Melissa, Marcy, Jane and Rachel. Motion carried.

Librarian's Report:

- Staff have begun planning for NSLD's 80th anniversary. Starting in FY24 NSLD will be celebrating our 80th anniversary. The celebration will include programs, promotions and activities throughout the year to highlight NSLD. An anniversary is a good opportunity to promote NSLD programs and services and staff are already planning to do this.
- The fines reduction project officially began on March 1st. The fines reduction project aims to reduce the costs to collect fines and to improve access to services, especially self-services like hold lockers, online resources like eBooks, public computers, self-checkout machines, and so on. NSLD staff worked with PrairieCat staff to update the loan rules and run reports to clean up old fine records. NSLD staff are doing some manual clean-up of patron records to remove old fine records dating back from the NIC to Prairiecat migration. So far staff are reporting that this project is being very well received by patrons.
- Due to the parking lot renovations and the increase in demand for programming, staff will be doing more programming at large local venues this year. We did this before when NSLD/Loves Park was under renovation and found this system to be very popular. Partnering with local venues also prepares everyone for when the NSLD/Roscoe library and NSLD/Loves Park Children's areas get renovated in the future.
- NSLD continues to see an uptick in attendance at our children's programming; Wiggle, Giggle and Grow, story time programs, and other activities are popular with over 84 attending the WGG programs. This new wave of young library users are driving use of materials and programming. Additional sessions have been added to the spring program lineup. It is exciting to see this post-COVID change.

- The spring Newsletter will be mailed later this month and work on planning for Summer Reading Club is underway.
- The SRC fundraiser is underway.
- The Love Your Library Survey is an opinion poll that is conducted every 3 years wrapped up. This tool helps provide information for the board and staff to use when looking ahead. Watch for information to come on the Love Your Library Survey in the months to come.

Committee Reports: None.

Board Development: None.

NSLD/Loves Park Parking Lot

David presented the winning bid for the NSLD/Loves Park parking lots to the board for approval.

The motion was made by Sara and seconded by Marcy to approve Stenstrom's bid for the NSLD parking lot project. The motion was approved with a roll call vote: Jane, Sara, Tom, Melissa, Marcy, Gary and Rachel. Motion carried: 7 ayes, 0 nays.

Marcy Mitchell left the meeting at 6:15pm.

Windows Project

The motion was made by Tom and seconded by Marcy to approve hiring IMEG for \$8K to provide the structural engineering services for the NSLD windows and fire exit door. The motion was approved with a roll call vote: Jane, Sara, Tom, Melissa, Marcy, Gary and Rachel. Absent: None. Motion carried: 7 ayes, 0 nays, 0 absent.

Marcy Mitchell left the meeting at 6:15pm.

Budget FY24

Brian and Mary presented the draft NSLD FY24 budget and a budget process informational handout.

Non-Resident Fee

Per the RAILS library system and the State of Illinois requirements, each year the NSLD board approves the annual cost for non-resident library cards. The motion was made by Tom and seconded by Gary to approve Resolution 2023-01 with the FY24 non-resident fee of \$125.00. The motion was approved with a roll call vote: Jane, Sara, Tom, Melissa, Gary and Rachel. Absent: Marcy. Motion carried: 6 ayes, 0 nays, 1 absent.

Old Business

NSLD Building Projects

David and Mary provided an update on the status of the NSLD/Loves Park parking lot improvement project.

Old Business: None.

Correspondence: None.

Board Discussion: None.

Motion to adjourn was made at 6:45pm by Tom and seconded by Sara. Approved with vote: Jane, Gary, Sara, Rachel, Tom and Melissa. Absent: Marcy. Motion carried.

North Suburban Library District
Regular Session
4/20/2023

Regular Board Meeting

Call to Order: Tom Yoe, Board Vice-President called the meeting to order at 5:30pm.

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

Guests: Christopher Galentsis.

Public Comments: None.

New Business:

Approval of Minutes: Motion to accept the minutes of the March Board meeting was made by Melissa and seconded by Rachel. Approved with vote: Rachel, Sara, Tom, Melissa and Marcy. Absent: Jane and Gary. Motion carried.

Treasurer's Report: Sara gave a review of the March financial reports. Motion was made by Sara and seconded by Rachel to approve the March bills paid report, financial summary, and treasurer's report. Approved with vote: Sara, Tom, Melissa, Marcy, and Rachel. Absent: Jane and Gary. Motion carried.

Brian reviewed the revenue and gave more information on the financial reports.

Librarian's Report:

- Mary reported on the all-staff meeting held this month.
- Mary reviewed the Love Your Library Survey (LYL)
 - In February 2023; 1,569 people took the LYL Survey.
 - Increased use of the QR code drove up online survey participation rates,
 - The survey showed increased use of the mobile app, WRC, programming of all kinds were equally well received,
 - Library card use by families was up,
 - 2003 survey results was compared to the 2023 survey,
 - More LYL Survey results will be reported on in newsletters, annual reports and other documents in the year to come.

Committee Reports: None.

Board Development: None.

FY24 Budget

Brian and Mary reviewed the FY24 budget. Brian went over the various expenditure and revenue lines pointing out changes between FY23 and FY24 and other items of interest.

The motion was made by Sara and seconded by Rachel to approve the FY24 budget. A roll call vote was held; Sara, Rachel, Tom, Marcy and Melissa voted aye. Absent: Jane and Gary. Ayes: 5. Nays: 0. Absent: 2.

.02% Building and Maintenance Levy

Brian and Mary reviewed the .02% Building and Maintenance Levy. Mary reviewed the budget process and Brian went over how the numbers were derived using the county EAV.

The motion was made by Rachel and seconded by Melissa to approve the .02% Building and Maintenance Levy. A roll call vote was held; Sara, Rachel, Tom, Marcy and Melissa voted aye. Absent: Jane and Gary. Ayes: 5. Nays: 0. Absent: 2.

Exterior and Interior Signage Project

David and Mary went over the exterior and interior signage project. Mary provided information on the development of the interior plan and David went over the sign proposals and shared some draft plans.

The motion was made by Marcy and seconded by Melissa to approve spending up to \$20,000 for the signage project. A roll call vote was held; Sara, Rachel, Tom, Marcy and Melissa voted aye. Absent: Jane and Gary. Ayes: 5. Nays: 0. Absent: 2.

Old Business

NSLD Building Projects

David and Mary provided an update on the status of the NSLD/Loves Park parking lot improvement project. Discussion was held on the process for managing change orders, and the other purchases necessary to complete the parking lot project. The board was in agreement that the project had been approved in the original motion. The board gave staff the approval to authorize change orders. Staff will continue to keep the board informed on the project at the regular board meetings.

Old Business: None.

Correspondence: None.

Board Discussion: None.

Motion to adjourn was made at 6:15pm by Sara and seconded by Rachel. Approved with vote: Sara, Rachel, Tom, Marcy and Melissa. Absent: Jane and Gary. Motion carried.

North Suburban Library District
Regular Session
5/18/2023

Regular Board Meeting

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

Present: Jane Burden, Tom Yoe, Melissa Leuzinger, and Rachel Parry. **Absent:** Marcy Mitchell, Sara Porter, and Gary Welden. **Staff Members:** Mary Petro, Brian McMahon, Nicole Johnson and David Harding.

Guests: Christopher Galentsis.

Public Comments: None.

New Business:

Sara Porter arrived at 5:32pm.

Approval of Minutes: Motion to accept the minutes of the April Board meeting was made by Tom and seconded by Rachel. Approved with vote: Rachel, Sara, Tom, Melissa and Jane. Absent: Marcy and Gary. Motion carried.

Treasurer's Report: Sara gave a review of the April financial reports. Motion was made by Sara and seconded by Tom to approve the April bills paid report, financial summary, and treasurer's report. Approved with vote: Sara, Tom, Melissa, Jane, and Rachel. Absent: Marcy and Gary. Motion carried.

Librarian's Report:

- Mary handed out invitation letters to the June 8, 2023 Decennial Committee meeting and went over this project with the board.
- Mary handed out the Love Your Library Survey (LYL) report and went over this with the board. She reminded the board that additional information will be coming out in the future. The results were overwhelmingly positive and requests were for more of the good programs and services NSLD offers (customer services, collection, and programming). The challenge is when requests for change involve services or vendors that NSLD has no control over, such as eBook interfaces. In this case, NSLD staff pass along the feedback to our vendors.

The limitations of the public opinion poll were also discussed. Those included knowing how many respondents held NSLD cards, knowing what libraries other respondents held cards with, knowing more about how users use each NSLD library, and how COVID impacted patrons perceptions of library programs and services.

Committee Reports: None.

Board Development: None.

Discuss/Review/Act: Board Election and Appointment

Jane congratulated Rachel and Christopher on being elected onto the board. She also discussed the appointment of Tom Yoe to fulfill the 4 year term. Tom would be appointed and at the next election (2025) would be on the ballot to run for the balance of the 2 year term if he chose to.

Discussion regarding the election of officers was also held, and the slate of officers; Rachel (President), Jane (Vice-President), Sara (Treasurer) and Melissa (Secretary) was put forth.

The motion was made by Melissa and seconded by Rachel to appoint Tom Yoe to the unfilled 4 year term, to be voted on at the next election in 2025 for the balance of the 2 year term. Roll call vote was held; Ayes: Jane, Sara, Rachel and Melissa. Nays: None. Abstained: Tom. Absent: Marcy and Gary. Motion carried.

Discuss/Review/Act: Materials and Services Policies

Nicole Johnson, Adult and Teen Services Department Head, went over the policies that cover; materials selection, weeding, donations, local history donations, self-publications, and material challenges. This review is part of the Serving Our Public, Per Capita Grant review.

Discuss/Review/Act: Exterior and Interior Signage Project

David went over the exterior and interior signage project. David went over the sign proposals and shared some draft plans.

Old Business

Discuss/Review/Act: NSLD Building Projects

David provided the board with an update on the status of the NSLD/Loves Park parking lot improvement project. David provided the board handouts with a list of the change orders and photos of the issues that necessitated them.

Discussion was held on the windows and emergency exit project. David reviewed the timeline; the mandated walk through that is part of the bid process, and the bid opening/presenting the bids to the board that will be done in June.

Executive Session

Executive Session/Personnel Evaluation (Closed covered by 5ILCS 120/2(c)(1)).

Motion was made by Tom and seconded by Rachel to go into closed session at 6:47pm.

Approved with vote: Rachel, Tom, Jane and Melissa. Absent: Sara, Marcy and Gary. Motion carried.

Discussion was held on the Directors evaluation.

The motion was made by Rachel and seconded by Jane to come out of closed session at: 7:04pm. Approved with vote: Rachel, Tom, Jane and Melissa. Absent: Sara, Marcy and Gary. Motion carried.

The motion was made by Melissa and seconded by Tom to enter regular session at 7:05pm. Approved with vote: Rachel, Tom, Jane and Melissa. Absent: Sara, Marcy and Gary. Motion carried.

Correspondence: None.

Board Discussion: None.

Motion to adjourn was made at 7:07pm by Tom and seconded by Melissa. Approved with vote: Rachel, Tom, Jane and Melissa. Absent: Sara, Marcy and Gary. Motion carried.

North Suburban Library District
Regular Session
6/15/2023

Regular Board Meeting

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

Present: Jane Burden, Tom Yoe, Melissa Leuzinger, Rachel Parry, Marcy Mitchell, Sara Porter and Christopher Galetsis. **Absent:** None. **Staff Members:** Mary Petro, Brian McMahon, and David Harding.

Guests: Christopher Galetsis's family (fiancé, mother, and mother-in-law and father-in-law to be).

Public Comments: None.

Board Oath of Office: Board members; Christopher Galetsis, Rachel Parry and Tom Yoe took the Oath of Office.

Election of Board Officers: The slate of officers was put forth:

- Rachel Parry – Board President
- Jane Burden – Board Vice-President
- Melissa Leuzinger – Secretary
- Sara Porter - Treasurer

The motion was made by Tom and seconded by Melissa to accept the slate of officers. Board approved. Ayes - 7. Nays - 0. Motion Carried.

Tent cards were handed out to the board members with their new appointments.

New Business:

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

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

Librarian's Report:

- Summer Reading Club has begun. Registration is taking place and programming is underway. Billboards are up in the community promoting this program.
- As part of SRC, we are holding a fundraiser (fundraiser handouts were given to board members). The goal is to readjust the timing of the fundraisers to coincide with heavy programming times, such as Summer Reading Club.
- The NSLD Book sale is also underway this month, we worked to get the books out and are promoting the 2-for-1 sale this month.
- *Ancestry* database is up and running at NSLD libraries. We heard a lot of good things in the Love Your Library survey about local history resources and local newspapers, so we added this database to support the interest patrons have in this topic.

- Staff are working to wrap up FY23 and get ready for FY24. The Director reminded the board that FY24 is when NSLD will celebrate our 80th anniversary. NSLD created an 80th anniversary logo and other promotional pieces for the 80th anniversary that NSLD will celebrate in FY24. The Director reminded the board that the official anniversary is in April.
- Decennial Committee had their first meeting on June 8th and work is underway to do the report. The Director reminded the board that this project is part of a requirement and that it will be a good opportunity to highlight the work that NSLD does for the community. The board was reminded about the upcoming meeting on July 20th at 5:00pm.
- Mary Petro thanked the NSLD board for her raise and for all the support the board provides.

Committee Reports: None.

Board Development: None.

Discuss/Review/Act: FOIA Officer

As part of ongoing orientation, Mary Petro reminded the board that she acts as the FOIA officer, but that anyone on the board can get a FOIA request, and when they do they need to immediately let Mary know so we can respond to the request for information in the required time period.

Discuss/Review/Act: Exterior and Interior Signage Project

David provided the board with an update on the signage projects. Handouts were given to the board with drawings of the signage locations and examples of how signage might look. David requested money for signage for the entry at NSLD/Loves Park and for the NSWC memorial.

The motion was made by Sara and seconded by Chris to approve spending up to \$30K to purchase signage for the front entrance of NSLD/Loves Park and the memorial sign for the NSWC. Roll call vote was held: Ayes: Jane, Sara, Rachel, Christopher, Tom, Marcy, Melissa. Nays: None. Motion passed.

Discuss/Review/Act: Parking Lot Electrical Project

Mary went over the history of the parking lot electrical project. Handouts of the Midwest Environmental Phase One study of the NSWC were handed out along with photos of the parking lot and electrical systems. David went over the project with the board and reviewed the estimated costs and proposals.

The motion was made by Jane and seconded by Rachel to approve spending up to \$75K to relocate the electrical posts, underground wiring, landscaping and other necessary parts of the project. Roll call vote was held: Ayes: Jane, Sara, Rachel, Christopher, Tom, Marcy, Melissa. Nays: None. Motion passed.

Discuss/Review/Act: Windows and Emergency Exit Project

David provided the board with an update on this project. The bids for the windows and emergency exit were discussed and the motion was made by Rachel and seconded by Sara to approve spending up to \$85K for the windows and emergency exit. Roll call vote was held: Jane, Sara, Rachel, Christopher, Tom, Marcy, Melissa. Nays: None. Motion passed.

Old Business

Discuss/Review/Act: NSLD Building Projects

David provided the board with an update on the status of the NSLD/Loves Park parking lot improvement project; the status of the lights, gates for the dumpster, invoices, change orders and landscaping that has been done, and remains to be done, to complete this project.

Correspondence: Thank you card from NSLD staff member for flowers.

Board Discussion: None.

Motion to adjourn was made at 6:17pm by Jane and seconded by Rachel. Approved with vote:
Ayes: 7. Nays: 0. Motion carried.