**River Grove Public Library District**

**General Board Meeting Minutes**

**JUNE 14, 2023**

**CALL TO ORDER:**

President Conway called the meeting to order at 6:30 pm.

Roll:

Mr. Mc Manus Present

Ms. Angelico Absent

Mr. Prokop Present

Ms. Carvajal Present

Ms. Asbury Present

Ms. Mazza Present

Mr. Conway Present

Record Shows: 6 Present, 1 Absent

Also Present: Rhiannon Taylor, Head of Circulation

 Toula Anastos, Administrative Assistant

**OATH OF OFFICE:** Trustees Nanci Carvajal and Mathew J. McManus were each respectively sworn in for a 6-year term of office by Board Secretary Kimberly A. Asbury.

**ELECTION OF OFFICERS:**

Ms. Asbury nominated Mr. Conway for President.

Ms. Mazza second.

Roll:

Mr. Mc Manus Aye

Ms. Angelico Absent

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 6 Ayes, 1 Absent, 0 Nays

Motion Carries.

Mr. Conway nominated Ms. Mazza for Vice President.

Mr. McManus second.

Roll:

Mr. Mc Manus Aye

Ms. Angelico Absent

Mr. Prokop Present

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 5 Ayes, 1 Absent, 1Present, 0 Nays

Motion Carries.

Mr. Conway nominated Ms. Asbury for Secretary.

Ms. Carvajal second.

Roll:

Mr. Mc Manus Aye

Ms. Angelico Absent

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 6 Ayes, 1 Absent, 0 Nays

Motion Carries.

Mr. Conway nominated Nanci Carvajal for Treasurer.

Ms. Asbury second.

Roll:

Mr. Mc Manus Aye

Ms. Angelico Absent

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 6 Ayes, 1 Absent, 0 Nays

Motion Carries.

**GUESTS:**

**APPROVAL OF MINUTES:**

Ms. Mazza motioned to approve the General Board Meeting Minutes for May 10th, 2023.

Mr. McManus second.

Record Shows: All Ayes

Motion Carries.

**CORRESPONDENCE:**

1. 2023 Per Capital Grant letter

**TREASURER’S REPORT:**

Ms. Carvajal read the May 2023 Treasurer’s Report and informed the board on what was deposited, the disbursements, and the balance of each of our accounts.

Mr. Prokop motioned to approve the May 2023 Treasurer’s Report as presented.

Mr. Mc Manus second.

Roll:

Mr. Mc Manus Aye

Ms. Angelico Absent

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 6 Ayes, 1 Absent, 0 Nays

Motion Carries.

**BILLS FOR APPROVAL:**

Ms. Mazza motioned to approve the Bills for Approval as presented on June 14th, 2023.

Mr. McManus second.

Roll:

Mr. Mc Manus Aye

Ms. Angelico Absent

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 6 Ayes, 1 Absent, 0 Nays

Motion Carries.

**PRESIDENT’S REPORT:**

Mr. Conway reported on the zoning hearing for the new library property and Illinois HB2789 that was just signed into law.

**DIRECTOR’S REPORT:**

1. Village of River Grove utilized the library’s public parking lot for the annual River Front Fest.
2. CINTAS came for annual fire extinguisher inspection.
3. Library yard sale was Saturday, May 13th.
4. Department Heads received donations from local businesses for Summer Reading prize baskets.
5. Ms. Harvey met with financial advisor Jamie Rachlin of Meristem Advisors.
6. Met with Laura Wasowicz and family to discuss logistics of Delores Wasowicz Historical Collection.
7. Recycled old electronics through OSG.

Mr. McManus motioned to approve the Director’s Report.

Ms. Asbury second.

Record Shows: All Ayes

Motion Carries.

**COMMITTEE REPORTS:**

1. No report.

**BUILDING AND GROUNDS:**

**A.** No Report

**OLD BUSINESS:**

**A. Staff Salary Review**

 **i. Salary Scale Proposal (ACTION)**

Not discussed.

 **ii. 2023-2024 FY Salary Increase Proposal (ACTION)**

Mr. Conway recommended a 4% raise across the board for all staff.

Mr. McManus motioned to approve a 4% raise across the board for all staff.

Ms. Carvajal second.

Roll:

Mr. Mc Manus Aye

Ms. Angelico Absent

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 6 Ayes, 1 Absent, 0 Nays

Motion Carries.

 **iii. Organizational Chart (ACTION)**

Mr. Prokop motioned to approve organizational chart.

Ms. Mazza second.

Roll:

Mr. Mc Manus Aye

Ms. Angelico Absent

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 6 Ayes, 1 Absent, 0 Nays

Motion Carries.

**B. Historical Collection Policy – Second Reading (ACTION)**

Ms. Mazza motioned to approve the Historical Collection Policy.

Mr. McManus second.

Roll:

Mr. Mc Manus Aye

Ms. Angelico Absent

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 6 Ayes, 1 Absent, 0 Nays

Motion Carries.

**C. Working Budget 2023-2024 (ACTION)**

Mr. McManus motioned to approve working budget.

Ms. Carvajal second.

Roll:

Mr. Mc Manus Aye

Ms. Angelico Absent

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 6 Ayes, 1 Absent, 0 Nays

Motion Carries.

**NEW BUSINESS:**

**A. Ordinance approving the sale of library property pursuant to 75 ILCS 16/30-55.32.**

Mr. McManus motioned to authorize the ordinance approving of the sale of library property at 8361 W. Grand Avenue.

Ms. Asbury second.

Roll:

Mr. Mc Manus Aye

Ms. Angelico Absent

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 6 Ayes, 1 Absent, 0 Nays

Motion Carries

**B. Annual Ordinance authorizing public library non-resident cards (ACTION)**

Ms. Mazza motioned to accept the ordinance authorizing public library non-resident cards.

Mr. McManus second.

Roll:

Mr. Mc Manus Aye

Ms. Angelico Absent

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 6 Ayes, 1 Absent, 0 Nays

Motion Carries

**C. Succession Plan updates (ACTION)**

Tabled.

**D. Resolution to transfer funds in the amount of $68,797 from Byline Bank to Fifth Third Bank, and to close Byline Bank account (ACTION)**

Mr. McManus motioned to accept the ordinance authorizing public library non-resident cards.

Ms.Mazza second.

Roll:

Mr. Mc Manus Aye

Ms. Angelico Absent

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 6 Ayes, 1 Absent, 0 Nays

Motion Carries.

**E. Puzzle Collection Discussion**

Ms. Mazza recommended that the library name its puzzle collection after a local resident who initially suggested the collection be established.

**PUBLIC COMMENTS**

**ADJOURNMENT:**

Mr. McManus motioned to adjourn at 7:20 pm.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries.

Respectfully submitted,

Kimberly Asbury

Board Secretary