

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.

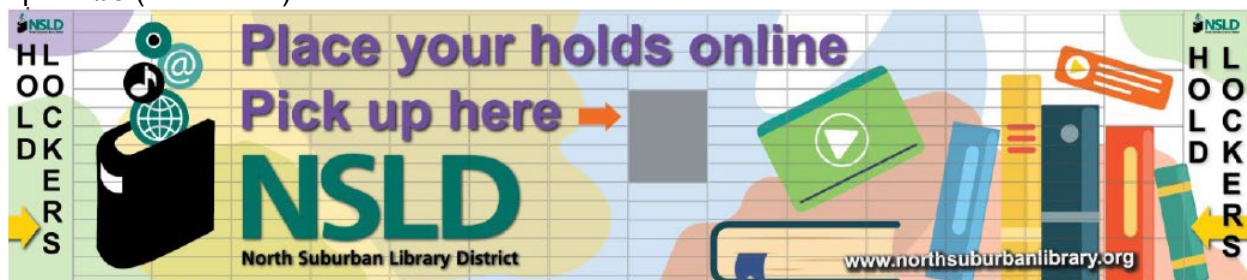
Code of Conduct Review

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.