



MORTON GROVE PUBLIC LIBRARY

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**MORTON GROVE PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING
6140 LINCOLN AVENUE
COOPERMAN ROOM (lower level)
NOVEMBER 14, 2019
7:00 P.M.**

The Board of Trustees of the Morton Grove Public Library met on Thursday, November 14, 2019 at the Morton Grove Public Library in the Cooperman Room.

All packets were distributed on Tuesday, November 12, 2019, and an agenda was posted in the Library forty-eight hours prior to the meeting.

The meeting was called to order at 7:02 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 SEPTEMBER 12, 2019; SPECIAL BOARD MINUTES OF SEPTEMBER 30, 2019 AND REGULAR BOARD MINUTES OF OCTOBER 10, 2019

A motion to approve the September 12, 2019 Regular Board Minutes, the September 30, 2019 Special Board Minutes and the October 10, 2019 Regular Board Minutes was made by President Macejak and seconded by Trustee Puzzo.

Approved unanimously by voice vote.

INTRODUCTION OF NEW ADMINISTRATIVE ASSISTANT

Executive Director Leffler introduced Theresa Darga, new part time Administrative Assistant, to the Board, and Ms. Darga was welcomed by the Board.

ACCEPTANCE OF THE OCTOBER FINANCIAL STATEMENTS

Treasurer Gonzales reviewed and discussed the October financial statements with the Board. Approximately \$300,000 of the Operating Fund, mostly from the sale of 6200 Lincoln Avenue building, will be transferred to the Special Reserve Fund in December.

A motion to accept the October financial statements as presented was made by Treasurer Gonzales and seconded by Trustee Monzon.

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

STAFF REPORTS

The staff reports were reviewed by the Board. Discussion ensued.

RESCHEDULED ANNUAL WALK-THROUGH

The annual walkthrough has been rescheduled to December 12, 2019 at 6 p.m. with Facility Manager Tamras as tour guide and will be designated as a Special Board Meeting. Later in the meeting, the Board requested that the annual walk-through take place in January 2020.

APPROVAL OF THE 2020 REGULAR BOARD MEETING DATES

A motion to approve the 2020 Regular Board Meeting dates as presented was made by President Macejak and seconded by Secretary Pelletier.

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

APPROVAL OF THE 2020 HOLIDAY CLOSING DATES

A motion to approve the 2020 Holiday Closing dates as presented was made by Secretary Pelletier and seconded by Trustee Swanson.

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

TRUSTEE REQUIREMENTS FOR PER CAPITA GRANT APPLICATION

Executive Director Leffler asked trustees to read Chapter 3, Personnel from Serving Our Public 3.0 Standards for Illinois Public Libraries; Trustee Fact Files, Chapters 11-14; and view an online webinar on organizational management. All to be discussed at the December Board meeting, as required by the Illinois State Library for the 2020 Per Capita Grant application.

COMMUNICATIONS

The Morton Grove Chamber of Commerce sent an invitation to attend the annual Holiday Party on December 4, 2019 at Moretti's from 5:00 p.m. to 8:00 p.m.

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 Trustee Puzzo.

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

BACK TO OPEN SESSION

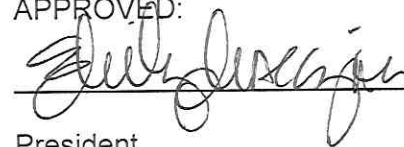
A motion to reconvene in Open Session was made by Secretary Pelletier and seconded by Treasurer Gonzales at 8:43 p.m.

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

ADJOURNMENT

The meeting was adjourned at 8:45 p.m.

APPROVED:



President

ATTEST:


Secretary