

**Regular Board Meeting
October 21, 2021
Minutes**

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 7:03 p.m. by Michael Duebner, President.

2. President Statement Regarding Virtual Meeting

"This meeting of the Board of Library Trustees is held without a quorum of Trustees physically present and is authorized by Governor pursuant to "COVID-19 Executive Order No. 5" and the Government Emergency Administration Act. Pursuant to said Act, I have determined that an in-person meeting is neither practical nor prudent because of the COVID-19 disaster. As a result, I have further determined that it is not feasible to require the physical presence of a Trustee, the Library Director, or the Library's attorney at the regular meeting location. The minutes of this meeting will include the foregoing statement. Please note that a roll call vote is now required for all motions."

3. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Brian Gilligan, Rosemary Groenwald, Sylvia Haas [arrived at 7:41 p.m.], Kristine O'Sullivan
Absent: None
Staff Present: Karen Almeleh, Jennifer Amling, Anne Belden, Jo Broszczak, Christine McKinley, Su Reynders, Suzanne Yazel
Visitors: There were approximately 14 visitors and staff in total on the virtual meeting.

4. Public Comment

There was no public comment.

5. President's Report

President Duebner proposed having a consultant facilitate a "mini-retreat" for the Board at the November 18, 2021 Regular Board meeting. The primary topic would be roles and responsibilities of a Trustee, in light of the upcoming strategic planning process in 2022.

6. Consent Agenda (Action)

- a. Approve Minutes of Regular Board Meeting of September 16, 2021
- b. Approve Minutes of Personnel Committee Meeting of October 7, 2021
- c. Approve September 2021 Bills and Financial Reports
- d. Approve low bid for 2021 Garage Ceiling Painting to D.E.S. Painting, Inc. for \$55,000
- e. Approve Illinois Libraries Present Intergovernmental Agreement

Motion was made by Trustee Fulk and seconded by Trustee O'Sullivan to establish the Consent Agenda as presented. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gilligan, Groenwald, O'Sullivan. NAYS: None. ABSENT: Haas. ABSTAIN: None. Motion carried.

Motion was made by Trustee Gilligan and seconded by Trustee Groenwald to approve the Consent Agenda as presented. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gilligan, Groenwald, O'Sullivan. NAYS: None. ABSENT: Haas. ABSTAIN: None. Motion carried.

7. Third Quarter Financial Review

Christine McKinley, Finance Manager presented the third quarter financial review and answered questions. She reported that the library has received approximately \$200,000 less property tax revenue as compared to the same time last year. It is anticipated that the remaining payment revenue will be received by November/December 2021.

8. Executive Director Report

Jennifer Amling, Head of Communications and Creative Services presented an update on the status of the brand refresh project and answered questions. She reviewed the logo, color palette, voice and visuals, style and identity guides, and templates. The goal is to launch the new brand by January 1, 2022. The Board expressed their enthusiasm on the new branding designs, especially the clean and modern format.

Trustees reviewed the Standards for Illinois Public Libraries checklists as part of the Per Capita Grant requirements. Director Reynders stated we meet the vast majority of these standards, but there are a few areas that the library needs to work on. These standards will be completed by the end of 2022.

9. September 2021 Library Activity Report

Trustees reviewed the Library Report and asked questions. Director Reynders reported that the library was awarded a grant for \$10,565 that will be used to purchase Digital Media Lab equipment.

10. Trustee Reports and Comments

Trustee Groenwald attended the September 27 Foundation Board meeting and reported on the decision to host a Fall Raffle using an online order form to purchase raffle tickets.

11. Upcoming Meetings and Events Calendar

- a. Foundation Board Meeting – October 25 – Sylvia Fulk
- b. Village of Mount Prospect First Levy Reading – November 2
- c. Staff In-Service Day – November 5 – Library Closed
- d. Village of Mount Prospect Final Levy Reading – November 16
- e. Regular Board Meeting – November 18
 - i. Approve Per Capita application
 - ii. Recognize significant employee and volunteer anniversaries
- f. Foundation Board Meeting – November 22 – Brian Gilligan

Trustee Duebner will be attending the Village of Mount Prospect November 2 first Levy reading and welcomed other Board members to attend.

Trustee Duebner proposed to hold a Committee of the Whole meeting the first Thursday in December in lieu of the December 16 Regular Board meeting.

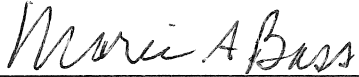
Mount Prospect Public Library
Board of Library Trustees
10 S. Emerson Street | Mount Prospect, IL 60056

12. Approve Executive Director's Salary

Motion was made by Trustee O'Sullivan and seconded by Trustee Gilligan to approve the Executive Director's salary of \$131,736 effective the start of the payroll period on 10/24/2021 as recommended by the Personnel Committee. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.

13. Adjournment

Motion was made by Trustee Bass and seconded by Trustee Fulk to adjourn the Regular Board meeting at 8:03 p.m. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.



Marie A. Bass, Secretary

Approved as submitted 11/18/2021