

North Suburban Library District
Regular Session
7/20/2023

Regular Board Meeting

Call to Order: Rachel Parry, Board President called the meeting to order at 5:41pm.

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

NOTE: During the meeting, Josh Harding worked with each NSLD Board member to set up 2FA fobs and new NSLD email passwords.

Guests: None.

Public Comments: None.

New Business:

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

Treasurer's Report: Sara gave a review of the June financial reports. Motion was made by Sara and seconded by Jane to approve the June 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 is wrapping up.
- FY24 is underway, the NSLD 80th Anniversary will be celebrated during the fiscal year with programs and promotions.
- Decennial Committee had their second meeting on July 20th and the draft report was handed out.
- New computers are on order. NSLD purchased the computers outright, saving the library district about \$14K in interest payments.
- Fall newsletters will go out around Labor Day.

Committee Reports: None.

Board Development: None.

Discuss/Review/Act: FY23 Budget Review

Brian provided a handout that gave the board a review of the revenue and expenses for FY23. The areas of revenue (interest, corporate replacement) that were above the anticipated budget were highlighted and the expenses (special projects, materials, consultants) were reviewed as well.

Discuss/Review/Act: FY24 Budget Review

Mary reminded the board that the Budget and Appropriation hearing would take place next month. Brian reviewed the draft Budget and Appropriation providing some information on how the process

for establishing the Budget and Appropriation works, how the Budget and Appropriation ties in with the levy, and what the next steps are.

Old Business

Discuss/Review/Act: NSLD Building Projects

Mary provided the board with an update on the status of the NSLD/Loves Park parking lot project; the status of the light installation that took place that week, the landscaping work that has been done, the Comed transformer replacement project, the windows and door project, the signage project and the painting of the metal doors at NSLD/Loves Park.

Correspondence: Thank you card from NSLD patron for memorial flowers.

Board Discussion: None.

Motion to adjourn was made at 6:29pm by Tom and seconded by Sara. Approved with vote: Ayes: 7. Nays: 0. Motion carried.

North Suburban Library District
Regular Session
8/17/2023

Regular Board Meeting

Call to Order: Rachel Parry, Board President called the meeting to order at 5:27pm.

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

Guests: Catherine Karlshoej.

Public Comments: NSLD/Roscoe resident Catherine Karlshoej requested an update on the status of the book sales and the public meeting room rental by the public. Director Mary Petro provided a status update on these projects for the board and guest.

New Business:

Approval of Minutes: Motion to accept the minutes of the July Board meeting was made by Jane and seconded by Melissa. All approved. Absent: None. Motion carried.

Treasurer's Report: Sara gave a review of the July financial reports. Brian handed out information on the property tax receipts. Motion was made by Sara and seconded by Jane to approve the July bills paid report, financial summary, and treasurer's report. All approved. Absent: None. Motion carried.

Librarian's Report:

- The fall newsletter will be out soon, in it are promotions for large venue programs.
- Fall billboards will be up for National Library Card sign-up month. NSLD will also have billboards coming out this fall promoting programs and services as part of our 80th anniversary celebration.
- The all-staff meeting took place in early August and the theme was 'safety'. OSHA training was provided by David and staff took part in a fire drill.
- FY23 statistics were handed out to the library board.
- Special book sale promotions (Buck a book bag sale, 2-for-1 sale, AV sale, book flood sale, and holiday sales) were discussed.
- New book bags are coming out soon.

Committee Reports: None.

Board Development: None.

Discuss/Review/Act: Budget and Appropriation

Mary provided the board with an overview of the Budget and Appropriation Ordinance for FY24. Projects such as pending renovations (NSLD/Roscoe and NSLD/Loves Park Children's department), minimum wage increases and 80th anniversary programs and services were reviewed as part of the budget and appropriation overview.

Motion was made to approve the Budget and Appropriation Ordinance 2023-02 by Tom and seconded by Jane. All approved in a roll call vote. Motion carried.

Discuss/Review/Act: Decennial Committee

A motion was made to approve the Decennial Committee report by Sara and seconded by Marcy. All approved. Absent: None. Motion carried.

Discuss/Review/Act: Holiday Closing Schedule

Mary reviewed with the board the Thanksgiving schedule and requested the board close NSLD libraries on Friday, November 24th and pay full-time and part-time staff working over 20 hours.

Motion was to approve closing on Friday, November 24th, paying full-time and part-time staff over 20 hours, by Tom and seconded by Rachel. All approved with roll call vote. Absent: none. Motion carried.

Sara Porter left the meeting at 6:40pm.

Old Business**Discuss/Review/Act: Building Projects**

David went over the status of the NSLD/Loves Park parking lot project, the Comed electrical relocation project, the windows and door project, the signage project, the landscaping project and the metal door painting project.

Discuss/Review/Act: Heating Unit

David requested that monies be allocated from the regular budget to allow him to reuse the heating unit that had been on the (newly installed) emergency exit door and window wall. David asked to be able to install the unit in the NSLD/Loves Park auditorium, on the outside wall.

Motion was made to approve spending up to \$12K for the installation of the heating unit at NSLD/Loves Park by Tom and seconded by Chris. All approved with a roll call vote. Absent: Sara. Motion carried.

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

Board Discussion: None.

Motion to adjourn was made at 6:50pm by Rachel and seconded by Jane. All approved. Absent: Sara. Motion carried.

North Suburban Library District
Regular Session
9/21/2023

Regular Board Meeting

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

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

Guests: None.

Public Comments: None.

New Business:

Approval of Minutes: Motion to accept the minutes of the August Board meeting was made by Rachel and seconded by Melissa. All approved. Absent: Tom, Jane and Marcy. Motion carried.

Motion to accept the minutes of the August Decennial Committee meeting was made by Melissa and seconded by Christopher. All approved. Absent: Tom, Jane and Marcy. Motion carried.

Treasurer's Report: Sara gave a review of the August financial reports. Brian provided additional comments on expenses. Motion was made by Sara and seconded by Rachel to approve the August bills paid report, financial summary, and treasurer's report. All approved. Absent: Tom, Jane and Marcy. Motion carried.

Librarian's Report:

- Some Illinois libraries have received bomb threats prompting RAILS and the ISL to provide staff training on security for library staff.
- Billboards will be up in the community for the On-the-Go campaign in October. NSLD will continue to have billboards promoting programs and services as part of our 80th anniversary celebration in 2024.
- The October 2023 and April 2024 solar eclipse is being recognized with solar themed handouts including; eclipse glasses, Sun chips, Moon pies, coloring sheets and informational instruction forms.
- Illinois Paid Leave is going into effect in January 2024. NSLD staff are attending training and working to update our workflows to accommodate this new law. In addition, staff are working on the 2024 holiday schedule.
- Book sale promotions continue at both NSLD libraries. Staff are planning upcoming (Buck a book bag sale, 2-for-1 sale, AV sale, book flood sale, and holiday sales) sales.
- NSLD has a new administrative assistant (Leslie Hammond) who is being trained. Brian is working on training this new staff member and working with the auditors on the FY23 audit. The auditors will be at the November board meeting to give the board their report.

Committee Reports: None.

Board Development: None.

Discuss/Review/Act: Estimate of Revenue by Source

Mary provided the board with an overview of this document that will be filed with both County clerks as part of the Budget and Appropriation and Levy process.

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

Mary reviewed with the board the information received from the attorney. NSLD does not need to file a BBN, or TIT notice, this year.

Discuss/Review/Act: Resolution to Determine Estimate of Funds to Be Raised by Taxation

Motion was made to approve the Resolution to Determine Estimate of Funds to Be Raised by Taxation by Christopher and seconded by Sara. All approved. Absent: Tom, Jane and Marcy. Motion carried.

Old Business

Discuss/Review/Act: Building Projects

Mary went over the status of the NSLD/Loves Park Comed electrical relocation project, the windows and door project, the signage project, the landscaping project and the Comcast line relocation project.

Discuss/Review/Act: Public Copier Bid

Mary provided an update on the public copier bid project. The intent is to bring a recommendation to the board next month for approval.

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

Board Discussion: None.

Motion to adjourn was made at 6:05pm by Rachel and seconded by Sara. All approved. Absent: Tom, Jane and Marcy. Motion carried.

North Suburban Library District
Regular Session
10/19/2023

Regular Board Meeting

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

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

Guests: None

Public Comments: None

New Business:

Approval of Minutes: Motion to accept the minutes of the September Board meeting was made by Rachel and seconded by Melissa. All approved. Absent: None. Motion carried.

Treasurer's Report: Sara gave a review of the September financial reports. Brian provided additional information on the revenue and payments for various projects. Motion was made by Sara and seconded by Jane to approve the September bills paid report, financial summary, and treasurer's report. All approved. Absent: None. Motion carried.

Librarian's Report:

- NSLD received an anonymous donation of \$5,721.88 from a supporter through the Community Foundation of Northern Illinois. A thank you letter was sent from NSLD to the donor via CFNI.
- Mary provided a follow up to the board on the wording (equipping) in the B&A resolution.
- Billboards are out promoting programs and services as part of NSLD's 80th anniversary.
- Passive programs for October highlighted the solar eclipse.
- The book sale for the month of October highlights half off AV materials.
- The Carlson Ice Arena program was a success with about 200 people attending of all ages.

Committee Reports: None.

Board Development: None.

Discuss/Review/Act: Levy Ordinance

Mary and Brian provided the board with an overview of the Levy Ordinance for FY24.

Motion was made to approve the Levy Ordinance 2023-03 by Jane and seconded by Sara. All approved with a roll call vote. Absent: None. Motion carried.

Discuss/Review/Act: Illinois Paid Leave For All Workers Act

Mary and Brian provided information to the board on the Illinois Paid Leave For All Workers Act. A motion was made to approve changes to the paid time off process to accommodate the Illinois Paid Leave For All Workers Act by Melissa and seconded by Christopher. All approved. Absent: None. Motion carried.

Discuss/Review/Act: 2024 Holiday Closing Schedule

Mary reviewed with the board the 2024 Holiday Closing schedule.

Motion was to approve the 2024 Holiday Closing schedule, by Sara and seconded by Marcy. All approved. Absent: None. Motion carried.

Discuss/Review/Act: Audit Project

Mary reminded the board that the auditors from Lauterbach and Amen would be out to give the annual audit report to the board in November. Brian reviewed with the board the progress made to date on completing the audit, and went over some of the upcoming governmental accounting changes that could impact upcoming audits.

Old Business**Discuss/Review/Act: Public Copier Bid**

Mary reviewed with the board the status of the public copier project. Motion was made by Melissa and seconded by Jane to allow staff to negotiate with the vendor and spend up to/not to exceed \$25K to provide public copy services for NSLD libraries. All approved. Absent: None. Motion carried.

Discuss/Review/Act: Building Project Update

David provided the board with an update on the building projects currently taking place including the; windows and doors, lighting, landscaping, Comed pole relocation, Associated Electric quote, and signage project.

Discuss/Review/Act: Comcast Project

David provided the board with an update on the Comcast project to relocate the fiber line to NSLD/Loves Park.

Motion was made by Sara and seconded by Rachel to spend up to \$40K for the relocation of the Comcast line. All approved. Absent: None. Motion carried.

Discuss/Review/Act: Memorial Sign Project

David provided the board with information on the North Suburban Women's Club (NSWC) Memorial sign project.

Motion was made by Jane and seconded by Melissa to spend up to \$25K for the purchase of a memorial sign for the NSWC. All approved. Absent: None. Motion carried.

Correspondence: A card with a note was shared with the board.

Board Discussion: None.

Motion to adjourn was made at 6:30pm by Rachel and seconded by Jane. All approved. Absent: None. Motion carried.

North Suburban Library District
Regular Session
11/16/2023

Regular Board Meeting

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

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

Guests: Edwin Rivera, Lauderbach and Amen, LLP

Discuss/Review/Act: Audit

Edwin Rivera, from Lauterbach and Amen, reviewed the annual audit report with the Board and staff. Brian provided the Board with additional information that compared the audit numbers with the monthly Board financial report numbers.

Edwin Rivera left the meeting at 5:37pm.

Public Comments: None

New Business:

Approval of Minutes: Motion to accept the minutes of the October Board meeting was made by Jane and seconded by Marcy. All approved. Absent: None. Motion carried.

Treasurer's Report: Sara gave a review of the October financial reports. Brian provided additional information on the bill payment for various projects. Motion was made by Sara and seconded by Rachel to approve the October bills paid report, financial summary, and treasurer's report. All approved. Absent: None. Motion carried.

Librarian's Report:

Mary provided the library board with the following;

- NSLD is preparing to send out the winter newsletter in January.
- In November, NSLD cardholders had the opportunity to get access to Midway Village by showing their NSLD library card. The Anderson Garden is the next large venue program.
- Book sale promotions continue in December with the Icelandic tradition of book flood.
- The regular NSLD board meeting in January will take place at Roscoe.
- Longtime volunteers Doris and John Huene passed away. A memorial plaque will be going up on the endowment wall in their memory.

Committee Reports: None.

Board Development: None.

Discuss/Review/Act: Mid-Year Pay Raises

Mary and Brian provided the board with information on the mid-year pay increase.

Motion was made to approve the 3% pay increase for NSLD staff by Sara and seconded by Jane. All approved with a roll call vote. Absent: None. Motion carried.

Discuss/Review/Act: Per Capita Grant Handout

Mary provided information to the board on the Per Capita Grant.

Discuss/Review/Act: December Board Meeting

Mary reviewed the upcoming meeting schedule with the board, reminding everyone that the January meeting was in NSLD/Roscoe and the board traditionally did not meet in December.

Motion was made by Melissa and seconded by Marcy to cancel the December board meeting. All approved. Absent: None. Motion carried.

Old Business

Discuss/Review/Act: Building Project Update

David provided the board with an update on the building projects currently taking place including the; windows and doors, lighting, landscaping, Comed/Comcast pole relocation, memorial sign, and directional signage projects.

Correspondence: A letter relating to domestic violence resources was shared with the board.

Board Discussion: None.

Motion to adjourn was made at 6:08pm by Rachel and seconded by Melissa. All approved. Absent: None. Motion carried.

North Suburban Library District
Regular Session
1/18/2024

Regular Board Meeting

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

Present: Rachel Parry, Tom Yoe, Melissa Leuzinger, Marcy Mitchell, Sara Porter and Christopher Galetsis. **Absent:** Jane Burden. **Staff Members:** Mary Petro, Brian McMahon, David Harding, Kristi Fane, Leslie Hammond, and Josh Hancock.

Guests: Cathy Karlshoej, Renee Mealey, Greg and Darlene Cober

Public Comments: None

New Business:

Approval of Minutes: Motion to accept the minutes of the November Board meeting was made by Tom and seconded by Chris. All approved. Absent: Jane. Motion carried.

Treasurer's Report: Sara gave a review of the November financial reports. Motion was made by Sara and seconded by Tom to approve the November bills paid report, financial summary, and treasurer's report. All approved. Absent: Jane. Motion carried.

Sara gave a review of the December financial reports. Motion was made by Sara and seconded by Rachel to approve the December bills paid report, financial summary, and treasurer's report. All approved. Absent: Jane. Motion carried.

Librarian's Report:

Mary provided the library board with the following report;

- NSLD is preparing to host the PrairieCat Delegates assembly in January.
- Book sale promotions, in the form of community billboards, go out in February as part of Library Lovers Month.
- Weather disruptions due to snow, wind and ice impacted library operations this month. The Nicholas Conservatory train program was rescheduled to Saturday, January 20th.
- The YMCA program is coming up next week.
- A letter was shared with the board that recognizes the contributions of the now disbanded local history committee. The letter includes information on current local history projects and thanks the remaining members for their contributions. This is part of the work being done to celebrate NSLD's upcoming 80th anniversary. A copy of the letter will go to Bob Burden, who was the committee chair, so that he might put some comments on it prior to being sent to the remaining committee members.

Committee Reports: None.

Board Development: None.

Discuss/Review/Act: Tour of NSLD/Roscoe

David provided the board and guests a tour of NSLD/Roscoe.

Discuss Review/Act: Floating Holidays

Mary and Brian explained to the board how floating holiday hours has been replaced with Illinois Paid Leave For All Worker's Act (IPLAWA).

Discuss/Review/Act: Budget Process Review

Mary provided information to the board on the budget process.

Discuss/Review/Act: Per Capita Grant Handout

Mary reported to the board that the Per Capita Grant, annual certification, the Interlibrary Loan Traffic Survey, and the acknowledgement that NSLD has a materials policy(s) that meets the criteria for the new State law has been completed. The Per Capita grant and supporting documentation will be filed with the Illinois State Library (ISL), this month.

Old Business

Discuss/Review/Act: Building Project Update

David provided the board with an update on the Comed/Comcast pole relocation project. The project had to be rescheduled (1/11 and on 1/18) due to weather.

Correspondence: A thank you note from staff was shared with the board.

Board Discussion: None.

Motion to adjourn was made at 6:28pm by Tom and seconded by Rachel. All approved. Absent: Jane. Motion carried.

North Suburban Library District
Regular Session
2/15/2024

Regular Board Meeting

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

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

Guests: Amanda Miller, Greg and Darlene Cober

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 Jane. All approved. Absent: None. Motion carried.

Treasurer's Report: Sara gave a review of the January financial reports. Motion was made by Sara and seconded by Chris to approve the January bills paid report, financial summary, and treasurer's report. All approved. Absent: None. Motion carried.

Librarian's Report:

Mary provided the library board with the following report;

- Book sale billboards are out in the community as part of National Library Lovers Month promotions. There appear to be more people coming in to shop the sale. Staff will have more data once the monthly sales tally is done. The book sale promotion is another way for library staff to test the impact of the billboards.
- NSLD staff saw an increase in the use of online materials. eBooks, eAudiobooks, eMagazines, videos and online mobile app between February 2023 and February 2024. This is when the 'On the Go Campaign' started, so it is possible that this campaign may be impacting usage in these areas.
- Staff recently learned that there was a \$5 fee for late returns that didn't get removed in the move to 'fine free' last year. This fee has now been removed.

Committee Reports: None.

Board Development: None.

Discuss/Review/Act: Non-Resident Fees

Mary Petro made a recommendation to the board to approve the FY25 non-resident fee of \$125. Motion was made to approve the FY25 non-resident fee rate of \$125 by Rachel and seconded by Tom. All approved. Absent: None. Motion carried.

Discuss Review/Act: NSLD 80th Anniversary

Mary proposed holding an 80th Anniversary event at NSLD/Loves Park in the large meeting room on April 17th at 11am. Discussion took place on this event and the plan to highlight library programs and services as part of the 80th celebration in 2024.

Discuss/Review/Act: Credit Card Agreements

Mary reported updated the board on the plan to move the credit card agreements to Associated Bank so this service can be under the same umbrella as other treasury/banking services making it easier to audit and get service when the board and staff need it.

Discuss/Review/Act: Budget Process Review

Mary provided information to the board on the budget process, specifically proposed special projects and computer projects for FY25. The staff proposed the NSLD/Roscoe roof replacement and HVAC curbing and structural improvements for FY25. In addition to these capital improvements there will be funds allocated in the special projects line for library programs and services to support new projects and the 80th anniversary programs and promotions.

Mary provided the board with information on the eRate category 1 and 2 projects that include new servers as part of the technology plan. Funds for this new equipment will be included in the FY25 budget.

Old Business**Discuss/Review/Act: Building Project Update**

David provided the board with an update on the Comed/Comcast pole relocation project, which is largely completed at this time.

Discuss/Review/Act: NSLD/Roscoe HVAC and Roof Project

Mary provided an overview of the NSLD/Roscoe renovation project, which is currently undergoing review. The plan remains, at this time, to do the NSLD/Roscoe renovation in stages much like the NSLD/Loves Park renovation is being done.

Discussion took place on the need to replace the NSLD/Roscoe roof and to make structural improvements to the HVAC units. David provided information to the board on the improvements that will be needed and shared some information on the timeline, costs, service interruptions, and unknowns at this time regarding the overall project. The need for to review the existing roof and HVAC setup, develop plans, support the bid process and then the implementation of the project was discussed.

Motion was made to hire IMEG for a not to exceed amount of \$40K to create structural drawings, bid documents and support the work process was made by Melissa and seconded by Tom. All approved. Absent: None. Motion carried.

Motion was made to hire IRCA for a not to exceed amount of \$10K to develop roof specifications, bid documents and support the work process was made by Rachel and seconded by Jane. All approved. Absent: None. Motion carried.

Correspondence: A thank you note from staff was shared with the board.

Board Discussion: None.

Motion to adjourn was made at 6:32pm by Tom and seconded by Rachel. All approved. Absent: None. Motion carried.