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## Board of Trustees Meeting Minutes

April 11, 2023

7:00 PM

1. Call to Order: The meeting was called to order at 7:01pm.
2. Roll Call: The following board members were present: Bahira Karim, Rachel Berlinski, Wendy McCarthy, Carol Looby, and Paul Kaczor. Also in attendance: Library Director Rachel Snyder and Youth Services Department Head Bonnie Pawlarczyk.
3. Pledge of Allegiance
4. Appointment of Carol Looby to vacant position on Board of Trustees

Motion was made by Bahira Karim and seconded by Rachel Berlinski.

Yes: Bahira Karim, Rachel Berlinski, Wendy McCarthy, and Paul Kaczor

No: None

5. Administration of the Oath of Office of Carol Looby
  - a. Board President Bahira Karim administered the oath of office to Carol Looby. Her term will run until April 2025.
6. Motion to Establish Consent Agenda was made by Rachel Berlinski and seconded by Paul Kaczor.
  - a. Approve minutes from March 14<sup>th</sup> Board Meeting
  - b. Approve executive session minutes from March 14<sup>th</sup> Board Meeting
  - c. Approve payment of monthly bills – March
  - d. Approve Treasurer's Report – March
7. Motion to Approve Consent Agenda was made by Bahira Karim and seconded by Rachel Berlinski.

Yes: Bahira Karim, Rachel Berlinski, Wendy McCarthy, Carol Looby, and Paul Kaczor

No: None

8. Public Comment: *members of the public are invited to speak to the Library Board. Comments are to be limited to three minutes or less per attendee.*
9. Communications: None
10. Director's Report:
  - a. A full Director's report was included in your Board Packet, but some highlights include the planning of offsite manager meetings at neighboring libraries for the next 4-6 months, a completed salary schedule was completed for your review and approval, once the final building assessment is complete I will all possible plans will be prepared for the Board's review and approval, we had a super successful opening of the seed library, and Director Snyder is in the process of scheduling meetings with our accountant and attorney about where we are financially as we move into these building projects.
11. Committee Reports: None
12. Unfinished Business: None

### 13. New Business

- a. Discussion: Borrowing Privileges Policy with changes
  - i. Discussion ensued on the updated changes to the policy and how they would be rolled out.
- b. Action: approval of Borrowing Privileges Policy
  - i. Motion to approve the Borrowing Priveleges Policy was made by Carol Looby and seconded by Bahira Karim.

Yes: Bahira Karim, Rachel Berlinski, Wendy McCarthy, Carol Looby, and Paul Kaczor

No: None

- c. Discussion: School Library Card Application
  - i. Director Snyder and Head of Youth Services Pawlarczyk walked the Board through the proposed process and letter that will go home. The board had some feedback that Bonnie will incorporate before it goes out.
- d. Action: approval of School Library Card Application
  - i. Motion to approve the School Library Card Application was made by Paul Kaczor and seconded by Rachel Berlinski.

Yes: Bahira Karim, Rachel Berlinski, Wendy McCarthy, Carol Looby, and Paul Kaczor

No: None

- e. Discussion: Facilities Assessment update
  - i. This update to the Worth Public Library District Board summarizes work from March 2023 to April 2023.
    1. The architectural design team has completed the on-site assessment work. Our team will be on site to double-check any items that require further investigation.
    2. The design team staff have modeled the exterior envelope of the existing building in our three-dimensional software. The interior modeling work continues over the next month. The analysis and quantity take-offs for our assessment matrix has started.
    3. The engineering team's visit to perform their portion of the assessment is pending. Our architecture team is reviewing the building system components as we conduct our portion of the review. It is expected the engineering team will be on site in April.
    4. Our team will be scheduling our initial visioning meetings during the month of April.
- f. Discussion: Salary Scale
  - i. Director Snyder created a salary scale based on recent trainings as well as comparisons to local libraries around the same size and budget.
- g. Action: approval of Salary Scale
  - i. Motion to approve the Salary Scale was made by Bahira Karim and seconded by Paul Kaczor.

Yes: Bahira Karim, Rachel Berlinski, Wendy McCarthy, Carol Looby, and Paul Kaczor

No: None

- h. Discussion: Preliminary FY24 Budget
  - i. Director Snyder shared the FY24 Budget draft with the Board, emphasizing the salary line being the library's largest expense. The Board was comfortable with the salary increase of 6.5% for staff, in order to match inflation. Some staff won't receive the increase because of them being capped on the salary scale and others will receive more because of the minimum wage hike and wage compression. New rates for staff will be shared with them once June comes before the fiscal year rolls over.

### 14. Executive Session: None

15. Set dates for committee meetings

16. Adjournment: The meeting was adjourned at 8:20pm.

*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.*