

**North Suburban Library District**  
Regular Session  
7/18/2024

**Regular Board Meeting**

**Call to Order:** Rachel Parry, Board President called the meeting to order at 5:35pm.

**Present:** Rachel Parry, Melissa Leuzinger, Marcy Mitchell, Sara Porter, Amanda Miller and Christopher Galetsis. **Absent:** None. **Staff Members:** Mary Petro, Brian McMahon and Josh Hancock (Josh left meeting at approximately 5:45pm).

**Guests:** None.

**Public Comments:** None.

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

**Treasurer's Report:** Sara gave a review of the monthly financial reports. Motion was made by Sara and seconded by Marcy to approve the June 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;

- NSLD/Loves Park library had some rain water enter the building due to the heavy rain events that took place this past month. Staff aired out the spaces that were impacted and are monitoring the affected areas.
- The NSLD Summer Reading Club (SRC) continues this month. The increases in library usage were discussed by the board members and they requested that Mary let the NSLD staff know that the board is impressed with the increase in library program and service usage this year.
- Mary reported that NSLD staff are working on the end-of-the-year annual reports, audits, and other reporting documentation required for the Per Capita Grant.
- The Per Capita Grant money was received. Discussion took place with the board on how the library staff continue to work on reviewing the Serving Our Public standards throughout the year in order to meet the grant criteria.
- Mary and Brian met with the staff from the insurance provider to review library spaces, programs and services as part of our annual insurance review. Ongoing review of insurance policies takes place throughout the year in order to assure that NSLD has adequate insurance coverage in place for; buildings and grounds, health insurance, boiler insurance, directors and officers, errors and admission insurance, umbrella insurance and other insurance coverage necessary to support library programs and services.

**Board Development**

**New Business**

**Discuss/Review/Act: Review of FY24 Budget**

Brian and Mary reviewed with the board the working budget revenue and expenses for FY24.

**Discuss Review/Act: Review of the Draft FY25 Budget and Appropriation**

Brian and Mary reviewed with the board the draft Budget and Appropriation Ordinance for FY25.

**Old Business**

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

Mary provided the board with an update on the status of the building projects.

**Correspondence:** None.

**Board Discussion:** None.

**Motion to adjourn** was made at 6:48pm by Rachel and seconded by Jane. All approved. Absent: None. Motion carried.

**North Suburban Library District**  
Regular Session  
8/15/2024

**Budget and Appropriation Hearing**

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

**Present:** Rachel Parry, Melissa Leuzinger, Marcy Mitchell, Sara Porter, Amanda Miller, and Christopher Galetsis. **Absent:** Jane Burden. **Staff Members:** Mary Petro, Leslie Hammond and Brian McMahon. **Guests:** None.

**Public Comments:** None.

**Hearing ended:** 5:34pm.

**Regular Board Meeting**

**Call to Order:** Rachel Parry, Board President called the meeting to order at 5:34pm.

**Present:** Rachel Parry, Melissa Leuzinger, Marcy Mitchell, Sara Porter, Amanda Miller and Christopher Galetsis. **Absent:** Jane Burden. **Staff Members:** Mary Petro, Leslie Hammond 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 Chris. All approved. Absent: Jane. Motion carried.

**Treasurer's Report:** Sara gave a review of the July financial reports. Brian provided a review of the FY25 deferred property tax receipts for the board. Motion was made by Sara and seconded by Amanda to approve the July bills paid report, financial summary, and treasurer's report. All approved. Absent: Jane. Motion carried.

**Discuss/Review/Act:** FY25 Budget and Appropriation Ordinance 2024-02  
Motion was made to approve the Budget and Appropriation Ordinance 2024-02 by Sara and seconded by Chris. All approved. Absent: Jane. Motion carried.

Sara and Leslie Hammond left the meeting at 5:51pm.

**Librarian's Report:**

Mary provided the library board with the following report;

- Summer Reading Club (Read, Renew and Repeat) wrapped up this month.
- The fall newsletter will be coming out in early September. The newsletter will have the fall/winter programming in it.
- NSLD held an 815 book sale today (August 15, 2024) and the turnout has been wonderful.

**Board Development:** None.

## **New Business**

### **Discuss/Review/Act: 2025 Consolidated Election for NSLD Trustee**

Mary handed out to Melissa Leuzinger, Amanda Miller and Marcy Mitchell the 2025 election packet information.

### **Discuss/Review/Act: FY24 Statistical Review**

Mary provided an overview of the FY24 statistics to the library board.

## **Old Business**

### **Discuss/Review/Act: Building Project Update**

Mary provided the board with an update on the status of the NSLD/Roscoe roof/HVAC project.

**Correspondence:** None.

**Board Discussion:** None.

**Motion to adjourn** was made at 6:27pm by Rachel and seconded by Amanda. All approved. Absent: Jane and Sara. Motion carried.