



6917 WEST 111TH STREET WORTH, IL 60482

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Board of Trustees Meeting Minutes

June 13, 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, Wendy McCarthy, Paul Kaczor, and Rachel Berlinski. Also present was Library Director Rachel Snyder. Carol Looby was absent with prior notification.
3. Pledge of Allegiance
4. Administration of the Oath of Office of Paul Kaczor
5. Motion to Establish Consent Agenda was made by Bahira Karim and seconded by Rachel Berlinski.
 - a. Approve minutes from May 9th Board Meeting
 - b. Approve minutes from May 9th Executive Session
 - c. Approve payment of monthly bills – May
 - d. Approve Treasurer’s Report – May
6. Motion to Approve Consent Agenda was made by Paul Kaczor and seconded by Rachel Berlinski.
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.*
8. Communications
9. Director’s Report
 - a. A full Director’s Report was included in the Board packet but some highlights include that all staff reviews have been completed or scheduled, our Per Capita reward letter arrived, our Staff Training Day was successful thanks to the the North Palos Fire District, the school library project was incredibly successful, and the seed library remains popular.
10. Committee Reports
11. Unfinished Business
 - a. Facilities Assessment
 - i. The presentation of the full facilities assessment will take place at the special board meeting on June 27th.
12. New Business
 - a. Discussion: Updated Personnel Policy
 - i. The Personnel Policy is about 30-40% updated and once finished it will be sent to HR Source for review as there are a lot of legal intricacies as part of it.

- b. Discussion: Trustee Officer positions and committee assignments
 - i. Trustee positions remained the same
 - ii. Instead of separate committees, the board will discuss things as a whole
- c. Discussion: Employee Retirement
 - i. Tim White put in his notice for retirement and his last day will be August 7th. Tim has been with the library for almost 30 years and we wish him the best. We will be having a send off party for him on his last day.
- d. Discussion: Employee Promotion and New Adult Services Position
 - i. Director Snyder offered the Department Head position to Bob Gerth, who not only has been here longer than anyone else, but is a dependable employee, a patron favorite, and the epitome of a team player. We look forward to him in this full-time capacity.
 - ii. We will be moving forward with a 24-hour a week Adult Services Librarian to round out the department.
- e. Discussion: Financial Study and Consultant
 - i. Director Snyder presented an engagement letter from a financial consultant about coming aboard to do a full study of our financial situation to prepare us for what will need to be done to the building and our budget going forward.
 - ii. The board asked for an additional quote for comparison.
- f. Discussion: Saturday Hours
 - i. Director Snyder asked for the change in Saturday hours from 9am-5pm to 10am-2pm starting September 1st.
- g. Action: Approve Saturday hours adjustment
 - i. A motion was made by Wendy McCarthy and Seconded by Bahira Karim to adjust Saturday hours starting on September 1st.

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

No: None

- h. Discussion: Tentative Budget and Appropriations Ordinance No. 2024-1
 - i. The Tentative Budget and Appropriations Ordinance was presented for the Board's approval.
- i. Action: Approve Tentative Budget and Appropriations Ordinance No. 2024-1
 - i. A motion was made by Rachel Berlinski and aseconded by Wendy McCarthy to approve the Tentative Ordinance.

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

No: None

13. Executive Session

- a. A motion was made to go into executive session at 7:34pm by Bahira Karim and seconded by Wendy McCarthy.
- b. 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”

- c. A motion was made to return to regular session at 8:06pm by Wendy McCarthy and seconded by Paul Kaczor.
14. Set dates for committee meetings
 15. Adjournment: A motion was made by Paul Kaczor and seconded by Bahira Karim to adjourn the meeting at 8:07pm.

For further information regarding this meeting agenda, please contact: Rachel Snyder, rsnyder@worthlibrary.com.

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