

FLOSSMOOR PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
December 10, 2024
7:02 p.m.

Call to Order

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

Roll Call

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

Acknowledgement of Visitors and Public Comment

Flossmoor Public Library Staff Members: Clarence Armstrong, Janet DiCastro, Jen Lucas, David Martin and Laura Sonnek

Approval of Minutes

The Regular Board Meeting minutes from November 12, 2024 were reviewed. A motion was made by Shekika Daggett to approve the Regular Board Meeting minutes from November 12, 2024. Motion seconded by Jessica Barnes. All trustees present voted Aye.

Treasurer's Report and Approval of Bills

President Natasha Bergeron presented the Treasurer's Report for November 2024. Revenues and expenditures were reviewed and discussed.

Ms. Paicely made the Board aware that a hand check will need to be processed in the amount of \$15,887.25 payable to Lenovo for the purchase of 23 computers due the fact the invoice was received after the monthly financial report had been prepared and disseminated.

A motion was made by Lisa Komorowski to approve the bills for December 2024 in the amount of \$55,357.34. Motion seconded by Shekika Daggett. The motion was unanimously approved by roll call vote.

A motion was made by Karen Cheung to ratify the payroll for November 2024 in the amount of \$88,201.29. Motion seconded by Lisa Komorowski. The motion was unanimously approved by roll call vote.

Director's Report

Department managers updated the board as follows.

Jen Lucas, Youth Services

Youth Services department has a full calendar of programming. In January they will host an after-hours "Mobile Game Show" for families. It will include prizes and raffles. A winter reading challenge sponsored by the Chicago Wolves hockey team is currently available. On December 7 there was Holiday Story Hour and craft hosted jointly with the Village of Flossmoor. On December 14 the annual Gingerbread House Extravaganza will take place. There are thirty people currently registered. A Hanukkah and Kwanza program is scheduled for December 18. Winter break "Boredom Bags" are being made for teen patrons.

The Teen Advisory Board will return in 2025. Other upcoming programs include an International Candy Tasting, a Take Your Child to the Library Day, the Bright Star Touring Theater will present George Washington Carver for Black History Month, a Valentines' Day Ball in February, Irish Dancers in March, and an animal show is planned for May.

The department continues to provide outreach services to Flossmoor Schools through book fulfillments. Melissa Schwartz represented the library at the Western Ave family literacy night. There were approximately 100 participants.

Janet DiCastro, PR and Programming Coordinator
The third annual puzzle swap is currently taking place.

She is looking into hosting an after-hours family puzzle contest in the spring.

Yoga classes have been added with alternating afternoon and evening sessions.

A Winter White Landscape in-person program will take place December 12. Painting with Tracie remains popular.

Two programs are planned for Black History month one of which is a cooking demonstration.

The off-site event to the Chopin Theater to see Into the Woods was successful. She would like to repeat this even in October of 2025 to see a production of Dr. Jekyll and Mr. Hyde

On an ongoing basis, Ms. DiCastro maintains the library website, creates two newsletters (print and digital), and creates promotional flyers and the monthly calendar.

Laura Sonnek, Patron Services/Technical Services

Ms. Sonnek assisted Ms. Paicely at the October Trick or Treat Trail event hosted by the HF Park District. She also helped chaperone the off-site field trip event to the Chopin Theater that was coordinated by Janet DiCastro.

Adult non-fiction will be inventoried soon. She has established a rotating five-year inventory plan.

Circulation numbers for the Library of Things are less than hoped for. Items that were formerly a part of the Inspiration Station are being incorporated into the Library of Things.

David Martin, Adult Services Manager

Mr. Martin stated that the 1924 themed trivia event that was planned for October was cancelled due to low interest. He felt that the timing for the event might not have been right with several other community events taking place the same weekend.

He has continued to write articles on Flossmoor history for posting on the library website. Several trustees commented how much they have enjoyed these articles. He thanked the board for giving him the opportunity to research and write the articles.

Two new online applications have been made available to patrons. Mango is a language learning app that has 70 languages including American Sign Language. Comics Plus is for reading digital comics. A feature of this platform is that there are no holds, no wait lists, and no limits. He noted that DC and Marvel are not available on this app.

Advanced level computer classes have been added to our programming. These classes build on one another and people are returning for additional classes. He noted that class size is held to five people to help facilitate quality instruction.

Clarence Armstrong, Maintenance Technician

Mr. Armstrong stated that he reports to the Operations Manager, Ms. Fisher. He simply wanted to introduce himself to the Board. He told the Board he enjoys his position here at the Flossmoor Library.

Ms. Paicely, Library Director.

Four candidates have filed for the three open seats in the 2025 Consolidated Election on April 1, 2025. They are Natasha Bergeron, Tamara Prokov, Leslie Klauk, and Robert Cutcliffe. Current trustees' terms run through April 30, 2025. The trustees elected in April will be sworn in at the May 13, 2025 board meeting.

The annual staff in-service day was held on December 6. The morning program provided staff with a "behind the scenes" look at all aspects of the library. All departments (Administration, Adult Services, Youth Services, Patron Services, Technical Services, IT, and Building Maintenance) took turns touring staff around their department and explaining their role and responsibilities. Following that the annual required Blood Borne Pathogens safety training was shown. After lunch the staff engaged in team building with a trivia game prepared by Adult Services Manager David Martin. Each trivia team had staff from different departments.

At the staff meeting Ms. Paicely made staff aware of a change in performance evaluations. Annual performance reviews will be replaced with quarterly "check-ins". These check-ins will not be lengthy or elaborate. They will give the employee and the department manager an opportunity to review projects, set or readjust goals.

All board members reacted favorably to this change. Ms. Daggett noted that this change provides time and opportunity for course correction if needed.

Ms. Barnes asked how employee salary adjustments are made. Ms. Paicely responded staff will receive a letter before their last paycheck of 2024 making them aware of a 3.5% increase for next year. The exception to that would be employees whose salary needs to be corrected to remain compliant with living wage requirements.

In the spring, the library would like to host a "Paint and Sip" program. This program will include BYOB wine. Board approval for this program will be required since there will be alcohol. (Participants must be 21 or older and will have to be age verified.) More details will be provided when they are confirmed.

Ms. Paicely told the board that she was asked by the school librarian (Laura Kirk) at Churchill School in Homewood for help with covering a large number of books (3,000+) she purchased for the school with grant money. While grateful to have been awarded the grant, Ms. Kirk was overwhelmed with processing the books in a timely manner so as to get them on the shelves and ultimately in the students' hands. Ms. Paicely agreed to allow Flossmoor Library staff to assist with this project during "down time" after Flossmoor Library work was completed. All supplies were provided. Ms. Kirk was very grateful and told Ms. Paicely that Flossmoor was the only library to respond favorably to her request for help.

Old Business

None

New Business

Biannual review of Executive Session meeting minutes from June 2024 through November 2024. There were none. No action required.

A motion was made by Christina Roberts to close the library on April 12, 2025 at 2:00 pm for a Village of Flossmoor special event. Motion seconded by Karen Cheung. All trustees present voted Aye.

Adjourn Regular Meeting – Enter Executive Session

A motion was made by Leilani Shute to adjourn the regular meeting and enter into executive session at 8:13 pm. “for consideration of performance of a specific employee of the public body”. Motion seconded by Shekika Daggett. All trustees voted Aye. Motion carried.

Adjourn Executive Session—Re-Enter Open Session

A motion was made by Lisa Komorowski to adjourn Executive Session at 9:11 pm and re-enter Open Meeting. Motion seconded by Christina Roberts. All trustees present voted Aye. Motion carried.

Action on Items Discussed in Closed Session

Ms. Bergeron stated that the Board continues to be very happy with Ms. Paicely’s job performance. Ms. Bergeron will meet individually with Ms. Paicely to review the evaluation.

A motion was made by Lisa Komorowski to approve a 3.5% salary increase for the library director for an annual salary of \$94,892.46. Motion seconded by Christina Roberts. The motion was unanimously approved by roll call vote.

Trustee’s Concerns

None

Correspondence, articles, events, meetings, news

None

Adjournment of Regular Meeting

A motion was made by Shekika Daggett to adjourn the regular board meeting at 9:17 pm. Motion seconded by Jessica Barnes. All trustees present voted Aye. Motion carried.