

LASALLE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
WEDNESDAY, AUGUST 23, 2023 6:30 PM

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

**Public Comment:** None

**Guests:** None

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

**Absent:** None

**Approval of Agenda:** After a correction of the month listed under Approval of minutes was made, a motion was made to approve the agenda as presented by Klinefelter and seconded by Parker. Motion carried.

**Approval of Minutes:** A motion was made to approve the minutes from the June 2023 meeting by Valle and seconded by Zeglis. Motion carried.

**Treasurer's Report:** The Finance Committee met before the meeting and reviewed the bills for June, July, and August as well as the report and recommended that both be approved by the board. A motion was made by Zeglis and seconded by Nieslawski. The Treasurer's Report showed the account balances as of 08/14/23 of \$3,468,362.36, with operating funds available of \$1,324,341.68. The bills paid and to be paid for June, July and August were \$82,680.32. The new printer for the lower level was discussed. It is not necessary to purchase a new printer, as we have another one already. The Hoopla account needs more funds. We have received a grant for this purpose; however, funds have not arrived yet. We are required to send the receipt for reimbursement of those funds from the county. The board voted unanimously to deposit \$1,000.00 into the Hoopla account. The Carus Trust continues to be financially beneficial for the library.

**Director's Report:** Wendt has made up a schedule for committee meetings throughout the year and has distributed them to the Trustees. The PNG items have been inventoried and Wendt now has a master list, which she has access to. There will be training for Sierra in September on cataloging, especially concerning PNG checkouts. Part time hours have shifted and changed. Their personal schedules have changed. Zeglis pointed out that on the Facebook page a contact email listed is for one of the part time employees. Any type of contact should be with the director or a general library email address. Interviews will be conducted tomorrow for the position of Library Programmer. Handbook Update: By the end of the year hopefully. Wendt has typed up the whole Policy and Procedures Handbook. Changes will be able to be made as seen fit. This will be on the agenda of the Policy and Personnel Committee. Wendt has added items to the handbook to be reviewed by the committee. The original Handbook was created in 1907. Some of the changes made by Wendt were the hours of operation, update on contacting employees, the use of library property off premises, this has to be approved by the director prior to the removal of said property, cases about replacements of damaged or missing items in possession of employees in excess of \$100.00, will be grounds to have a written warning against said employee. Incident reports will be written up after a verbal warning is presented to the employee.

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LaSalle's Lincoln Junior high is in contact with the library to set up a table for students to apply for a LaSalle Public Library Card. Their library has been disbanded. With LaSalle-Peru Township High School, there is an issue of that school being attended by LaSalle residents as well as Peru Residents. (Peru residents are unable to apply for a LaSalle Public Library Card). At LaSalle Public School, there is Teacher In-Service every Wednesday at 2pm. It would be nice for the library to make an appearance at one of these to present to the teachers what exactly is available at the library for their students. Another point is that teachers can contact the library with requests for books for us to order, in reference to certain topics to be brought up in the classroom. Prairie Cat will be having a program concerning the use of the system. Three of our employees will be attending this program. A part time employee has gone through the Children's library and has reorganized so the graphic novels are all in one place, and organized the different series, and checked which books we need to have the complete set of the series. They are organized by age appropriateness. The graphic novels for teens are located on the upper level with the Young Adult books. If any adult graphic novels are ordered, they will need to be placed in the adult section of the library. Per Capita Grant is due the end of December, Wendt will be going through and checking all the details, making sure we comply with all requirements. There will be a scheduling conflict for Wendt for the next three Board meetings, as one of her online classes takes place during that timeframe. Fire, Severe weather, active shooter, and bomb threat policies will have to be included in the policy and procedures handbook. Microfilm maintenance is complete. Koolmaster will hopefully be coming soon to look at the sign. The computers have been going down. Connecting Point has been trying to rectify the problem, which is a Microsoft issue. A motion was made to approve the Director's Report as presented by Zeglis and seconded by Valle. Motion carried.

**Programming Report and Youth Services Report:** Donna will again be going to schools in support of the Headstart program. She will be ordering books to go along with the curriculum for this program. A motion was made to approve the Youth Service and Programming Report as presented was made by Klinefelter and seconded by Nieslawski. Motion carried.

**Officer's and Committee Reports:**

a. The financial Committee met before tonight's meeting. See above in the Financial Report section. The finance committee will meet at 6:15 before the Board meeting.

**Old Business:**

- a. Programming position update: Interviews are tomorrow.
- b. New Mechanical room update: The new mechanical room has been cleaned out as requested by the board.

**New Business:**

- a. Director's Review (and revise): None Yet.

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b. Director's University FOIA/OMA information and Board Training: This needs to be done online by all board members. The hourglass way of management. a more direct line of communication. Board to President, President to Director, Director to staff. For our emails, we can no longer reply to all, just reply individually to sender.

c. Committee schedule: Meetings for all committees have been scheduled.

d. State Chemical Deal: This is a program where cleaning products are mounted on the wall and used in increments for that particular cleaning project. The hiring of custodial personnel was discussed. A motion was made to accept the proposal from State Chemical Company by Jeppson and seconded by Zeglis. Motion carried.

**Correspondence and Communications; None**

**Executive session:** No executive session was needed. Changes will be made to the contract by our attorney. A discussion about the contract set up with Wendt regarding reimbursement on some of her college tuition in the pursuit of her master's degree in library science. Wendt discussed some issues she had with the drawn-up contract thus far. In regard to repayment if she leaves her job before the allotted time of the contract, she will have 14 days to repay the library, instead of the 3 days listed in the contract. She will at some point need to get student loans to pay and then receive reimbursement from the library for their portion of said tuition. The wording in part 3 of the contract saying approved or denied at Employer's Board of Directors meeting. So, it will say, Employer shall respond in writing to Employee whether request is approved, providing all above criteria is met at Employer's next meeting of its Board of Directors. The lawyer will use proper language to convey the request. A motion was made to accept and approve the contract for tuition reimbursement with the two amendments, with a letter composed by the attorney to be turned into the city for reimbursement for Wendt for our portion of the tuition was made by Jeppson and seconded by Zeglis. Motion carried.

**Other:** None

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

Nancy Nieslawski, Secretary