

FLOSSMOOR PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
October 8, 2024
7:00 p.m.

Call to Order

The regular meeting of the Flossmoor Public Library Board of Trustees was called to order at 7:03 p.m. by Secretary Karen Cheung.

Roll Call

Roll Call was taken. Present were Trustees Karen Cheung, Lisa Komorowski, Leilani Shute, Shekika Daggett, and Christina Roberts. Also present were Director Jamie Paicely, Operations Manager Leann Fischer, and Administrative Assistant Katherine Thompson.

Trustees Natasha Bergeron and Jessica Barnes were absent.

Acknowledgement of Visitors and Public Comment

There was no public comment.

Approval of Minutes

A motion was made by Lisa Komorowski to approve the regular board meeting minutes from September 10, 2024 as presented. Seconded by Shekika Daggett. All trustees presented Aye. Motion was approved.

Treasurer's Report and Approval of Bills

The treasurer's report and was reviewed and discussed. Karen Cheung asked if reserve funds will need to be used for major expenses. Director Paicely said no. A question was asked about the charge by Libraria. This will be double checked.

A motion was made by Lisa Komorowski and seconded by Leilani Shute to approve the bills for October 2024 in the amount of \$54,910.09 and to ratify the payroll for September 2024 in the amount of \$60, 243.62. 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 upcoming 2025 Consolidated Election on April 1, 2025.

An update on the proposed update of the downtown area was given. Ms. Paicely shared a map of the proposed changes. If the Village approves the plan, work is anticipated to begin in May of 2025 with a target completion date at the end of September 2025.

The Village of Flossmoor and the library will collaborate on two programs in 2025: a Lunar New Year celebration tentatively planned for January 25 and a Hispanic Heritage Month celebration in September. Both events will be held in the Youth Services Department. The plan is to have different stations that focus on the culture surrounding the event.

The library will be closed all day on December 6 for a staff in-service. This year Ms. Paicely has opted not to have the staff attend the ATLAS program offered off site as it did not seem relevant to Flossmoor Library. Instead, the in-service will be an opportunity for staff to become more knowledgeable about resources and services offered by departments other than their own. Staff in each department will give a presentation on their collection, resources, programs, and services. The in-service helps accomplish one of the objectives for Organizational Health (3.2) included in the 2024-2026 Strategic Plan. The day will include morning refreshments and a luncheon provided by the library.

Old Business

None

New Business

The 2024 Tax Levy has not yet been received from the Village of Flossmoor. Therefore, this was tabled for the November meeting. It will be presented then and voted on at the December 2024 meeting.

The proposed adjustment to the HR Salary Schedule for 2025 was presented. Ms. Paicely was asked how the schedule is developed. She explained that a company named HR Source was hired in 2017 to help create a baseline schedule. The HR salary schedule is adjusted annually to ensure that employee compensation remains competitive and aligned with market rates and minimum wage requirements. (Note: HR Source was known as Management Association of Illinois at the time they created the schedule.)

A motion was made by Christina Roberts to approve the adjustment to the HR Salary Schedule for 2025. The motion was seconded by Lisa Komorowski. The motion was unanimously approved by roll call vote.

Ms. Paicely presented the proposed 2025 Library Calendar and Trustee meeting dates. She noted that the calendar includes three early closings (March 7, June 6 and September 5) for afternoon staff in-service training as well as the all-day in-service on December 5, 2025. A brief discussion was held about closing on September 6 for the Hidden Gem Half-Marathon. It was agreed to continue to do this.

The Board of Trustees meeting calendar was reviewed. It was decided to cancel the July 8, 2025 meeting.

A motion was made by Shekika Daggett to adopt the 2025 library calendar as presented and to adopt the Trustee Meeting Calendar with a revision to cancel the meeting on July 8, 2025. The motion was seconded by Christina Roberts. All trustees present voted Aye. Motion carried.

Trustee Concerns

Shekika Daggett expressed an interest in having the library collect donations for the Open Access Thanksgiving corn bread collection. Ms. Paicely said she would arrange for a donation box to be placed in the library.

Correspondence, articles, events, meetings news

None

Adjournment

A motion was made by Lisa Komorowski to adjourn the regular board meeting. Seconded by Leilani Shute. All trustees present voted Aye. The meeting was adjourned at 7:35 p.m.