



**MORTON GROVE PUBLIC LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES MEETING  
Cooperman Room  
October 9, 2025  
7:00 P.M.**

The Board of Trustees of the Morton Grove Public Library met on Thursday October 9, 2025, in the Cooperman Room. All packets were distributed in person by Tuesday October 7, 2025. An agenda was posted in the Library and to the Library website 48 hours prior to the meeting, in accordance with the Open Meetings Act.

**CALL TO ORDER**

The meeting was called to order at 7:01 p.m. by President Macejak.

**ROLL CALL**

Those answering roll call were Trustees Flores, Hussain, Jost, Macejak, Moldofsky, and Pelletier.

Absent was Trustee Gonzalez.

Also present: Executive Director Pamela Leffler, Business Manager Leighton Shell, and Head of Access Services Jeffrey Ray.

Members of the Public Present: there were no members of the public present.

**PUBLIC COMMENTS – AGENDA ITEMS ONLY**

There were no public comments related to agenda items.

**APPROVAL OF THE CONSENT AGENDA OF OCTOBER 9, 2025**

A motion to approve the Consent Agenda of October 9, 2025, which included Minutes of the Regular Board Meeting September 11, 2025, Minutes of the Special Board Meeting September 11, 2025, and the Financial Reports for September 2025, was made by President Macejak and seconded by Trustee Pelletier.

Ayes: Trustees Flores, Hussain, Jost, Macejak, Moldofsky, and Pelletier.

Absent: Trustee Gonzalez

**PRESIDENT'S REPORT**

President Macejak gave a brief report on the Morton Grove Chamber of Commerce Legislative Breakfast that she attended. She also informed the Board that they would have an election to fill the Treasurer position on the Board at the November meeting, and that Trustee Jost has indicated interest in the position. She also informed the Board they would appoint Trustees to the Board Committees in November, as well.

## **COMMITTEE REPORTS**

Finance was covered earlier in the meeting. Facilities will be discussed during Old Business. The Policy Committee met on October 2, 2025, and their recommendations will be covered during New Business.

## **STAFF REPORTS**

In addition to her written report, Director Leffler informed the Board that Baker & Taylor, our chief supplier for Adult and Teen print materials, is going out of business. The Youth Department had already shifted the majority of their purchasing to Children's Plus/Libraria, but staff is still in the process of identifying a new supplier of Adult and Teen print materials. In the short term high-demand materials are being purchased from Amazon.

Trustee Moldofsky asked if it was possible to use an independent bookseller as a supplier. Director Leffler said it was, but that the key factors they look at are availability and cost. She also indicated that there has been speculation that Amazon may be forming a library-focused unit of business.

President Macejak asked how the staff was feeling with regards to the upcoming requirement to have staff trained in administering naloxone. Director Leffler said she didn't know yet. She informed the Board that she and Business Manager Shell had attended various online trainings for naloxone administration, and that it is not a difficult procedure. Even though online training is sufficient for staff training, we have scheduled in-person training with Denise Holman of the Cook County Department of Public Health to take place at the November staff in-service training day in order for staff to feel more comfortable about the requirement when it goes into effect in January.

Trustee Hussain asked how the Library will handle maintenance tasks until a new Facilities Manager is hired, especially with winter only a couple of months away. Director Leffler informed the Board that the job posting to fill the Facilities Manager position just went live earlier that day. The hope is to have the position filled before any serious snowfall occurs, but should there be a need, one contingency is to contract for snow removal services. The HVAC system has regular preventative maintenance, so there are no concerns with regards to the building itself.

## **UNFINISHED BUSINESS**

### **Bathroom Renovation**

Director Leffler informed the Board the bathroom renovations begin the following week. Staff have already begun preparations, such as moving the vending machine and removing the bookdrop. The used book sale shelves will be emptied and removed before the following week. Asbestos abatement will begin October 20<sup>th</sup> and the east entrance will be blocked until it is completed and air testing is conducted.

Trustee Moldofsky asked if the Library would be creating some additional accessible parking spaces when the east entrance is closed. Director Leffler informed her that the street parking is not Library property so there is no way to do that. The existing handicap parking spaces are not going away. People will just need to go around to the Lincoln Avenue entrance.

Director Leffler reported that programming in the Baxter Room will continue through the end of the year and then the Baxter Room carpeting will be replaced in January. President Macejak enquired about the storage cabinets under the Baxter Room stage, indicating that they look a little worn. Director Leffler said there are no current plans to update them, but we could price things out if the Board knew what type of renovation they would like for them.

Trustee Hussain asked if having temporary handicapped parking on Lincoln Avenue would be closer to the building entrance. He asked if it might be worth checking with the new village manager about designating some spaces on Lincoln or Georgiana. Director Leffler reminded the Board there is no designated spots on Georgiana that could be turned into handicapped parking. It is just open parking on the street. She also mentioned that there are no curb cutouts along either street for easy accessibility. But she said she can enquire with the village. We will also be able to provide curbside service for anyone who cannot make into the building during the week the entrance is closed.

#### **Executive Director Search**

President Macejak reported that she and Director Leffler had been in contact with Jim Deiters and Alex Todd who talked them through the process and the timeline of the director search. The contract will be signed November 1, and they advised the Board to not stray too far from the proposed timeline due to conflicts with the upcoming holidays. Key tasks to plan for include meeting with the Board, establishing the salary range, and determining dates in late January or early February for interviewing candidates.

#### **2026 Budget**

President Macejak indicated that Director Leffler had not received any additional feedback from anyone regarding the proposed budget. The only adjustment from the previous reading of the budget involved a change to the FSA/EBC Fees budget line. Director Leffler shifted \$2,500 out of the Building/Service Improvements budget line and into the FSA/EBC Fees budget line. Trustee Flores made a motion to approve the 2026 budget as presented, reflecting a levy request of \$4,045,637 and a total budget of \$4,257,018. President Macejak seconded the motion.

Ayes: Trustees Flores, Hussain, Jost, Macejak, Moldofsky, and Pelletier.

Absent: Trustee Gonzalez

#### **NEW BUSINESS**

##### **Executive Director Review**

President Macejak referred the Board to the Executive Director Review document in their packet. She requested that the Board members complete the Executive Director review by October 30<sup>th</sup> and either email a digital copy to her or drop off a print copy in a sealed envelope with Business Manager Shell or Director Leffler. The Executive Committee will meet before the November Board meeting to go over the completed reviews and come up with a salary recommendation.

##### **Policy Review**

Trustee Flores reported that the Policy Committee recommended approving the proposed packet of policies. Trustee Jost made a motion to approve the packet of policies including Computer and Technology Use, Homebound Services, Internet Access, Public Comment, Public Services, Recording of Public Meetings, and Social Network. Trustee Flores seconded the motion.

Ayes: Trustees Flores, Hussain, Jost, Macejak, Moldofsky, and Pelletier.

Absent: Trustee Gonzalez

#### **EXECUTIVE SESSION**

President Macejak made a motion to go into Executive Session for "...the appointment, employment compensation, discipline, performance or dismissal of specific employees of the public body," as allowed

per 5 ILCS 120/2(c)(1). Trustee Jost seconded the motion.

Ayes: Trustees Flores, Hussain, Jost, Macejak, Moldofsky, and Pelletier.

Absent: Trustee Gonzalez

The Board moved into Executive Session at 7:44 p.m.

Secretary Pelletier called the meeting back into open session at 8:00 p.m.

Those answering roll call were Trustees Flores, Hussain, Jost, Macejak, Moldofsky, and Pelletier.

Absent was Trustee Gonzalez.

Also present: Executive Director Pamela Leffler and Business Manager Leighton Shell.

#### COMMUNICATIONS

There were no communications.

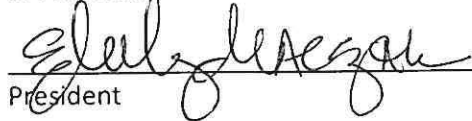
#### PUBLIC COMMENTS NON-AGENDA ITEMS

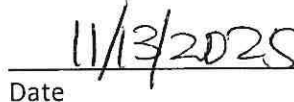
There were no non-agenda public comments.

#### ADJOURNMENT


The meeting was adjourned at 8:01 p.m. by President Macejak.

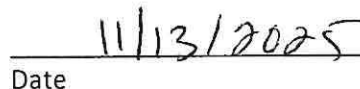
APPROVED:

  
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President

  
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Date

ATTEST:

  
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Secretary

  
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Date