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## Board of Trustees Meeting Minutes January 9, 2024 7:00 PM

1. Call to Order: The meeting was called to order at 7:02pm.
2. Roll Call: Bahira Karim, Rachel Berlinski, Paul Kaczor, and Jane McCarthy. Amy Estrada joined via Google Meets. Also present were Library Director Rachel Snyder and auditor Brett Moeller.
3. Pledge of Allegiance
4. Presentation of 2023 Audit by Brett Moeller from O'Neill and Gaspardo
  - a. The audit went well and has been completed. The final audit is available on our website.
5. A motion to Establish Consent Agenda was made by Bahira Karim and seconded by Rachel Berlinski.
  - a. Approve minutes from Truth in Taxation Hearing
  - b. Approve minutes from November 10 Board Meeting
  - c. Approve payment of monthly bills – November & December
  - d. Approve Treasurer's Report – November & December
6. A motion to Approve Consent Agenda was made by Paul Kaczor and seconded by Jane McCarthy.

Yes: Bahira Karim, Rachel Berlinski, Paul Kaczor, Jane McCarthy and Amy Estrada.

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.*
8. Communications
9. Director's Report
  - a. A full Director's Report was included in the Board packet but some highlights include the installation of our new time clock, the completion of the audit, the completed roof coating, the Veteran's Day Wreath Ceremony, the Park District Christmas Tree, and the new additions to our collections.
10. Committee Reports
11. Unfinished Business
  - a. Discussion: Illinois Standards for Per Capita Grant Requirement
    - i. We went over the standards and picked a few to focus on improving such as our building, marketing, and outreach.
  - b. Discussion: Strategic Planning
    - i. Everyone was interested in participating in Strategic Planning so we will move forward as a group
  - c. Discussion: Building Plans
    - i. Better signage is needed in the library to direct patrons to different areas of the library
    - ii. As for a wow project, the focus should be on the program rooms and the storage areas
12. New Business
  - a. Discussion: Open Youth Services Position

- i. Director Snyder talked about the plan to promote Bonny Cosentino to a Youth Services Librarian Position. The board supported this plan.
- b. Action: Approve Staff Holiday Luncheon
  - i. A motion was made by Bahira Karim and seconded by Rachel Berlinski to sponsor a staff holiday luncheon in January.

Yes: Bahira Karim, Rachel Berlinski, Paul Kaczor, Jane McCarthy and Amy Estrada.

No: None

- c. Discussion: 2024 Trustee Calendar
  - i. Director Snyder created a 2024 Trustee Calendar for tracking deadlines and important dates.
- d. Discussion: Transferring surplus to Special Reserve Building Fund
  - i. With the audit completed, Director Snyder recommended transferring money into the reserve fund in anticipation of the upcoming building projects.
- e. Action: Approve transferring \$500,000 to Special Reserve Fund
  - i. A motion was made by Paul Kaczor and seconded by Rachel Berlinski to make the transfer

Yes: Bahira Karim, Rachel Berlinski, Paul Kaczor, Jane McCarthy and Amy Estrada.

No: None

- 13. Executive Session: None needed
- 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 7:48pm.

*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.*