

North Suburban Library District
Regular Session
7/15/2021

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

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

Public Comments: None

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

Treasurer's Report: Sara reviewed the June 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 and Melissa. Absent: Gary, Rachel and Marcy. Motion carried.

Librarian's Report:

- Lockers are scheduled for delivery in August.
- NSLD is holding the first in-person all-staff meeting since 2020 when COVID began and we had to move to holding online staff meetings.
- NSLD has been hiring and training new staff.
- NSLD libraries reopened for regular hours on Monday, July 12.
- Staff have been preparing for the fall NSLD newsletter.
- Summer reading club pool parties are taking place at the Sand and Rockton pools in August.
- The new timekeeping software is now in use, the Data Craft timekeeping software was taken offline permanently.
- New (Kanopy and the Rockford Register Star (RRS) newspaper) online digital products are starting up in July.

Committee Reports: None

Board Development: Discussion was held on dates for board orientation.

New Business:

NSLD Budget and Appropriation: Review of the draft B&A document was held.

NSLD 2% Levy Project: Review of the 2% Building and Grounds levy was held.

NSLD Renovation project: David Harding and Mary Petro went over the renovation project.

Old Business:

NSLD Reopening Update: Discussion was held on reopening of library programs and services that is underway.

Correspondence: None.

Board Discussion: None.

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

North Suburban Library District
Regular Session
8/19/2021

Budget and Appropriation Hearing: 5:00pm

Call to Order: Jane Burden, Board President called the hearing to order at 5:03pm.

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

Hearing Adjourned: Hearing was adjourned at 5:15pm.

Call to Order: Jane Burden, Board President called the meeting to order at 5:16pm.

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

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

Librarian's Report:

- Lockers were delivered and work on setting them up (the software, training) is taking place. Staff will be the first to experiment with the new system, followed by patrons.
- NSLD held the first in-person all-staff meeting since COVID on Aug. 6th. Staff also celebrated some milestones that took place during COVID.
- NSLD supervisors have been hiring and training new staff.
- The NSLD fall newsletter mail out at the end of the month.
- SRC ended, and work on the winter reading club is underway. There will be a fundraiser to raise funds to help support WRC.
- Work is underway to complete the IPLAR (Illinois Public Library Annual Report) and the secretary's audit was done at the August board meeting.

Committee Reports: None

Board Development: Board orientation will take place on September 27, 2021 at 5:30pm.

New Business:

NSLD Budget and Appropriation: Motion was made by Tom and seconded by Sara to approve the FY22 Budget and Appropriation Ordinance. Approved with roll call vote: Jane, Sara, Rachel, Tom, Marcy, Gary and Melissa. Absent: None. Motion carried.

Bank Resolutions: Motion was made by Sara and seconded by Gary to adopt the Illinois Funds and Associated Bank, bank resolutions. Approved with vote: Jane, Sara, Rachel, Tom, Marcy, Gary and Melissa. Absent: None. Motion carried.

Old Business:

NSLD Reopening Update: Discussion was held on reopening of library programs and services that is underway.

Correspondence: Thank you from SRC winner was shared with board. Comments from patron regarding the process for locking doors during tornado warnings and comments from patron regarding how staff charge for damage to books was reviewed with board.

Board Discussion: The status of the AIG website was discussed.

Motion to adjourn was made at 6:15 pm by Sara and seconded by Marcy. Approved with roll call vote: Jane, Sara, Rachel, Tom, Marcy, Gary and Melissa. Absent: None. Motion carried.

North Suburban Library District
Regular Session
9/16/2021

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

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

Public Comments: None

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

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

Librarian's Report:

- Lockers are set up and staff training is taking place. Staff are planning to start to move the holds into the locker system around October.
- NSLD will be paying for the lockers in October using fund from the special projects line.
- Wipfli staff will be out to conduct the annual audit in October.
- NSLD staff are working with Macktown on an outdoor program that will take place in November.

Committee Reports: None

Board Development: Board orientation will take place on September 27, 2021 at 5:30pm.

New Business:

NSLD Black Border Truth in Taxation is not needed.

Resolution to Determine Estimate of Funds to Be Raised by Taxation: Motion was made by Melissa and seconded by Gary to adopt the Resolution to Determine Estimate of Funds to Be Raised by Taxation. Approved with vote: Tom, Marcy, Gary and Melissa. Absent: Jane, Sara, Rachel. Motion carried.

NSLD Children's Department Overview will take place in November.

NSLD Capital Projects are Underway.

Old Business:

NSLD COVID Reopening: Discussion was held with the board regarding the difficulties of managing patrons who won't wear masks while in libraries. The NSLD library director spoke with the NSLD attorney and supervisors, and due to the logistics of keeping patrons in face coverings while in libraries staff are not banning patrons who refuse to wear a face covering in NSLD libraries at this time.

A NSLD staff member who does not wish to wear a CDC approved face covering is taking a break from NSLD as well.

Correspondence: Thank you from Andrea M. for funeral flowers received on behalf of family.

Board Discussion: None.

Motion to adjourn was made at 5:47 pm by Melissa and seconded by Marcy. Approved with roll call vote: Tom, Marcy, Gary and Melissa. Absent: Jane, Sara, Rachel. Motion carried.

North Suburban Library District
Regular Session
10/10/2021

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

Present: Jane Burden, Tom Yoe, Marcy Mitchell, Gary Welden (arrived at 5:35pm), Melissa Leuzinger, Sara Porter, and Rachel Parry (left at 6:20). **Staff Members:** Mary Petro and Brian McMahon. **Guests:** None.

Public Comments: None

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

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

Librarian's Report:

- Lockers are set up and running. NSLD staff paid for the lockers in October using funds from the special projects line.
- Wipfli staff finished up the annual audit in October.
- NSLD staff are planning to switch vendors for the postal meter.
- The new scheduling software is getting setup. It is anticipated it will be operational in late fall.
- Due to supply shortages, NSLD staff are moving ahead projects such as the digitization of local newspapers, the purchase of a multifunction unit, and other projects that require supplies.
- The Children's supervisor Barb Jacobs will be at the November meeting to provide an update on services and programs.
- NSLD and Macktown have partnered on an outdoor program that will take place in November.

Committee Reports: None

Board Development: Jane thanked the Board for attending the orientation that took place on September 27, 2021.

New Business:

NSLD FY21 Audit report was reviewed for the Board by Brian McMahon.

Motion was made by Sara and seconded by Gary to adopt the FY21 Wipfli audit. Approved with vote: Tom, Marcy, Gary, Melissa, Jane, Sara, and Rachel. Motion carried.

NSLD Levy Ordinance 2021-03.

Motion was made by Tom and seconded by Rachel to adopt the Levy Ordinance 2021-03. Approved with roll call vote: Tom, Marcy, Gary, Melissa, Jane, Sara, and Rachel. Motion carried.

NSLD Bouncing Back Grant for Laptops

Motion was made by Melissa and seconded by Sara to approve spending up to \$9K for extended warranties for the Bouncing Back Grant laptops. Approved with vote: Tom, Marcy, Gary, Melissa, Jane, and Sara. Absent: Rachel. Motion carried.

NSLD Multifunction Unit

Motion was made by Melissa and seconded by Tom to approve spending up to \$8,500 for a new multifunction unit for the Children's and PR departments. Approved with vote: Tom, Marcy, Gary, Melissa, Jane and Sara. Absent: Rachel. Motion carried.

NSLD Life Insurance move to Spectrum

Motion was made by Sara and seconded by Marcy to move the NSLD life insurance to Spectrum. Approved with vote: Tom, Marcy, Gary, Melissa, Jane and Sara. Absent: Rachel. Motion carried.

NSLD Local Newspaper Digitization Project

Motion was made by Tom and seconded by Sara to approve spending up to \$40K for digitization of local newspapers. Approved with vote: Tom, Marcy, Gary, Melissa, Jane and Sara. Absent: Rachel. Motion carried.

Old Business:

NSLD COVID Reopening: Discussion was held with the board regarding the difficulties of staffing service desks. The Board will be getting a recommendation to keep NSLD libraries closed on Sunday's this winter to address the staffing shortages. The NSLD library director spoke about the logistics of staffing the libraries and the challenges that inflation and staffing costs due to compression and minimum wage increases are causing supervisors and administration. A mid-year staff raise will also be recommended to the board next month.

Correspondence: A thank you was received from Rachel for funeral flowers.

Board Discussion: None.

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

North Suburban Library District
Regular Session
11/18/2021

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

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

Public Comments: None

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

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

Librarian's Report:

- The fall fundraiser is kicking off this month with radio promotions, information on Facebook, in-house promotions, and an article will be in the winter newsletter on the spring fundraiser.
- NSLD Chase payment for the NSLD debt certificate was made this month.
- The multifunction unit was purchased, and is setup and in use by the NSLD/Loves Park staff.
- The fall all-staff meeting is taking place this month.
- Nicole Johnson, Adult and Teen services department head, will be coming to the January meeting.
- Board were provided information on the procedure that NSLD staff have been trained to use when engaging with patrons. This includes such things as using the buddy system when engaging with patrons, working to establish relationships with patrons by getting to know their names, and having an understanding of where patrons are in the libraries, in case staff have to close the library or there is an emergency. These best practices come from the various training library staff have received through ILA, ALA, and Black Belt Librarian customer service training.

Committee Reports: None

Board Development: Nicole Johnson will be at the January board meeting to go over adult and teen programs and services.

New Business:

Barb Jacobs provided an overview of the NSLD children's programs and services for the board.

Motion was made by Jane and seconded by Melissa to approve spending up to \$100,000 for repairs to the NSLD/Roscoe HVAC. Motion approved with roll call vote: Tom, Marcy, Gary, Melissa, Jane, Sara, and Rachel. Absent: None. Motion carried.

Motion was made by Sara and seconded by Gary to approve a mid-year staff pay increase of 5%. Approved with roll call vote: Tom, Marcy, Gary, Melissa, Jane, Sara, and Rachel. Absent: None. Motion carried.

Motion was made by Tom and seconded by Marcy to approve remaining closed on Sundays for FY22. Approved with vote: Tom, Marcy, Gary, Melissa, Jane, Rachel and Sara. Absent: None. Motion carried.

NSLD Insurance (2022) is being reviewed by Spectrum staff, no large increases are expected.

Motion was made by Rachel and seconded by Marcy to approve the FY22 holiday schedule. Approved with vote: Tom, Marcy, Gary, Melissa, Jane, Rachel and Sara. Absent: None. Motion carried.

Motion was made by Jane and seconded by Marcy to cancel the December board meeting. Approved with vote: Tom, Marcy, Gary, Melissa, Jane, Rachel and Sara. Absent: None. Motion carried.

Reminder the NSLD board will meet on January 20th at NSLD/Roscoe in the small meeting room.

Old Business:

NSLD COVID Reopening: NSLD staff continue to monitor COVID rates. The public meeting rooms remain closed for booking, and staff are running virtual programs that are posted online. The in-person programs are being done at larger venues, where we can accommodate large groups while safely socially distancing. Staff will continue to watch for new developments as we move through the winter months.

Correspondence: None.

Board Discussion: None.

Motion to adjourn was made at 7:00 pm by Sara and seconded by Jane.

North Suburban Library District
Regular Session
1/20/2022

Call to Order: Tom Yoe, Board Vice-President called the meeting to order at 5:32pm.

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

Public Comments: None

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

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

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

Librarian's Report:

- The Winter Reading Club fundraiser raised \$978.92 total. This was short of the \$2,021 goal.
- The Summer Reading Club fundraiser kicked off in January. Patron Ellen Anderson sent a check totaling \$2,022 to NSLD. In her letter she shared that she wanted to assure that the SRC fundraiser would meet its goal. The letter that was shared with the NSLD board.
- PrairieCat is adding more scopes to the Innovative Interfaces Inc. Sierra software.
- The PrairieCat Mobile app was promoted in the NSLD winter newsletter. Thirty (30) people registered for cards the week the newsletter mailed.
- NSLD staff have begun work on the FY23 budget. Brian gave a brief review of how the budget report might be reworked this year for the board.
- A screen will be installed soon to try to help reduce glare on the NSLD/Loves Park locker kiosk screen. There were 165 items removed from lockers on the days (Christmas Eve, Christmas, New Year's Eve, and New Year's Day) when NSLD libraries were closed.
- Kristi Fane, Cataloging and Technical Services Department Head, will be coming to the February meeting.
- Board were provided information on the Illinois Attorney General (IAG) OMA/FOIA training site, a calendar with the 2022 meeting dates, the year-to-date donation spreadsheet, NSLD statistical report, the NSLD local history newsletter, and the NSLD winter newsletter.

Committee Reports: None

Board Development: Information was provided on OMA/FOIA.

New Business:

David Harding provided an update on the status of the NSLD/Roscoe HVAC repair project.

Nicole Johnson provided an overview of the NSLD teen and adult programs and services for the board. Director Mary Petro gave an overview of the Materials Selection Policy and process NSLD staff follow in response to a board member's question about the process for adding local author titles into the library collection.

Mary Petro provided an overview of the Per Capita Grant process. The NSLD Per Capita Grant was filed with the Illinois State Library (ISL) this month.

Old Business:

NSLD COVID Reopening: NSLD staff continue to monitor COVID rates, which have been very high due to the Omicron variant this winter. The public meeting rooms remain closed for booking, and staff are running virtual programs that are posted online. The in-person programs being done at larger venues had to be suspended as well due to problems in maintaining staffing levels at the venues. Staff continue to monitor and adjust to changing CDC, IDPH and WCHD guidance as we continue through the pandemic.

Correspondence: Thank you letters, donation letter, comments on NSLD newsletter.

Board Discussion: None.

Motion to adjourn was made at 6:55 pm by Sara and seconded by Rachel.

North Suburban Library District
Regular Session
2/17/2022

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

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

Public Comments: None

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

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

Librarian's Report:

- The Summer Reading Club Love Your Library fundraiser is now running.
- Wipfli auditors have notified NSLD staff that they will no longer be able to do the NSLD audit. Brian gave a brief overview of the plan to find a new firm to do the annual audit.
- Kari Munger, Customer Services Department Head, will be coming to the March meeting.

Committee Reports: None

Board Development: Informational handouts on Library Consortium along with information on the Materials Selection Policies, and Material Challenges was distributed to the board.

New Business:

HVAC NSLD/Roscoe Building Project Update: David Harding did an overview of the NSLD/Roscoe HVAC software program.

Technical Services/Cataloging Department Overview: Kristi Fane provided an overview of the NSLD technical services and cataloging department.

Library Policies Update: Director Mary Petro and Nicole provided an overview of the Materials Selection Policy and outlined the process NSLD staff follow to address material challenges.

FY23 Budget Review: Mary Petro provided an overview of the list of special projects that NSLD staff have requested be included in the FY23 budget. Brian discussed the budget process, and explained how he was working to restructure the some of the lines and sublines in the budget report to make the information more understandable to readers.

Library Calendar: Mary Petro distributed a draft copy of the annual library calendar to the board.

Old Business:

NSLD COVID Reopening: NSLD staff continue to monitor IDPH, CDC and other local health and safety guidance. Currently, the statewide mask mandate is scheduled to end on February 28, 2022. In-person summer programs have been planned for larger venues to accommodate the need

for social distancing. Staff will continue to monitor the CDC, IDPH and WCHD guidance and adjust library operations as needed based on changes due to COVID.

Correspondence: None.

Board Discussion: None.

Motion to adjourn was made at 7:07 pm by Melissa and seconded by Sara.

North Suburban Library District
Regular Session
3/17/2022

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

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

Public Comments: None

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

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

Librarian's Report:

- The Summer Reading Club (SRC) Love Your Library fundraiser is wrapping up. Patrons are now returning their SRC funds.
- The end-of-the-year projects are being completed. This includes things such as the UPS replacement that has been planned, the landscaping improvements that are done each year when the snowplowing is complete and we know how much money is available to spend on grounds improvements, and the phone system which has been underway for some time now.
- There have been more library staff retirements taking place this spring, and it is likely more are to come later this year. NSLD supervisors are working to realign staff and hire new staff to replace the retiring staff.
- Kari Munger, Customer Services Department Head, will be coming to the April meeting.

Committee Reports: None

Board Development: None.

New Business:

Customer Services Department Overview: Kari will be coming next month to do an overview of the Customer Services department.

Library Policies Update: In April staff will handout the Customer Services policies.

Non-Resident Card Fee: Discussion was held on the non-resident fee rate for FY23. Motion was made by Marcy and seconded by Sara to approve keeping the non-resident fee at \$125.00 for FY23. Approved with vote: Jane, Sara, Tom, Marcy, Gary and Melissa. Absent: Rachel. Motion carried.

FY23 Budget Review: Brian went over the FY23 draft budget. Brian distributed draft copies of the FY23 budget and went over the budget to explain how he was working to restructure and reformat some of the lines and sublines in the budget report to make the information in it more understandable to readers. The goal is to make the budget document easier to read and understand.

Old Business:

NSLD COVID Reopening: NSLD staff continue to monitor IDPH, CDC and other local health and safety guidance. In-person summer programs were planned for larger venues this year to accommodate the crowds we anticipate seeing. Programs will take advantage of the locker systems and staff will continue to bring in-person programming back starting in spring.

Correspondence: None.

Board Discussion: None.

Motion to adjourn was made at 6:20 pm by Sara and seconded by Melissa. Approved with vote: Jane, Sara, Tom, Marcy, Gary and Melissa. Absent: Rachel. Motion carried.