



MORTON GROVE PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
6140 LINCOLN AVENUE
COOPERMAN ROOM (lower level)
DECEMBER 12, 2019
7:00 P.M.

The Board of Trustees of the Morton Grove Public Library met on Thursday, December 12, 2019 at the Morton Grove Public Library in the Cooperman Room.

All packets were distributed on Tuesday, December 10, 2019, and an agenda was posted in the Library 48 hours prior to the meeting.

The meeting was called to order at 6:59 p.m. by President Macejak.

Those answering roll call were Trustees Gonzales, Jost, Macejak, Monzon, Pelletier, Puzzo, and Swanson.

Also present: Executive Director Leffler, Administrative Assistant Darga and Administrative Assistant Miyamoto

APPROVAL OF REGULAR BOARD MINUTES OF NOVEMBER 14, 2019

A motion to approve the November 14, 2019 Regular Board Minutes was made by President Macejak and seconded by Secretary Pelletier.
Approved unanimously by voice vote.

APPROVAL OF THE EXECUTIVE SESSION MINUTES OF NOVEMBER 14, 2019

A motion to approve the November 14, 2019 Executive Session Minutes was made by President Macejak and seconded by Trustee Monzon.
Approved unanimously by voice vote.

INTRODUCTION OF MARKETING ENGAGEMENT COORDINATOR, CHAD COMELLO

Chad discussed the various roles of the new Marketing & Engagement Department for the library that include community outreach, social media, and staff engagement.

ACCEPTANCE OF THE NOVEMBER FINANCIAL STATEMENTS

Treasurer Gonzales reviewed and discussed the November financial statements with the Board.
A motion to accept the November financial statements as presented was made by Treasurer Gonzales and seconded by Trustee Monzon.
Ayes: Gonzales, Jost, Macejak, Monzon, Pelletier, Puzzo, and Swanson

Trustee Puzzo stepped out of meeting at 7:42 p.m. and returned at 7:45 p.m.

SCHEDULING OF SPECIAL MEETING FOR ANNUAL WALK-THROUGH

A special meeting was scheduled for the annual walkthrough on January 9, 2020 at 6 p.m. with Facilities Manager Tamras as guide.

TENTATIVE SCHEDULE OF POLICY COMMITTEE MEETING

Executive Director Leffler is tentatively planning on scheduling a Policy Committee meeting for January 2020. Discussion will be on changes in employee handbook and paid parental leave.

STAFF REPORTS

In addition to her written report Executive Director Leffler added that she met with architects from Product Architecture + Design on Tuesday December 10, 2019 to discuss tentative planning for the YS renovations. The hope is to start renovations in fall of 2020.

PER CAPITA GRANT APPLICATION - BOARD EDUCATION REQUIRMENTS

The trustees shared information on the webinars that they viewed as required by the Per Capita Grant. The grant application is due January 15, 2020

APPROVAL OF RESOLUTION NO. 2019-06 RESOLUTION AUTHORIZING TRANSFER OF FUNDS FROM THE GENERAL LIBRARY FUND 10 TO SPECIAL RESERVE FUND 20

A motion to approve Resolution No. 2019-06 *Resolution Authorizing Transfer of Funds from the General Library Fund 10 to Special Reserve Fund 20* in the amount of \$307,107.38 was made by President Macejak and seconded by Trustee Puzzo. This transfer reflects excess funds in the Petty Cash account and funds made through the sale of 6200 Lincoln Avenue.

Ayes: Gonzales, Jost, Macejak, Monzon, Pelletier, Puzzo, and Swanson

APPROVAL OF RESOLUTION NO. 2019-07 RESOLUTION HONORING THE SERVICE OF BLANCHE MIYAMOTO

A motion to approve Resolution No. 2019-07 *Resolution Honoring the Service of Blanche Miyamoto* was made by President Macejak and seconded by Trustee Jost. President Macejak read the resolution into record thanking Blanche for her years of service to the library and community.

Ayes: Gonzales, Jost, Macejak, Monzon, Pelletier, Puzzo, and Swanson

ENTERING EXECUTIVE SESSION

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 ILSC 120/2(c)(1) was made by President Macejak and seconded by Treasurer Gonzales at 8:00 p.m.

Ayes: Gonzales, Jost, Macejak, Monzon, Pelletier, Puzzo, and Swanson

BACK TO OPEN SESSION

A motion to reconvene in Open Session was made by Secretary Pelletier and seconded by President Macejak at 8:29 p.m.

Ayes: Gonzales, Jost, Macejak, Monzon, Pelletier, Puzzo, and Swanson

APPROVAL OF EXECUTIVE DIRECTOR'S SALARY

A motion to approve the Executive Director's annual salary in the amount of \$106,000 was made by President Macejak and seconded by Secretary Pelletier.

Ayes: Gonzales, Jost, Macejak, Monzon, Pelletier, Puzzo, and Swanson

ADJOURNMENT

The meeting was adjourned at 8:29 p.m.


APPROVED:



A handwritten signature in black ink, appearing to read "G. L. ...", is written over a solid horizontal line.

President

ATTEST:



A handwritten signature in black ink is written over a solid horizontal line.

Secretary