

**FREMONT PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING
02-15-2024 MINUTES**

1. Regular board meeting was called to order at 6:06 pm
2. Trustees Present: Kasten, MacKay, Pflug Mounce, Smogor, Wilmes, Cole-Burns, Nalezny. Also Present: Laura Long, Director, Becky Ingram, Assistant Director, Anna Kong, PR Coordinator and Stacy Tovar, Business Manager.
3. Kasten made a motion to approve the agenda seconded by Cole-Burns. Motion passed by voice vote.
5. Meet the Managers: Anna Kong shares a summary of her responsibilities, together with our talented graphic designer Susan Ripka from our public relations team. Anna collects and edits information for the newsletter using the Communico software, collaborating with Becky to ensure an accurate and appealing layout. This meticulous process takes place multiple times a year, covering both monthly and quarterly editions. In addition, the weekly E-Newsletter, modifications are made based on availability to enhance online reach and visibility through social media and marketing efforts. Anna also strives to introduce innovative ideas to expand the newsletter's reach among patrons. Lastly, she discussed the plans for the upcoming open house event.
6. Sharon made the motion to approve the minutes of the regular board meeting of January 18, 2024, MacKay seconded. Motion passed by voice vote. Wilmes inquired about the legal's accounts payable and Long clarified that we are billed on a pay-as-you-go basis.
6. The monthly Finance report for January 2024 was presented. Several inquiries were posed prior to the meeting and responded to in a satisfactory manner. Kasten made a motion to approve, Wilmes seconded. Roll was called. Yes: Kasten, MacKay, Pflug Mounce, Smogor, Wilmes, Cole-Burns, Nalezny. Motion passed.
7. Committee Reports: meeting dates have been set and nothing else to report. The trustees are eagerly anticipating the upcoming comprehensive planning meeting. A formal agreement has already been signed, and the cost has been finalized. Nalezny is excited about creating a well-thought-out strategy, ensuring that we have a clear understanding of the building's priorities.
8. Board President Report: The meeting with trustee Nalezny and Cole-Burns to address the needs and resources available for community members in need was discussed.
8. Library Director report: Long mentioned the upcoming meeting about EV charging stations to discuss more about the green initiative. Additionally, Halton will be present to talk about a different location that would be more cost-effective.
9. Other Business:
 - Long provided an explanation for the necessity of an updated FOIA policy that will fulfill the legal requirements mandated by law.
 - A review of the calendar was conducted to outline library policies. Ingram provided insights on past strategic plans, while Long highlighted the deadline for the current strategic plan in 2025. Cole-Burns suggested including the strategic plan in upcoming board meetings. Ingram emphasized the importance of reporting progress on the strategic plan. Cole-Burns asked for details on the process for evaluating the Library Director. The discussion revolved around determining the most effective approach to evaluations and or alternatives to performance reviews, with Nalezny emphasizing interactive and connection points. Long proposed the formation of a personnel committee for quarterly check-ins.
 - Overview of the Library Open House Celebration for Feb 18 and trustee assignments.
 - Ingram presented a PowerPoint with detailed Library statistics over time
 - Discussion ensued on board training opportunities; Atlas will be in Orland Park. Trustees will email Long about who will want to be registered for April 6 Trustee event at ILA.
 - Trustees Cole-Burns, Smogor, and Wilmes have volunteered to discuss and draft a statement of inclusion, which will then be implemented and include the staff.
10. Nalezny adjourned the meeting at 8:19 pm.

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Approved

/S/Sharon Smogor, Secretary 3/21/24