

FREMONT PUBLIC LIBRARY DISTRICT
MONTHLY MEETING – BOARD OF TRUSTEES
AUGUST 17, 2023 MINUTES

1. President Nalezny called the meeting to order at 6:02pm
2. Trustees Present: Cole-Burns, Kasten, MacKay, Nalezny, Pflug Mounce, Smogor, and Wilmes
Also present: Becky Ingram, Maggie Kutsunis
3. Kasten made a motion to approve the agenda, seconded by Cole-Burns. The motion passed by voice vote.
4. Public Comment: no comments from the public.
5. Meet the Managers: Maggie Kutsunis, manager of the Youth Services Department presented details about the 2023 Summer Library Club and about her department and how it is staffed. In the discussion about the Summer Library Club it was mentioned how many of the youth staff and volunteers also check in the parents, so we had the best adult participation ever this year. Many were excited for the prize which was a mini bamboo cutting board, which we had just enough left over to give one to each of the trustees this evening. Kasten asked what we attributed the increase from 2019 to this year to which Kutsunis mentioned the ease of using an online program to keep track of the visits so they don't need to start over if they have lost or forgotten their visit log. We also can make it all one interaction of families having one stop and not having to separately visit the adult desks to check in. Smogor asked if the majority of teen participation is 6th, 7th, and 8th, which it is. The teens can start volunteering at age 13, so there are older kids working the table and participating that way. We are hoping the new space will encourage even more participation by the high schoolers and we may incorporate more programs that are for high schoolers only. Cole-Burns applauded the department for everything they are doing, and particularly to the Teen Librarian since teens had the highest finishing rate in the Summer Library Club, which is unusual at other libraries.
- 6.1 Smogor made a motion to approve the regular monthly board meeting minutes of July 20, 2023, seconded by Wilmes. The motion passed by voice vote.
- 6.2 Smogor made a motion to approve the minutes of the Facilities Committee Meeting of August 11, 2023, seconded by Kasten. The motion passed by voice vote.
7. The monthly Finance Report for July 2023 was presented.
- 7.1. Smogor had a question about check for GHA Technologies for \$12,000 which was for a new server. The \$15,000 to CCS is for our catalog consortium dues. Wilmes asked about a check that is mentioned in the finance report but not listed in the EFT Check list. Ingram stated she would look into that with Stacy and get back to everyone. There was also a charge of \$4500 to the Outreach line, which was an error that Stacy already caught and it has been corrected, but it won't reflect in the financial report until next month. It was supposed to come out of the Newsletter line. Cole-Burns asked about how 30% of the continuing education budget was already spent. Ingram stated that was for an online training program for all staff to do their Sexual Harassment Training through Easy Llama. Kasten had asked a question ahead of time about the gas bill going down. That because in May and June we don't have the heat on, so we use a lot less gas. He also asked if we receive discounts with local retail stores. We have accounts and credit cards with retail stores but there is no special discount for libraries at these types of stores. We do get discounted books and media through the special vendors that provide materials for libraries.
- 7.2. Kasten made a motion to approve Lists of Checks for August 2023 and to authorize the payment of bills and salaries, and to make transfers, seconded by MacKay. The roll was called:
Yes: Cole-Burns, Kasten, MacKay, Nalezny, Pflug Mounce, Smogor, Wilmes - the motion passed.
- 8.3. Physical Facilities Committee – Wilmes thanked everyone who came and asked questions and for those who led the tour of the facility.
- 8.4. Planning/Policy Committee had nothing to report but asked if we need to re-address the Strategic Plan after the remodel is finished. Ingram stated that most of the remodel is part of the previous Strategic Direction which had a goal to create a designated and improved space for teens among other things. A Strategic Direction committee meeting would be good to have when the remodel is done and when we have the final director hired. Nalezny mentioned that an updated Capital Improvement plan would be helpful to see. Wilmes stated that there should be some fine-tuning and updating of some of the policies that might have some typos and other issues in the policies.
- 9.1. Nalezny thanked Allison Wilmes and Jay Kasten for completing the review of the Secretary's Book.

9.2. Nalezny talked about the upcoming director candidate interviews and discussed logistics regarding the Zoom interviews and the final in-person interview day. She will get in touch with the consultants and get more details about how the Zoom interviews would be conducted and then she'll share that information with the board via an email before the meetings happen. For the final meeting several staff were designated to host and plan for lunch for managers and trustees since the Interim Director may be one of the candidates.

10. Library Director's Report

10.1 CCS Update: Warren Newport Public Library will be joining the consortium, which requires a 5-day shutdown of the catalog over Labor Day weekend. We have experienced this several times before and it isn't a problem. Some database services may be limited for some patrons, but for the majority everything will work the same. Information will be on our website and the catalog as to what is going on. Ingram attended the CCS Governing Board meeting where Find More Illinois was discussed and it seemed the consensus from the board was that we are open to also joining this consortium, which could eventually replace the WorldCat system by OCLC for Illinois Inter-Library Loans. The process is in its very beginning stages and may take up to two years before it affects our patrons. We also voted on changing the policy for purging patron records to add the ability to check the expiration date of the card before purging cards with no activity for 3 years. Ingram voted yes as our library cards for children do not expire until the child is age 18, but with the current policy their card could have expired between elementary and high school, making their card not usable. The motion passed. About half of the other libraries have eliminated expiration dates, but a couple have children's cards like we do. I think it will be a helpful change for us.

Ingram asked for any other questions about her report. Cole-Burns recognized the adaptability of the staff who are doing a lot of extra work during the remodel and putting themselves out there to help patrons navigate the space. Ingram mentioned that Youth Services staff will be joining the Adult staff to take on some greeter shifts to give Adult Services staff a break and help cover for some vacations in that department.

10.2 Banking Update: Inland Bank has been changed to Byline Banking. The changeover was effective Aug. 11 and Stacy and Becky have been making sure we could get in to the account and after some issues, we were able to get on and check out all the reports and it seems like we will be fine with the new bank's online system. We are also looking into changing our credit cards to a new carrier that would hopefully have a more robust online interface and possibly have rewards and points that would be of better benefit to the library. We will be looking to change after the director is officially hired. Until then we are keeping everything the same. Stacy has been looking into the options through Byline Bank called Positive Pay which covers your paper checks, EFTs, and ACHs to make sure that the only payments that will clear through the bank have been submitted by the library. This would help curb the increase in check fraud that is being seen around the country. We will be moving more bills to EFT or ACH so we do not receive late fees waiting for the board meetings and the checks to be mailed.

11.1 Smogor made a motion to approve the Illinois Public Library Annual Report (IPLAR) for FY2022-23, seconded by Kasten. Wilmes asked about the environmental needs of patrons with Autism. The box was checked "no" as it had been the year before. Ingram responded that the youth department did offer special sensory programs the first year this question was on IPLAR and found that programs did not work well for this community as the children often had unpredictable days and could not consistently attend programs at the times they were offered, but we could definitely look into other options in the future. While we did not specifically do anything for this community in FY2022-23 we of course think of all sorts of learning differences in our programs and make accommodations when asked and we are able, and if there are specific environmental things we could be doing, Ingram is interested in implementing those things so the answer could be "yes" next year. The motion passed by voice vote.

Nalezny adjourned the meeting at 8:22pm

Approved

/s/Sharon Smogor, Secretary 9/21/23