

LASALLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, OCTOBER 25, 2023 6:30 PM

Call to order, declaration of quorum, and announcement of visitors: Benassi

Public Comment: None

Guests: None

Present: Benassi, Braboy, Christopherson, Jeppson, Klinefelter, Nieslawski, Parker, Valle

Absent: Wendt, Zeglis

Approval of Agenda: A motion was made to approve the Agenda as presented by Klinefelter and seconded by Braboy. Motion carried.

Approval of September 2023 Minutes: A motion to approve the minutes from the September 2023 minutes was made by Jeppson and seconded by Parker. Motion Carried.

Treasurer's Report: The Finance Committee met before the meeting and reviewed the bills and the report and recommend that both be approved by the board. There was a discussion about two of the entries in bills paid: 1) the large elevator maintenance bill. The inspection company was not sending bills to Wendt, but to their members of the staff, even though Wendt had informed them that the bills were to come to her. That situation is now straightened out. 2) A large amount to Dollar General. Wendt informed the board that she was purchasing credit gift cards to pay presenters. A motion to approve the Treasurer's report and the bills paid and to be paid was made by Nieslawski and seconded by Valle. Motion carried. The Treasurer's Report showed account balances of \$2,957,306.30 with operating funds available as of 10/17/2023 being \$594,864.38. The bills paid and to be paid for October, 2023 are \$39,577.32. Money has been moved around into local Certificate of Deposits, which will be discussed later in the meeting.

Director's Report: The items discussed from Wendt's Director's report include the issue of currently trying to reinstate our SamID. This ID is needed to receive funding from the government. It expired after Stuepegia left and Wendt was unaware of this. Wendt is working with Stuepegia to get our ID reinstated. From then on two people will have access to that information, so it will not lapse again. The elevator paperwork is caught up and invoices paid. The Custodian position will be posted on November 1, 2023. Connecting Point came to fix computer issues, but the server issue continues. They are working with Microsoft. The alternative would be to rebuild the older server, taking a week for staff and patron computers. Wendt will look into hours left with Connecting Point, how much replacing the server, and then we can compare and make a decision when all the information is in front of us, including some information from Computer Spa and taking over the account when Connecting Point hours are used up. We have been having continual problems with Connecting Point for far too long. It was brought to our attention that an employee fell at work and failed to report it for 2 weeks. She tripped, or rolled over a computer mat causing her to fall and causing a rather large bruise on her body. Wendt then reported it to the parties who needed information on the matter. It has all been taken care of and reported to all parties. Another incident happened in the library of one patron threatening another patron. An incident

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report was filed with the LaSalle Police Department and an officer came to the library. The gentleman in question is homeless and is storing articles of clothing in our bushes, the gentleman also owns a dog, which is also involved at times. Our Hoopla App is getting more use. The library's meeting room is getting more use as well. Malerk will begin presenting a report of his own on programming for the December meeting. A motion was made to approve the Director's report as presented by Valle and seconded by Braboy. Motion carried. A second motion was made to approve Wendt's work at home hours by Klinefelter and seconded by Parker. Motion carried.

Programming Report and Youth Services Report: The library team is still figuring out lending PNG materials to LaSalle Library patrons and not to Prairie Cat patrons. A motion was made to accept the Programming and Youth Service Reports as presented by Parker and seconded by Valle. Motion carried.

Officers' and Committee Reports

a. Finance Committee: The Finance Committee met before the board meeting and discussed the Treasurer's report and bills to be paid, as above they recommended that the board accept all. The Finance Committee set forth the following investments and recommends the Board to approve these investments.

Two CDs at LaSalle State Bank for 9 months at 4.9% APY: starting amount \$200,000.00.

One CD with Witek Wealth Management for 2 years at 5.3%: starting amount \$238,258.00.

One CD at Hometown National Bank for 9 months at 5%; starting amount being \$200,000.00.

One CD at Eureka Savings Bank for 19 months at 4.5%; starting amount \$100,000.00.

Total Additional Investments: \$938,258.00.

A motion to approve these investments was made by Nieslawski and seconded by Klinefelter, Motion Carried.

b. Acquisitions Committee: Several items were discussed at the Acquisitions Committee meeting. Banned books Law was reviewed. Several projects within the library were mentioned, including Graphic novels/Mango relabeling, Quick Reads, an upcoming Inventory proposal, and a weeding update.

c. Building and Grounds Committee: Items discussed were the incident of boys playing football in the parking lot, as well as, after hours (overnight) parking in the lot by neighborhood residents. A sign was recommended. Jeppson will check with the city as ideas for a sign including after hours use of the parking lot and the language to use on the sign.

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Old Business:

a. Director's Review: Wendt reported that she read all of her reviews, and was going to base her reviews of her employees, by the sheets that were filled out by the board for her review which was completed last month.

b. FIOA/OMA : This continues as board members log onto the Illinois General Assembly website and continue to get certification on both of these qualifications.

New Business

a. Walk around outside: It was too dark to do the walk around

b. Painter's Quotes for Basement lobby and Meeting room: Quotes were submitted by Teri Mertens (\$2,120.00) and Spence Painting (\$1,100.00). A motion was made to accept the higher bid from Mertens Painting because of proof of insurance and reputation from fellow board members by Jeppson and seconded by Valle. Motion carried.

c. New Volunteer Policy Update: Wendt has updated the existing volunteer policy because of the recent incident of a fall by an employee. Duncan read the incident report which Wendt turned in and he then forwarded it to the attorney which handles HR for the city. The attorney was adamant that an employee who works at the library cannot volunteer at the library. In order to do that, you have to define a totally different job for them that is not included in their job description for their volunteer hours. The employee has 19 work hours per two week schedule. Because of her titles, she basically is covered as working the whole library. She cannot be behind the desk during volunteer hours. This policy is changed because of a Federal labor Law, The Fair Labor Act. Another item covered was the password to the Face book account; both the director and the new programming director need access to the Face book page in order to create posts, and only one employee has access to the LaSalle Public Library Face book Page. A motion was made to approve the new volunteer policy by Valle and seconded by Braboy. Motion carried.

d. Adaptive Technology Review: This item is part of the Per Capita Grant and some suggestions for this part of the grant may include, but not limited to; Large Print YA and Juvenile Books, Add free Dyslexic font to the public computers and devices, amplification headsets for in person programming, Funds for hiring a ASL translator, Speech to text real time translation software, sensory activity blankets, ADA compliant door openers for rest rooms, meeting room and ramp doors, and an adjustment to the outdoor automatic door opener for additional time. A lot of these items are in compliance since they are grandfathered in. If you are doing a remodel, then you need to be State compliant. With the amplified headsets, we are usually not using a microphone system to hook into. The library itself needs to reach out to the Spanish Community and inform them to the services we offer, maybe local schools and churches.

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e. Sam ID conversation: We touched on this earlier in the meeting. This is something that needs to be renewed annually. There are services that will charge to expedite the paperwork. The Director is currently reading up on the topic and Braboy also has information on organizations that help with the paperwork for a fee.

f. Grant Reviews: Braboy compiled a list of some different grants and Mini Grants that might be available to the library. We can write up some of these grants in house or hire an organization to write up the grants. We will see if Wendt can plan on practicing writing new grants throughout the coming year and has been educated on some points of grant writing in the past. Braboy's experience with grants can help Wendt the writing and background with the grants. A lot of these grants require some investment for plans and hiring contractor to work up plans for the projects that you are writing grants for.

Correspondence and Communications: None

Executive Session: None

Other: Plaque for Schwanberger donations, what type of wood do we want? Light to match the other middle plaque or dark wood to match the larger plaques. It was decided to go with the light wood to match the middle existing plaque.

Adjournment: A motion was made to adjourn the meeting by Jeppson and seconded by Valle. Motion carried.