

**FLOSSMOOR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING MINUTES**  
**October 10, 2023**  
**7:05 p.m.**

**Call to Order**

The regular meeting of the Flossmoor Public Library Board of Trustees was called to order at 7:05 p.m. by President Natasha Bergeron.

**Roll Call**

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

**Acknowledgement of Visitors and Public Comment**

Martha Trotter – Sr. Audit Manager, Sikich. There was no public comment.

**Audit Presentation – Sikich**

Sikich representative Martha Trotter presented the Flossmoor Public Library's Annual Financial Report. Ms. Trotter reviewed the report and answered questions. Acceptance of this report will be voted on under New Business.

**Approval of Minutes**

A motion was made by Leilani Shute to approve the regular board meeting minutes from September 12, 2023 as presented. Seconded by Shekika Daggett. All trustees presented Aye. Motion was approved.

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

A motion was made by Jessica Barnes and seconded by Karen Cheung to approve the bills for October 2023 in the amount of \$50,309.62 and to ratify the payroll for September 2023 in the amount of \$53,548.72. The motion was unanimously approved by roll call vote.

**Director's Report**

Ms. Paicely spoke about the third major theme of the proposed Strategic Plan: Organizational Health. Three key action items identified for this section of the plan include the following.

- Establishment of Equity, Diversity and Inclusion (EDI) policies and practices. This would include posting of job vacancies in a variety of areas as well as reviewing and updating job descriptions.
- Boosting internal communication through regular department meetings, quarterly all-staff meetings, and creation of a monthly staff newsletter
- Enhance staff feelings of job confidence and preparedness through streamlining of onboarding procedures and department level training, reviewing and updating the emergency/disaster and succession plans and providing additional safety training at quarterly staff meetings.

The final Strategic Plan will be voted on at the December 2023 meeting. It will be implemented in January 2024 and run through December 2026.

The upcoming after-hours Trivia Night on October 21 currently has 40 people registered (50 slots are available). The event is sponsored by the Friends of the Library. This event will be used to help gauge interest in other after-hours special events.

Ms. Paicely will be attending the Illinois Library Association conference in Springfield, Illinois from October 24-26.

### **Old Business**

Ms. Paicely was asked if she had been able to talk with Flossmoor Village staff in regard to the communication from them about the use of library parking and facilities for the Flossmoor Fest and Hidden Gem Half Marathon. She said that she had and that she was told communication next year would be improved.

### **New Business**

A motion was made by Karen Cheung to accept the FY 2022 Annual Financial Report. The motion was seconded by Lisa Komorowski. The motion was unanimously approved.

Ms. Paicely presented the estimated FY 2023 tax levy.

Ms. Paicely presented the proposed 2024 Library Calendar and Trustee meeting dates. She noted that the calendar includes three early closings (March 1, June 7 and September 6) for afternoon staff in-service training.

### **Trustee Concerns**

Ms. Paicely was asked about student behavior during after school hours. She stated that there have been significant concerns this year. In a few instances, it has been necessary to expel some students for being verbally abusive to staff, using foul language and being repeatedly non-compliant with library rules. In such cases, the student is informed that he/she must have their parent or guardian meet with Ms. Paicely before the student can return to the library without supervision. Ms. Paicely stated that an afternoon security monitor has not yet been hired. It is proving to be a difficult position to fill.

Ms. Cheung commented on the large turnout for the Scales and Tales Traveling zoo program.

Ms. Paicely was asked if library department managers would be attending trustee meetings to provide departmental updates. The answer was yes. Updates from the managers would resume at the November board meeting.

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

None

### **Adjournment**

A motion was made by Leilani Shute to adjourn the regular board meeting. Seconded by Shekika Daggett. All trustees present voted Aye. The meeting was adjourned at 8:20 p.m.