

**FLOSSMOOR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING MINUTES**  
**November 14, 2023**  
**7:00 p.m.**

**Call to Order**

The regular meeting of the Flossmoor Public Library Board of Trustees was called to order at 7:04 p.m. by Board President Natasha Bergeron.

**Roll Call**

Roll Call was taken. Present were Trustees Natasha Bergeron, Karen Cheung, Shekika Daggett, Leilani Shute, Lisa Komorowski, Jessica Barnes and Christina Roberts. Also present were Director Jamie Paicely, Operations Manager Leann Fischer, Administrative Assistant Katherine Thompson, Patron and Technical Services Manager Laura Sonnek, Adult Services Manager David Martin, Youth Services Manager Jen Lucas, Coordinator of PR/Marketing and Adult Programs Janet DiCastro.

**Acknowledgement of Visitors and Public Comment**

None

**Approval of Minutes**

A motion was made by Lisa Komorowski to approve the regular board meeting minutes for October 10, 2023 as presented. Motion seconded by Jessica Barnes. All trustees present voted Aye. Motion was approved.

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

Natasha Bergeron presented the Treasurer's Report for November 2023. Revenues and expenditures were reviewed and discussed. A motion was made by Karen Cheung to approve the bills for November 2023 in the amount of \$47,696.19 and to ratify the payroll for October 2023 in the amount of \$56,872.05. Motion seconded by Shekika Daggett. The motion was unanimously approved by roll call vote.

**Director's Report**

Department Updates

Janet DiCastro: Coordinator of PR/Marketing and Adult Programs

Both in-person and Zoom programs are continuing. Programs in the works for spring and summer include a Lego program and Spanish language classes; painting classes are back after a short hiatus; returning programs include the Sound Bath, Korean Lantern making and healthy Smoothie making. An excursion to the Pullman National Historic Park is being explored. Classic Movies at noon will be returning. In addition to programming, Ms. DiCastro is responsible for newsletters, flyers, the website and social media.

Laura Sonnek: Manager of Patron and Technical Services

The Library of Things remains popular and continues to grow. The following items are being explored for addition to the collection: telescope, sewing machine, metal detector, a Cricut, and a tool box. The Local Authors Collection is in the process of being created.

Jen Lucas: Manager of Youth Services

Ms. Lucas thanked the board for the opportunity to fill the position of Youth Services Manager. She updated the Board on the Youth Services staff. Upcoming programs in the Youth Department include the annual Gingerbread House extravaganza, Oba the Storyteller in February for Black History Month and possibly a live animal program. (The Scales and Tales Travelling Zoo in October was wildly successful with approximately 150 attendees.) Two new story programs have been added: Book Detectives and S.T.E.A.M. and Sing. The new Wonder Van toy that was added to the department is very popular and includes a puppet theater.

Coming soon to the juvenile collection will be WonderBooks which is a hardcover picture book/early reader with an audiobook player built in to the front cover.

David Martin: Manager of Adult Services

The Adult Services Department handles reference questions and assists patrons with technology (computers, printers, scanner). The department also is responsible for selection of materials for the adult collection (books, CDs, DVDs). Mr. Martin is working with the Village of Flossmoor on programming and events for the Village of Flossmoor 100<sup>th</sup> anniversary in 2024. Ideas being explored are a 1924 Book Club focusing on books from the 1920s; a 1920s trivia night possibly with 1920s era costumes.

Mr. Martin also manages security for the library. He reported that LaTreece Robinson will be returning to her position as after school security monitor.

Director Paicely provided the following update to the Board.

The final theme of the Strategic Plan for 2024-2026 is technology. The following objectives are proposed.

Replacement of all computers by October 2025 with upgrades to software.

Transfer of the fax number to a cloud based service.

Researching the cost of leasing printers vs purchasing

Evaluation of our current cyber security and possible acquisition of computer wiping software.

Purchase of smart strips for patron computers, USB and USB-C plug adaptors and additional scanners.

Upgrades to the Self-Checkout kiosks

The Strategic Plan for 2024-2026 will be voted on at the December board meeting. If approved, implementation will begin in January 2024.

The after-hours Trivia Night on October 21 was a huge success. Fifty people participated and everyone seemed to enjoy the experience. Many positive comments were received including requests to repeat the event and/or have similar events.

Ms. Paicely and Ms. Sonnek represented the library at the Trick or Treat Trail event hosted by the HF Park District. The event was well attended with over 450 people attending. It was a great opportunity to promote the library.

The Director's Evaluation is due to be completed by the Board in December. The director will provide trustees with a form for completing her evaluation prior to the December Board meeting. At the December meeting, the Board will meet in closed session to discuss the evaluation. Following that, the Board President will meet separately with Ms. Paicely to present the evaluation.

On December 1 the library will be closed for an In-Service Day. In the morning there will be an off-site presentation hosted by ATLAS entitled "Confrontation, Conflict Management, and De-Escalation". Following that, staff will return to the library for a catered box lunch and an all-staff meeting as well as department meetings.

### **Old Business**

Ms. Paicely presented and explained the Estimated Library Levy for the Tax Year 2023.

A motion was made by Shekika Daggett to approve the Library Levy for Tax Year 2023 in the amount of \$1,559,939.00. Motion seconded by Leilani Shute. Motion was unanimously approved by roll call vote.

Questions were invited regarding the auditor's report. Board members agreed to bring questions with them to the December board meeting.

### **New Business**

Ms. Paicely presented the proposed adjustments to the Human Resources Salary Scale for 2024.

A motion was made by Jessica Barnes to approve the adjustments to the HR Salary Schedule for 2024. Seconded by Lisa Komorowski. All trustees present voted aye. Motion carried.

Ms. Paicely and Ms. Fischer discussed the Illinois Paid Leave for All Workers Act that will go into effect on January 1, 2024.

A motion was made by Lisa Komorowski to approve amendments to the library's sick policy in order to be in compliance with the Illinois' Paid Leave for All Workers' Act. Motion seconded by Leilani Shute. All trustees present voted aye. Motion carried.

### **Trustee Concerns**

Ms. Barnes asked Ms. Paicely about the Illinois Library Association conference that she attended in October. Ms. Paicely that there was a heavy focus on freedom to read and book challenges.

Ms. Roberts discussed jigsaw puzzles as something that patrons might enjoy. Ms. Paicely reported that a Puzzle Exchange was held in December 2022 and another one is planned for this December.

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

Ms. Paicely shared an article that appeared in the HF Chronicle on November 7, 2023 about the launch of the Local Author Collection.

### **Adjournment**

A motion was made by Leilani Shute to adjourn the regular board meeting. Seconded by Jessica Barnes. All trustees present voted Aye. The meeting was adjourned at 8:17 pm.