

FLOSSMOOR PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
February 11, 2025

Call to Order

The regular meeting of the Flossmoor Public Library Board of Trustees was called to order at 7:00 pm. by Board President Natasha Bergeron.

Roll Call

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

Acknowledgement of Visitors and Public Comment

Tamara Fox Prokop; Lesley Klauk; Laura Sonnek
No comments.

Approval of Minutes

The minutes of the January 14, 2025 meeting were reviewed. A motion was made by Karen Cheung to approve the meeting minutes as presented. Seconded by Shekika Daggett. All trustees present voted Aye. Motion carried.

Treasurer's Report and Approval of Bills

Board President Natasha Bergeron presented the Treasurer's Report for February 2025. Revenues and expenditures were reviewed and discussed.

A motion was made by Christina Roberts and seconded by Lisa Komorowski to approve the bills for February 2025 in the amount of \$54,186.55. The motion was unanimously approved by roll call vote.

A motion was made by Karen Cheung and seconded by Jessica Barnes to ratify the January 2025 payroll in the amount of \$59,205.56. The motion was unanimously approved by roll call vote.

Director's Report

All employees and trustees are mandated by the state to complete annual sexual harassment prevention awareness training. Library staff are in the process of completing this. If trustees have completed the training at their place of employment, please submit proof of that to Ms. Paicely. Otherwise, a link to the state provided training can be provided. Trustees should let Ms. Paicely know if they need training.

Ms. Paicely provided two cost estimates for possible remodeling of the first floor restrooms to convert them to gender neutral.

Option 1) Remove the urinal in the current men's washroom and make it a single stall (toilet only) bathroom. It needs to be determined if Flossmoor codes will allow this. An inquiry has been made to the Village, but there has been no response as of this meeting. The cost for this option is estimated at \$25,000.

Option 2) Replace the urinal with a toilet and enclosure (two toilets). ADA requirements will need to be met. Estimated cost for this option is \$65,000.00

Shekika Daggett proposed a third option. She would be interested in a cost estimate for leaving the existing fixtures and plumbing intact but installing new partitions that extend to the floor. Ms. Paicely will get an estimate.

An email was sent to all trustees on January 29, 2025 with information regarding Library Services and Technology Act funds.

Ms. Paicely noted that she provided information in the board packet on two articles that may be of interest to the trustees.

An update on the 2025 Strategic Plan was also included in the board packet. Some of the goals in the plan have a higher cost estimate. This will be addressed in the review of the preliminary budget for FY 2025-2026.

There are three Library Trustee Forum trainings being offered in the spring. Details are in the board packet.

New Business

The preliminary budget for FY 2025-2026 was presented and discussed. Ms. Paicely went through the annotations on pages 17-20 in the board packet. The budget will be voted on at the March board meeting. Trustees can submit additional questions to Ms. Paicely before the vote in March.

Concerns were expressed about the increasing cost of paper and the cost of books.

Ms. Barnes asked about rules for using reserve funds. Ms. Paicely said that unrestricted funds can be accessed at any time. She noted that it has been many years since a budget needed to be amended after it was approved.

Ms. Cheung reviewed maintenance and repair expenditures that have been incurred in the last several years. She asked if we had an estimate on the condition/life expectancy of the roof.

Ms. Fischer gave an explanation of the GASB 54 (Government Accounting Standards Board) for FY 2025-2026. A written explanation of the Fund Balance Policy was provided in the board packet. This too will be voted on at the March board meeting. Additional questions can be submitted to her or Ms. Paicely.

Ms. Paicely reviewed the policy on Confidentiality of Records. She explained that a copy of the policy has been made available to all staff and procedures have been reviewed if Immigrations and Customs Enforcement (ICE) agents were to ask to see records or documents. Staff have been told that they should seek out a library manager if they are approached by an ICE agent. Ms. Paicely and the managers completed a webinar on February 6 presented by the Illinois Library Association entitled *What Your Library Needs to Know about Immigration Enforcement*. In the webinar, a form for requests for information was mentioned. Our Confidentiality of Records policy includes such a form. It must be filled out by an agent or officer requesting library records.

Ms. Shute asked if the library staff would recognize ICE agents. She cautioned that they do not necessarily look as portrayed on television. She stated that she had seen ICE agents in a nearby community and they were not wearing large ICE insignia on their clothing. She asked that Ms. Paicely make staff aware.

Ms. Barnes asked Ms. Paicely if she would notify the trustees if ICE agents came to the library. After discussion, it was decided that Ms. Paicely would notify the trustees if a written request for records was made.

Ms. Roberts said that she appreciated the sharing of information and the effort to help staff feel prepared for a potential interaction with an ICE agent.

Ms. Komorowski asked how often library policies are reviewed with staff. Ms. Paicely stated that certain policies are reviewed annually (Bloodborne Pathogens Policy; Accounting Practices and Ethics Policy; Anti-Harassment and Non-Discrimination Policy). All policies are available to all staff on the library shared drive.

Old Business

There was no old business.

Trustee Concerns

Ms. Roberts asked if foot pedals could be added to the washroom doors so that the door can be opened without touching the handle when exiting. Ms. Fischer said she would investigate.

Ms. Roberts also asked what the procedure is for adding an item to the meeting agenda. Ms. Paicely said trustees should contact her to add an item to the agenda.

Ms. Roberts thanked Ms. Paicely for the inclusion of interesting and relevant articles in the monthly board packet. She asked if there could be hyperlinks to these articles for easier access. Ms. Paicely said that she would do that.

Correspondence, articles, events, meetings news

None

Adjournment

A motion was made by Karen Cheung to adjourn the regular board meeting. Motion seconded by Lisa Komorowski. All trustees present voted Aye. The meeting was adjourned at 8:35 p.m.