

Board of Trustees Meeting
July 13, 2021
7:00 P.M.

Masks are required for unvaccinated visitors.

1. Call to order—The meeting was called to order by President Bahira Karim at 7:03 P.M.
2. Roll call—The following trustees were present: Rachel Berlinski, Bahira Karim, Carol Looby, K. C. McKenna Schlee, and Melissa Soliday. Wendy McCarthy and Karen Regan were absent with prior notification.
3. Pledge of Allegiance
4. Motion to establish Consent Agenda including items a, b, c, and d was made by K. C. McKenna Schlee and seconded by Melissa Soliday
 - a. Approve minutes of June 8th Board meeting
 - b. Approve minutes of June 17rd Finance Committee meeting
 - c. Approve payment of monthly bills in the amount of \$77,392.61
 - d. Approve Treasurer’s Report for June

Balance June 1	\$1,307,355.54
Revenues	727.25
Expenditures	77,392.61
Balance, June 30	\$1,230,690.18

Yes: Rachel Berlinski, Bahira Karim, Carol Looby, K. C. McKenna Schlee, and Melissa Soliday
No: None
5. Motion to approve Consent Agenda was made by K. C. McKenna Schlee and seconded by Carol Looby.
Yes: Rachel Berlinski, Bahira Karim, Carol Looby, K. C. McKenna Schlee, and Melissa Soliday
No: None
6. Communications
 - Per Capita Grant award letter
 - Information regarding registration for annual ILA Conference

- Email from State Treasurer Michael Frerichs regarding Local Officials Day at Illinois State Fair.
- Engagement letter from O'Neill & Gaspardo regarding audit for year ended June 30, 2021.
- Telephoned inquiry regarding opportunity to place an ad in the back to school issue of the *Village View* newspaper. Trustees did not wish to place an ad.

7. Librarian's Report

- Registration for annual ILA Conference is open. Trustees expressed disappointment that the conference is in the middle of the week which makes it difficult for trustees to attend.
- Patrons have been slow to return and are keeping their visits short. Circulation is increasing. We have not had a mask issue with patrons so far, but it is impractical to verify their vaccinated/not vaccinated status. Trustees directed the Librarian to verify the vaccination status of all employees who are not wearing a mask. Fully vaccinated employees are not required to wear a mask; employees who are not fully vaccinated are required to follow the state mandate to wear a mask.
- We are providing preliminary information and documents in preparation for the annual audit.
- There was a fire in one or more units of the strip mall to the East of the library in the early morning hours of July 7th. Worth Police reviewed relevant recordings from our security cameras.

8. Public Comment—None present.

9. Committee Reports

- a. Finance Committee—The spreadsheet reviewed on June 17th was updated with current information, and a narrative was included in tonight's packet.

- b. Policy & Personnel Committee

- i. Executive Session—Motion by K. C. McKenna Schlee, seconded by Melissa Soliday to adjourn the meeting to Executive Session at 7:45 P.M. in accordance with 5ILCS 120/2(c)(1) "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity."

Yes: Rachel Berlinski, Bahira Karim, Carol Looby, K. C. McKenna Schlee, and Melissa Soliday

No: None

The meeting was reconvened in open session at 8:00 P.M.

Trustees discussed the Administrative Librarian's review. The recommended salary increase is 2.5%. As she anticipates retiring this year (date to be determined), it was agreed that she contact a consulting service about conducting a director search.

10. Unfinished Business

- a. *Serving Our Public: Standards for Illinois Public Libraries* (discussion)
Deferred until August meeting.

11. New Business

- a. Bi-annual review of closed session minutes—Deferred until August meeting.
- b. Meeting Room Policy (discussion, possible action item)
Due to the books and furnishings being stored in the meeting room, trustees agreed that the meeting room will not be made available for reservations at this time.
- c. Fy 2021-22 Budget & Appropriation discussion—No additional discussion.
- d. Set date for hearing on the fy 2021-22 Budget and Appropriation
It was agreed that the hearing will be Tuesday, August 17th at 7:00 P.M.
The Administrative Librarian will publish the required notice and make the tentative Budget and Appropriation available to the public as required.

12. Set dates for committee meetings—None set at this time.

13. Adjournment—Motion by Melissa Soliday, seconded by Rachel Berlinski that the meeting be adjourned. The motion carried unanimously, and the meeting was adjourned at 8:20 P.M.

Bahira Karim
President

Carol Looby
Secretary pro temp