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## Board of Trustees Meeting Minutes

March 8, 2022

7:00pm

1. Call to Order: Meeting was called to order at 7:00pm
2. Roll Call: The following board members were present: Bahira Karim, Melissa Soliday, Carol Looby, Rachel Berlinski, K.C. McKenna Schlee. Wendy McCarthy was absent with prior notification. Also present, Paul Kaczor and Library Director Rachel Snyder.
3. Pledge of Allegiance
4. Motion to establish a consent agenda including items a, b, c, and d was made by Melissa Soliday and seconded by Rachel Berlinski.
  - a. Approve minutes of the February 8 Special Meeting
  - b. Approve minutes of the February 8 Board Meeting
  - c. Approve payment of monthly bills: \$74,215.05
  - d. Approve Treasurer's Report

Balance February 1<sup>st</sup>: \$1,149,925.97  
Revenues: \$137,909.42  
Expenditures: \$61,501.47  
Balance as of February 28<sup>th</sup>: \$1,226,333.92

Yes: Bahira Karim, Melissa Soliday, Carol Looby, Rachel Berlinski, K.C. McKenna Schlee.  
No: None
5. Motion to approve consent agenda: Motion was made by K.C. McKenna Schlee and seconded by Bahira Karim.

Yes: Bahira Karim, Melissa Soliday, Carol Looby, Rachel Berlinski, K.C. McKenna Schlee.  
No: None
6. Public Comment: None
7. Communications: None
8. Director's Report:
  - a. A full Director's report was included in the Board Packet but some highlights include that the new IT Consultant Mike Pietro started on March 1<sup>st</sup>; our first eNewsletter went out on February 24<sup>th</sup>; we are working with the Park District to start a Storywalk® this summer; the staff was very grateful for the "Holiday" lunch from the Board; or transition

to “masks encouraged” went smoothly; and our annual carpet cleaning was scheduled for later in March.

9. Committee Reports: None

10. Unfinished business: None

11. New Business:

- a. New Trustee Swearing in: Paul Kaczor was sworn into the vacant seat on the Board of Trustees. The oat was administered by President Bahira Karim.
- b. Committee Assignments: The new committees are as follows:
  - i. Buildings & Grounds: K.C. McKenna Schlee Rachel Berlinski, Paul Kaczor.
  - ii. Finance: Carol Looby, Melissa Soliday, Paul Kaczor.
  - iii. Marketing: Carol Looby, Wendy McCarthy, Rachel Berlinski.
  - iv. Policy & Personnel: K.C. McKenna Schlee, Carol Looby, Wendy McCarthy.
  - v. Technology: Melissa Soliday, Rachel Berlinski, Paul Kaczor.
  - vi. Ethics: K.C. McKenna Schlee, Wendy McCarthy, Melissa Soliday.
- c. Approval- Fine Free Policy Effective April 1<sup>st</sup>: Motion was made by K.C. McKenna Schlee and seconded by Carol Looby.

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

No: None

- d. Review open hours: It was agreed that we should stay with the hours 9am-8pm, Monday through Thursday, and 9am-5pm, Friday & Saturday.
- e. Approval- Close for staff training day in May, date TBD: Motion was made by Melissa Soliday and seconded by Bahira Karim.

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

No: None

- f. Discussion--trustee email accounts: Director Snyder encouraged the Board to transition to using their Worth Library email addresses. They agreed once IT could get them all squared away and training could be provided.
- g. Discussion--fax pricing: It was agreed that under Director Snyder’s purview, the change could be made to adjust the fax pricing to be in line with neighboring libraries.
- h. Discussion—Library vision and next steps: discussion ensued as the where the library is headed with the overall goal being more usage, focusing on customer service, working to meet the changing needs of our community, and enhancing our strengths as a small town library.
- i. Executive Session: none needed

12. Set dates for committee meetings:

- a. Technology: Mondays
- b. Building and Grounds: Tuesdays
- c. Policy and Personnel: Tuesdays
- d. Emails will be sent out to coordinate the exact timing

13. Adjournment: A motion to adjourn was made by Melissa Soliday and seconded by Rachel Berlinski. The meeting was adjourned at 8:05pm.

*For further information regarding this meeting agenda, please contact: Rachel Snyder, [rsnyder@worthlibrary.com](mailto:rsnyder@worthlibrary.com).*

*Any individual requiring special accommodations to attend this meeting is asked to contact Director, Rachel Snyder at [rsnyder@worthlibrary.com](mailto:rsnyder@worthlibrary.com) or call (708) 448-2855 ext 7.*