**River Grove Public Library District**

**General Board Meeting Minutes**

**DECEMBER 13, 2023**

**Regular Board Meeting**

**CALL TO ORDER**

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

Roll:

Mr. McManus Present

Ms. Angelico Present

Mr. Prokop Present

Ms. Carvajal Absent

Ms. Asbury Present

Ms. Mazza Present

Mr. Conway Present

Record Shows: 6 Present, 1 Absent

Also Present: Kendall Santucci, Director

 Rhiannon Taylor, Assistant Director

**GUESTS**

Several members of the public were in attendance.

**APPROVAL OF MINUTES**

1. **Truth in Taxation Hearing Minutes – 11/8/2023**

Mr. McManus motioned to approve the Truth in Taxation Hearing Minutes from November 8th, 2023.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries.

1. **Regular Meeting Minutes – 11/8/2023**

Ms. Mazza motioned to approve the General Board Meeting Minutes for November 8th, 2023.

Ms. Angelico second.

Record Shows: All Ayes

Motion Carries.

**CORRESPONDENCE**

No correspondence.

**TREASURER’S REPORT**

1. **Approval of November 2023 Treasurer’s Report (ACTION ITEM)**

Mr. Prokop motioned to approve the November 2023 Treasurer’s Report with suggested changes (correct mistaken income label of PPRT).

Ms. Mazza second.

Roll:

Mr. McManus Present

Ms. Angelico Present

Mr. Prokop Present

Ms. Carvajal Absent

Ms. Asbury Present

Ms. Mazza Present

Mr. Conway Present

Record Shows: 6 Present, 1 Absent

Motion Carries.

**BILLS FOR APPROVAL**

Approval of Bills presented in December 2023 (ACTION ITEM)

Ms. Mazza motioned to approve the Bills for Approval as presented on December 13, 2023.

Ms. Angelico second.

Roll:

Mr. McManus Present

Ms. Angelico Present

Mr. Prokop Present

Ms. Carvajal Absent

Ms. Asbury Present

Ms. Mazza Present

Mr. Conway Present

Record Shows: 6 Present, 1 Absent

Motion Carries.

**PRESIDENT’S REPORT**

President Conway recommends looking into alternative architects for proposals for the Ada’s building renovation. He also recommends engaging an MAI-certified appraiser for a second appraisal of the current library building.

**DIRECTOR’S REPORT**

Quarterly check-in meeting with OSG IT; Ordered 3 replacement patron computers; rearranging YA section; updating library signage; attended several meetings; submitted 2024 Per Capita Grant application; library began receiving property tax revenue; requested additional guidance and communication from trustees.

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

Mr. McManus second.

Record Shows: All Ayes

Motion Carries.

**COMMITTEE REPORTS**

No committee reports.

**BUILDINGS AND GROUNDS**

No reports.

**OLD BUSINESS**

1. **Collection Management Policy – Second Reading (ACTION)**

Ms. Angelico motioned to approve the second reading of the draft Collection Management Policy as presented.

Mr. McManus second.

Roll:

Mr. McManus Present

Ms. Angelico Present

Mr. Prokop Present

Ms. Carvajal Absent

Ms. Asbury Present

Ms. Mazza Present

Mr. Conway Present

Record Shows: 6 Present, 1 Absent

Motion Carries.

1. **Building Project Considerations & Discussion**

Director Santucci asked for guidance from the Board on how they’d like to proceed.

Trustees recommended gathering proposals from architects that do **not** specialize in library projects. Mr. McManus recommended a specific firm.

Trustees also recommended gathering proposals from MAI-certified appraisers.

**NEW BUSINESS**

1. **Trustee Resignation**

A resignation letter from Trustee Carvajal was presented to the Board. Director Santucci confirmed she will be officially declaring a vacancy with the Secretary of State.

1. **Board Treasurer Position Appointment (ACTION)**

No action taken. The Board discussed the application and interview process for the trustee vacancy.

1. **Public Comment Policy (ACTION)**

Mr. Conway motioned to approve the first reading of the draft Public Comment Policy as presented.

Ms. Angelico second.

Roll:

Mr. McManus Present

Ms. Angelico Present

Mr. Prokop Present

Ms. Carvajal Absent

Ms. Asbury Present

Ms. Mazza Present

Mr. Conway Present

Record Shows: 6 Present, 1 Absent

Motion Carries.

**PUBLIC COMMENTS**A member of the public recommended an HVAC company to the Board and Director.

**EXECUTIVE SESSION**The Board of Library Trustees will meet in Executive Session under the exception of the Open Meetings Act ILCS Chapter 5, Act 120/2 (c) Exceptions:

“The appointment, employment, compensation, discipline, performance, or dismissal of specific employees;”.

Mr. McManus motioned to “re-affirm the vote taken in Executive Session”.

Ms. Mazza second.

Roll:

Mr. McManus Present

Ms. Angelico Present

Mr. Prokop Present

Ms. Carvajal Absent

Ms. Asbury Present

Ms. Mazza Present

Mr. Conway Present

Record Shows: 6 Present, 1 Absent

Motion Carries.

**ADJOURNMENT**Ms. Mazza motioned to adjourn.

Mr. McManus seconded the motion to adjourn at 7:46 pm.

Record Shows: All Ayes

Motion Carries.