

FLOSSMOOR PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
August 13, 2024
7:00 p.m.

Call to Order

The regular meeting of the Flossmoor Public Library Board of Trustees was called to order at 7:02 PM by President Natasha Bergeron.

Roll Call

Roll Call was taken. Present were Trustees Natasha Bergeron, Karen Cheung, Leilani Shute, Jessica Barnes and Christina Roberts. Also present were Director Jamie Paicely, Operations Manager Leann Fischer, and Administrative Assistant Katherine Thompson.

Trustees Shekika Daggett and Lisa Komorowski were absent.

Acknowledgement of Visitors and Public Comment

Barbara Karstrom, Flossmoor Resident

Ms. Karstrom stated that she was concerned about property taxes in light of the increases seen in recent tax bills. She wanted to know more about the library finances and functions. Specifically she asked about library privileges for residents of un-incorporated Flossmoor. Jamie Paicely explained the non-resident fee for library cards. This policy is available on the library website. Ms. Karstrom also inquired about library programming. Ms. Paicely outlined the variety of programs available for adults and youth. Most library programs are open to everyone; some special events programs are only open for Flossmoor library card holders. Ms. Karstrom asked if the library spends its entire budget each year. Ms. Paicely stated that spending depends on the year. Some years there is money in reserve at the end of the year. If there are large projects such as the recent chiller replacement or refurbishment of the Youth Services department the full budget will be used. In 2023-2024 library expenditures were less than its revenues. Natasha Bergeron stated that she feels the library is conservative with its spending.

Approval of Minutes

The minutes of the regular board meeting from June 11, 2024 were reviewed. A motion was made by Karen Cheung to approve the regular meeting minutes from June 11, 2024 as presented. Motion seconded by Leilani Shute. All trustees present voted Aye. Motion carried.

Treasurer's Report and Approval of Bills

The Treasurer's Report for July 2024 and August 2024 was presented to the Board. Revenues and expenditures were reviewed and discussed. Karen Cheung asked how the monthly Visa statement is reviewed. Leann Fisher replied that each expenditure requires a receipt from the employee who made the purchase and a reason for the purchase. She reviews all charges. After she has reviewed the charges, Jamie Paicely reviews the charges before the bill is paid. A copy of the VISA statement is included in the the trustees board packet for their review.

A motion was made by Christina Roberts to approve the bills for July 2024 in the amount of \$40,277.02 and to approve the bills for August 2024 in the amount of \$77,298.77. Motion seconded by Jessica Barnes. The motion was unanimously approved by roll call vote.

A motion was made by Karen Cheung to ratify the payroll for June 2024 in the amount of \$58,677.29 and to ratify the payroll for July 2024 in the amount of \$59,187.92. Motion seconded by Leilani Shute. The motion was unanimously approved by roll call vote.

Director's Report

Ms. Paicely referred the trustees to their board packets for important dates for the 2025 Consolidated Election. Trustees Bergeron, Cheung and Daggett all have terms that expire on April 30, 2025. Ms. Paicely suggested that trustees submit their Statements of Economic Interest when they turn in their election packets.

The library will serve as an emergency shelter for this year's Hidden Gem Marathon on September 7. Ms. Paicely will be in the building from 6 am until the conclusion of the race in case the building is needed. The library will be closed that day. This was agreed upon in October 2023 when the 2024 calendar was approved by the board. At that time the Village had not yet decided to cancel Flossmoor Fest.

The library was again awarded the Per Capita grant. Ms. Shute noted that this grant reflects the fact the library agrees to abide by American Library Association Bill of Rights. Ms. Paicely also stated that the size of the grant is based on population.

Summer reading concluded on July 28. Participation was as follows: 154 adults registered; 72 completed; 354 youth registered; 140 completed. Youth Services had an increase in participation over 2023.

In September, department managers will attend the board meeting to provide updates.

The Strategic Plan Quarterly update is in the board packets. Projects that are currently being worked on are the centennial celebration (a 1920s themed trivia night to take place in October); a Youth Services after-hours event for January 2025; security cameras; replacement of computers and a new printer for patron use.

In July, the library was reimbursed for a total of \$6,630.43 for federal withholding taxes and fees that were stolen in July 2019 by Interlogic Outsourcing Inc (IOI) (a payroll processing company). The amount reimbursed was one cent less than the amount taken. IOI no longer handles library payroll.

Due to unforeseen circumstances, our audit process may experience a delay. The library's final Annual Financial Report (AFR) is typically completed in October. The audit results are then presented to the board and subsequently uploaded to the Illinois Comptroller's website within 180 days of the fiscal year-end (April 30, 2024). However, given the current situation, we anticipate the final review of the Annual Financial Report in December. As a result, we will be asking for an extension for the submission of the required report to the Illinois Comptroller's office.

Old Business

No old business was discussed.

New Business

The Village will be resealing the parking lot in late August or early September. Dates are TBD. The parking lot will have to be closed for two days. Alternate parking for staff is being explored.

The Village asked the library if it would be interested in displaying a sculpture that was donated to the Village. After discussion it was decided to decline the offer. There are concerns about size (where would it fit) and safety—possible climbing hazard for children. Also, the library does not have a plan for displaying art.

Trustee Concerns

Jessica Barnes made everyone aware that the upcoming ILA Conference in Peoria will include a Trustee Day. The conference takes place in October. Several trustees expressed interest.

Karen Cheung asked about after school staffing. Jamie Paicely said that LaTreece Robinson will be returning as the after-school security monitor.

Correspondence, articles, events, meetings news

No correspondence were discussed.

Adjournment

A motion was made by Jessica Barnes to adjourn the regular board meeting. Seconded by Christina Roberts. All trustees present voted Aye. The meeting was adjourned at 7:40 pm.