

**FLOSSMOOR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING MINUTES**  
**June 13, 2023**  
**7:00 p.m.**

**Call to Order**

The regular meeting of the Flossmoor Public Library Board of Trustees was called to order at 7:03 p.m. by President Natasha Bergeron.

**Roll Call**

Roll Call was taken. Present were Trustees Natasha Bergeron, Karen Cheung, Shekika Daggett, Leilani Shute, Jessica Barnes, and Christina Roberts. Also present were Director Jamie Paicely, Operations Manager Leann Fischer and Administrative Assistant Katherine Thompson.

Trustee Lisa Komorowski was absent.

**Acknowledgement of Visitors and Public Comment**

Dan Pohrte of Product Architecture + Design was present. There was no public comment.

**Approval of Minutes**

The minutes of the May 9, 2023 meeting were reviewed and discussed. A minor wording change on page 2 was requested. A motion was made by Jessica Barnes to approve the meeting minutes with the requested edit. Seconded by Karen Cheung. All trustees present voted Aye. Motion carried.

**Treasurer's Report and Approval of Bills**

President Natasha Bergeron presented the Treasurer's Report for June 2023. Revenues and expenditures were reviewed and discussed.

A motion was made by Leilani Shute and seconded by Jessica Barnes to approve the bills for June 2023 (FY 2022-2023) in the amount of \$227.13 and to approve the bills for June 2023 (FY 2023-2024) in the amount of \$41,384.34 for a combined total of \$41,611.47. The motion was unanimously approved by roll call vote.

A motion was made by Shekika Daggett and seconded by Karen Cheung to ratify the payroll for May 2023 in the amount of \$61,691.37. The motion was unanimously approved by roll call vote.

**Director's Report**

Ms. Paicely presented the second component of the Strategic Plan for 2024-2026: Awareness for Patrons. The key items identified for this section are 1) re-evaluation of current practices in regards to use of limited natural resources. 2) Relocation of the "Green Station" to a more visible location and adding additional recycling options for patron use 3) Increasing library programs that allow patrons to swap items they own rather than discarding or buying new ones. This includes puzzle exchanges and craft swaps. Other trade or borrow events are being sought out, and 4) Researching how additional LED or motion sensor lighting could be installed in the library in a way that meets patron and staff needs.

She noted that the board and staff requested a strategic plan that includes action items that can be identified as accomplished and then checked off. The board will vote on the Strategic Plan at the December 2023 meeting and implementation will begin in January 2024.

The library will be closed on Saturday, September 9, 2023 for Flossmoor Fest and the Hidden Gem half marathon. The library will have a booth at Flossmoor Fest.

Trustees who are newly elected or re-elected must complete the Open Meetings Act (OMA) training within 90 days of being sworn in to office. If this is the first time completing the training, it will be necessary to register at the Illinois Attorney General's Office website (<https://foiapac.ilag.gov/>) otherwise previous log-in information can be used. Questions can be directed to Ms. Paicely.

The August board meeting has been cancelled as voted upon at the May 2023 meeting. All regular bills will be approved at the September board meeting.

The renovation of the Youth Services department is complete. No additional costs are anticipated; all bills for the furniture and shelving have been paid.

The Friends of the Library have donated \$2,500 for a Wizards and Witches trivia night to be held on October 21. The library will close that day at 3:00 pm in order to be ready for the evening event. It will be open to all ages. Individuals will pay \$4.00 and teams will pay \$20.00. The participation fee will fund the prize money that goes to the winner of the trivia contest.

The summary sheet of the 2022-2023 annual report was shared with the board. It also will be made available on the library website.

The part-time youth services clerk position has been filled. Employment will begin on June 19.

### **Old Business**

None

### **New Business**

The review of closed session minutes for December 13, 2022 and January 10, 2023 was tabled for the July 2023 meeting.

Director Paicely explained the formula for calculating the fee for non-resident library fees. The non-resident fee for a household will be \$418.00 for one year.

A motion was made by Karen Cheung and seconded by Christina Roberts to approve the resolution for non-resident library cards. All trustees present voted Aye. Motion carried.

The revised job description for the Youth Services Manager position was reviewed and discussed.

A motion was made by Leilani Shute and seconded by Shekika Daggett to approve the revised job description for the Youth Services Manager position. All trustees present voted Aye. Motion carried.

Mr. Dan Pohrte of Product Architecture + Design talked to the board about the proposed chiller replacement project. A base bid and three alternate bids were presented for consideration. Costs, timelines, and equipment were reviewed. Mr. Pohrte answered questions about the bid process, the costs, the chiller equipment, the installation and his knowledge of the bidders.

A motion was made by Karen Cheung and seconded by Shekika Daggett to award the chiller replacement project to F.E. Moran for \$215,500 with a \$20,000 reserve contingency for a total of \$235,500 (Alternate Bid Number 1; York/JCI Chiller). All trustees present voted Aye. Motion carried.

### **Trustee's Concerns**

Trustee Jessica Barnes reported to the group that on Monday (June 12), Governor J.B. Pritzker signed H.B. 2789 outlawing book bans in Illinois.

She also reported that the Illinois legislature approved an annual appropriation of \$5 million to fund a suite of online databases that will be available to every resident in Illinois. Before this appropriation, Illinois was one of only 2 states in the nation that were not providing this service to residents.

Trustee Daggett expressed concern that the library is not closed for Juneteenth. It was agreed to table this discussion for a future meeting.

### **Correspondence, articles, events, meetings, news**

Director Paicely shared with the board a letter received from the Illinois Secretary of State awarding the library a Per Capita grant in the amount of \$14,313.40.

### **Adjournment**

A motion was made by Karen Cheung to adjourn the regular board meeting. The motion was seconded by Jessica Barnes. All trustees present voted Aye. The meeting was adjourned at 8:20 pm.

**Next meeting July 11, 2023.**