

LASALLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
WEDNESDAY, APRIL 26, 2023

**Call to order, declaration of quorum and announcement of visitors:** Benassi

**Public Comment:** None

**Guests:** None

**Present:** Benassi, Braboy, Christopherson, Jeppson, Klinefelter, Nieslawski, Valle, Wendt

**Absent:** Zeglis

**Approval of Agenda:** Motion to approve the agenda as presented was made by Klinefelter and seconded by Braboy. Motion Carried.

**Approval of all of the March 2023 Minutes:** Motion to approve the minutes from the special and regular meetings in April 2023 was made by Jeppson and seconded by Braboy. Motion carried.

**Treasurer's Report:** The finance committee met before the meeting to review the Treasurer's Report. It is the committee's recommendation to pay the bills and accept the Treasurer's Report as presented. The report as of 04/19/23 shows account balances totaling \$3,090,769.16, with operating funds available of \$1,116,259.58. The bills paid and to be paid for April totaled \$51,332.12. A motion to accept the Treasurer's Report and pay bills for April was made by Jeppson and seconded by Valle. Motion carried.

**Director's Report:** Committee reports were discussed, Wendt reported that these committee meetings help tremendously to get her jobs done. Staff appreciation week was reported on. Programmer job description was discussed, she researched other library job descriptions. Audit of money sheets will continue. Illinois Library Presents, we have received a warning for posting information on a national level about the programming, R. Blomquist posted this info and is aware that information cannot be posted on this range of media. An idea that the board came up with is that all posting has to be approved by the director. Facebook posts should be kept to a quality verses quantity mindset. Example: Maybe one adult and one child post per day. We will research the rewriting of policy about submitting posts for approval before posting items. Other directors in the west of 47 group, brought the LaSalle library's Facebook page to the attention of Wendt as to being way too busy. The idea was brought up to have a total cleaning of the grounds twice a year, once in the spring and once in the fall. It was agreed that we will do an email vote when all quotes come in. Computer spa did a walk through with Wendt and he recommended putting getting rid of the tech tower in the office and put it onto one and put a camera in the history room and biography room and hooking into the computer system Billing the city for \$2849.00 and the we pay the city. Connecting Point #3 plan to update the system to get it up to 2022. The labor hours are pre paid so the quote is for equipment, the quote was in the amount of \$1,590.00, we will have to update the licensing. Jeppson made a motion that we accept bid #3 at Connecting Point to use our remaining prepaid labor hours and to migrate the server and permission for Wendt to update the permissions on the software Valle seconded. Motion carried. It was recommended by Wendt, that when Connecting Point does this, the library should close early, as the computers will not be able to be used in any capacity. A motion was made to accept the quote from computer spa to

LASALLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
WEDNESDAY, APRIL 26, 2023

clean up the tech area and get it organized that will be billed through the city by Klinefelter and seconded by Christopherson. Motion carried. Statistics were supplied to the board. Jeppson informed that the Sierra Group has presented a report on the air quality in LaSalle area during and after the Carus Chemical explosion and fire that occurred earlier in the year. On the new web page Jeppson suggests that we have a direct link to the air quality information. If there will be any incidences on Facebook Jeppson volunteered to update the mayor on any occurrences. Wendt reported to the Board that she met with Mr. Carus for lunch, as he wanted to meet the new director. Troy Technology is going to give us three phones to eliminate the problem with the recorded message on the phone and to install customer loyalty. A motion was made to accept the Director's report as presented was made by Nieslawski and seconded by Braboy.

**Programming Report and Youth Service Report:** The reports were reviewed by the board. Several items further discussed was Legomania, the Northwest second grade groups of children coming down to the library, lead time on reports requested and in house programming. A motion was made to accept the Programming report and Youth Services Report by Valle and seconded by Christopherson.

**Reports Officers' & Committee:**

**a. Financial Committee:** Wendt will work on getting a job description put together for the Programming/social media part time position.

**b. Building and Grounds Committee:**

Flooring Quotes: It is the Building and Grounds Committee recommendation that the flooring in the downstairs and upstairs work area be replaced with Intown Galleria vinyl plank flooring for \$5,269.00

Flooring Quotes: It is the committee's recommendation that the staff room flooring be replaced with Intown Galleria vinyl plank flooring for \$2,018.00.

New Refrigerators: It is the Building and Grounds committee recommendation that the fridge both upstairs and downstairs be replaced when the flooring is replaced. Quotes are pending

New outdoor lights: It is the Building and Grounds Committee's recommendation that the outside lights be completely replaced for \$1,174.00.

A motion was made to approve the Building and Grounds Committee's recommendation to replace the flooring for the work areas and the staff room flooring for a total of \$7,287.00 was made by Jeppson and seconded by Braboy. Motion carried.

A motion was made to approve the Building and Ground's Committee's recommendation to replace the two refrigerators, after the installation of the new flooring, accepting the quote from Home Depot for \$548.00 and \$191.54 by Jeppson and seconded by Nieslawski. Motion carried.

LASALLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
WEDNESDAY, APRIL 26, 2023

A motion was made to accept the Building & Grounds Committee's recommendation to go ahead with the replacement of the lighting fixtures which shine on the east entrance at the cost of \$1,174.00 by Nieslawski and seconded by Braboy. Motion carried.

A new rope is needed to string on the flag pole.

**c. Acquisition Committee:** It is the Acquisition committee's recommendation that the board approves the new Acquisition Selection Policy for the Policy Manual. Wendt discussed book challenges. It was also brought up that we try to get a Newspaper subscription for at home use of library patrons. Braboy is still waiting for a response from the newspaper on this and the committee will discuss this at a later date.

A motion was made to accept the Acquisition Committee's recommendation to approve the Acquisition Selection Policy as presented by Klinefelter and seconded by Valle. Motion carried.

**d. Summer Reading Committee:** The themes for the summer reading program were chosen for different age groups, they are: "All Together Now" for the children, "Bookopoly" for the Teens and "My Summer is Booked" for the Adults. Wendt discussed book challenges. It was also brought up that we try to get a Newspaper subscription for at home use of library patrons. Braboy is still waiting for a response from the newspaper on this and the committee will discuss this at a later date.

**e. Nominating Committee:** It is the Nominating Committee's recommendation that the following Board Members retain their positions:

Jo-Ann Benassi as President

Mary Claire Klinefelter as Vice President

Nancy Nieslawski as Secretary

It is the Nominating committee's recommendation that the following Board Member be given the position of Treasurer:

Ali Braboy

A motion was made to accept the Nominating Committee's recommendations for the officers for the fiscal year 2023/2024 was made by Jeppson and seconded by Christopherson.

**Old Business:**

**a. Budget for 2023/2024:** Wages were discussed of all the staff and decisions were made on raises and compensations. A motion was made to except the Budget as presented along with the wages and compensations for staff as discussed, the director receiving a 6% raise, other decisions will be made pending the consultation of an attorney for certain questions, another note will be that the previous line item titled Carus Donation Expense, will just become Donation Expense, in reference to the Norma J Schwamberger Trust donation, by Jeppson and seconded by Christopherson. Motion carried.

LASALLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
WEDNESDAY, APRIL 26, 2023

**New Business:** A plaque will be made for donations in the amount of \$2,500 to \$10,000.00. It will say, Donations to the Library in the Amounts of \$2,500-\$10,000. The first nameplate will be Norma J. Schwamburger Trust \$10,000.00. This particular donation will be used to help cover the costs of updating the meeting room with paint and flooring with a special little plaque outside of the room. It was also discussed about a plaque for the recognition of the Carus Trust for the outside made out of brass for their donations from the mineral rights over the past years.

**Correspondence and Communication:** None

**Executive Session:** None

**Other:** None

**Adjournment:** A motion was made to adjourn the meeting by Jeppson and seconded by Klinefelter. Motion carried.

Nancy Nieslawski, Secretary