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## Board of Trustees Meeting Minutes

May 9, 2023

7:00 PM

1. Call to Order: The meeting was called to order at 7:00pm.
2. Roll Call: The following board members were present: Bahira Karim, Rachel Berlinski, Wendy McCarthy, and Carol Looby. Also in attendance: Library Director Rachel Snyder and Youth Services Department Head Bonnie Pawlarczyk. Paul Kaczor was absent with prior notification.
3. Pledge of Allegiance
4. Administration of the Oath of Office of Rachel Berlinski
  - a. Board President Bahira Karim administered the oath of office to Rachel Berlinski. Her term will run until April 2029.
5. Motion to Establish Consent Agenda was made by Bahira Karim and seconded by Wendy McCarthy.
  - a. Approve minutes from April 11<sup>th</sup> Board Meeting
  - b. Approve payment of monthly bills – April: \$67,788.12
  - c. Approve Treasurer’s Report – April

Balance as of April 1st:           \$ 1,194,161.90

Revenues:                           \$ 248,593.39

Expenditures:                   \$ 77,870.84

Balance as of April 30th:       \$ 1,364,884.45

6. Motion to Approve Consent Agenda was made by Wendy McCarthy and seconded by Rachel Berlinski.

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

No: None

7. 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.*
  - a. Youth Services Department Head Bonnie Pawlarczyk talked about the success of the school library cards with 250 issued so far with more applications still outstanding. She will also be hosting an ELL parent group on May 18<sup>th</sup> to tell them about the library and issue library cards.

8. Communications

9. Director's Report

- a. A full Director's report was included in the board packet but some highlights include; the job descriptions were updated and sent to the managers for their input and are up for board approval; plumbers came out to scope and flush the pipes; a meeting with the auditor to go over our levy and plans for moving savings into our building fund; our passive programs for National Library Week were well received; and the seed library remains popular.

10. Committee Reports

11. Unfinished Business

- a. Discussion: Preliminary FY24 Budget
  - i. Director Snyder walked the Board through the draft of the Working Budget for FY24
- b. Discussion: Facilities Assessment update
  - i. The architects continue to work on the facilities assessment with the goal of presenting their final findings in June

12. New Business

- a. Action: Approve FY24 Budget
  - i. A motion was made to approve the FY24 Budget by Bahira Karim and seconded by Rachel Berlinski.

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

No: None

- b. Discussion: Review of updated job descriptions
  - i. Director Snyder walked the board through the updated job descriptions
- c. Action: Approval of updated job descriptions
  - i. A motion was made to approve the updated job descriptions by Wendy McCarthy and seconded by Carol Looby.

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

No: None

- d. Discussion: Decennial Committee
  - i. A new state requirement is to form a Decennial Committee to study the library's efficiencies with a report due in 18 months and every 10 years thereafter. Committee members include Director Snyder, all five board members, and community members Donald Dambek and Geri Nestel.
- e. Action: Form Decennial Committee
  - i. A motion was made to form the Decennial Committee by Carol Looby and seconded by Bahira Karim.

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

No: None

13. Executive Session: A motion was made by Wendy McCarthy and seconded by Rachel Berlinski to move into Executive Session at 7:37pm
  - a. Per ordinance (5 ILCS 120/2) " The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body"
  - b. A motion was made by Bahira Karim and seconded by Wendy McCarthy to move back into regular session at 7:56pm.
14. Set dates for committee meetings
15. Adjournment: The meeting was adjourned at 7:57pm.

*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.*