

FREMONT PUBLIC LIBRARY DISTRICT
MONTHLY MEETING – BOARD OF TRUSTEES
JULY 20, 2023 MINUTES

1. President Nalezny called the meeting to order at 6:09pm
2. Trustees Present: Cole-Burns, Kasten, MacKay, Nalezny, Pflug Mounce, Smogor, and Wilmes
Also present: Interim Director Becky Ingram
3. Kasten made a motion to approve the agenda, seconded by Plug Mounce. The motion passed by voice vote.
4. Public Comment: no public were in attendance.
- 5.1 Kasten made a motion to approve the regular monthly board meeting minutes of June 22, 2023, seconded by Cole-Burns. The motion passed by voice vote.
- 5.2 Smogor made a motion to approve the minutes of the special board meeting of July 6, 2023, seconded by Kasten. The motion passed by voice vote.
- 5.3 Kasten made a motion to approve the minutes of the special board meeting of June 14, 2023, seconded by Smogor. The motion passed by voice vote.
- 6.1 The monthly Finance Report for June 2023 was presented. Kasten had sent questions in ahead of time regarding some unusual amounts which included a higher-than-normal check for Torres Landscaping – which was for extra Tree Trimming they provided in June, and a charge to Great Oaks Landscaping – which was for turning on and repairing our underground irrigation system. Smogor asked about the FSS charge for \$6,880 – which was for installing the new door key card system, and she asked about some of the other larger amounts which were all for databases, that are mostly paid for in July each year. These are all annual costs.
- 6.2 Kasten made a motion to approve Lists of Checks for July 2023 and to authorize the payment of bills and salaries, and to make transfers, seconded by MacKay. The roll was called:
Yes: Cole-Burns, MacKay, Nalezny, Pflug Mounce, Smogor, Wilmes
Abstain: Kasten - the motion passed.
- 7.1 Finance Committee – Kasten asked if we could have a meeting, perhaps with Lauterbach & Amen to go over the finance reports to help to understand those better. Ingram mentioned that the Finance Committee may also want to discuss how they want to handle the Levy process this year, but that perhaps this committee could wait to meet in September as August is already going to be very busy. All agreed to hold off on said meeting. Nalezny mentioned that we are going to try to be respectful of everyone's time as we will already be meeting more often for hiring the new director, and any other meetings like the Decennial Committee should wait until we have a new director hired, unless it is to handle urgent business.
- 7.2 Personnel Committee – MacKay and Nalezny signed off on the job ad for the director search. It all looked good and incorporated the thoughts from the board from the July 6 meeting.
- 7.3 Physical Facilities Committee – The next meeting of the committee is scheduled for Friday, Aug. 11 at 1pm, which will be a tour of the library building with the Facilities Supervisor.
- 7.4 Planning/Policy Committee had nothing to report.
- 8.1 Kasten and Wilmes volunteered to review the 2022-23 Secretary's Book.
- 8.2 The Friends & Foundation end-of-year giving report was presented. It did not include the cash received, as their July meeting was delayed to August. When that report is received it will be included in the August packet.

Nalezny asked a side question not on the agenda regarding the Libby app and the changes and asked about those and what should she say to friends who ask her about this app. Ingram pointed out that there is a section for feedback that people can send information to Libby regarding their likes or dislikes of the app's features. Our hands are a bit tied as this is a software provided by an outside vendor. More of the comments may have been happening because the Overdrive App has been discontinued and it has forced users to jump into Libby, which looks very different, and the adjustment can be difficult. Patrons may also use the platforms "suggestion box" to submit complaints directly to the vendor. Cole-Burns also interjected that any staff member would be happy to help guide anyone through the use of the apps.
- 9.0 Library Director's Report – Ingram pointed out her written report now includes all of the different department reports that used to be presented in the packet and hopes the board will find that helpful. She pointed out in the statistics the "look back" that was included this month which shows our statistics in fiscal year 2018-19 and pointed

out how the pandemic really accelerated change in materials and library usage, but that our program attendance in 2022-23 exceeded the attendance numbers of 2018-19, and that is with offering fewer programs, which is exactly what we want to see. It's a great trend that we are excited to see. Cole-Burns commended the self-directed participation and that it obviously reflects that we continue to maintain the take-home craft kits past pandemic times. These are time-intensive offerings; a huge bravo to the youth services staff to see the benefit to patrons and keeping these kits going! Becky pointed out the creativity Cathy shows as she leads the bulk of the take-and-make and other passive programs in Youth Services and how hard she works to keep things useful and relevant, and to use up extra supplies that aren't needed for other programs.

Ingram pointed out the webpage that details the upcoming Phase 2 of the remodel and how the second floor is pretty much off limits for the month of August and into September. Staff have been preparing to have as much as possible for patrons to browse from the book stacks that will be unavailable, but study spaces will be extremely limited. All of the Adult Services staff will be working from different desk area as their desks are being moved and/or behind plastic barriers in August. Trustees are invited to come to the "open house" celebration on Sunday, Oct. 15 from 2-4pm and perhaps help with refreshments or other activities and meet our patrons. Kasten asked if perhaps we would have trustee polo shirts with the library logo on them. Ingram said she would look into it.

- 9.1 It was agreed that the B&A Hearing would be at 5:45pm on Thursday, September 21. The Tentative B&A was presented and will be posted for the public to view up until the hearing.
- 10.0 Other Business – Cole-Burns wanted to pay special attention to the Youth Manager's remark in her report which talked about the library being a place that is open for people when the air quality was low and people were encouraged to stay inside. These times may happen more often than we would like in the future. Ingram confirmed that we have extra UV air filters which help keep our inside air safe. She also complimented the decision to select a cutting board as the final prize for the adult Summer Library Club and how nice and useful it is, and she appreciates the amount of thought put into selecting that prize. Wilmes was pleased to hear the library considers the ecological impact as much as possible when selecting these types of giveaways.
- 10.1 Nalezny made a motion to approve the revised Disposal of Surplus Property policy, seconded by Smogor. The motion passed by voice vote.
- 10.2 Kasten made a motion to approve a scheduled library closing for Friday, Sept. 22, 2023 for a staff in-service and recarpeting of the lobby, checkout area, and vestibule, seconded by Wilmes. The motion passed by voice vote.
- 10.3 Kasten made a motion to adopt Resolution 2023-101, a resolution appointing the Interim Director to serve as the Authorized agent for the Illinois Mutual Retirement Fund, seconded by Nalezny. Roll was called:
Yes: Cole-Burns, Kasten, MacKay, Nalezny, Pflug Mounce, Smogor, Wilmes
The motion passed.
- 11 Nalezny adjourned the meeting at 7:19pm

Approved

/s/Sharon Smogor, Secretary

8/17/2023