

North Suburban Library District
Regular Session
7/18/2024

Regular Board Meeting

Call to Order: Rachel Parry, Board President called the meeting to order at 5:35pm.

Present: Rachel Parry, Melissa Leuzinger, Marcy Mitchell, Sara Porter, Amanda Miller and Christopher Galetsis. **Absent:** None. **Staff Members:** Mary Petro, Brian McMahon and Josh Hancock (Josh left meeting at approximately 5:45pm).

Guests: None.

Public Comments: None.

Approval of Minutes: Motion to accept the minutes of the June Board meeting was made by Jane and seconded by Chris. All approved. Absent: None. Motion carried.

Treasurer's Report: Sara gave a review of the monthly financial reports. Motion was made by Sara and seconded by Marcy to approve the June bills paid report, financial summary, and treasurer's report. All approved. Absent: None. Motion carried.

Librarian's Report:

Mary provided the library board with the following report;

- NSLD/Loves Park library had some rain water enter the building due to the heavy rain events that took place this past month. Staff aired out the spaces that were impacted and are monitoring the affected areas.
- The NSLD Summer Reading Club (SRC) continues this month. The increases in library usage were discussed by the board members and they requested that Mary let the NSLD staff know that the board is impressed with the increase in library program and service usage this year.
- Mary reported that NSLD staff are working on the end-of-the-year annual reports, audits, and other reporting documentation required for the Per Capita Grant.
- The Per Capita Grant money was received. Discussion took place with the board on how the library staff continue to work on reviewing the Serving Our Public standards throughout the year in order to meet the grant criteria.
- Mary and Brian met with the staff from the insurance provider to review library spaces, programs and services as part of our annual insurance review. Ongoing review of insurance policies takes place throughout the year in order to assure that NSLD has adequate insurance coverage in place for; buildings and grounds, health insurance, boiler insurance, directors and officers, errors and admission insurance, umbrella insurance and other insurance coverage necessary to support library programs and services.

Board Development

New Business

Discuss/Review/Act: Review of FY24 Budget

Brian and Mary reviewed with the board the working budget revenue and expenses for FY24.

Discuss Review/Act: Review of the Draft FY25 Budget and Appropriation

Brian and Mary reviewed with the board the draft Budget and Appropriation Ordinance for FY25.

Old Business

Discuss/Review/Act: Building Project Update

Mary provided the board with an update on the status of the building projects.

Correspondence: None.

Board Discussion: None.

Motion to adjourn was made at 6:48pm by Rachel and seconded by Jane. All approved. Absent: None. Motion carried.

North Suburban Library District
Regular Session
8/15/2024

Budget and Appropriation Hearing

Call to Order: Rachel Parry, Board President called the meeting to order at 5:30pm.

Present: Rachel Parry, Melissa Leuzinger, Marcy Mitchell, Sara Porter, Amanda Miller, and Christopher Galetsis. **Absent:** Jane Burden. **Staff Members:** Mary Petro, Leslie Hammond and Brian McMahon. **Guests:** None.

Public Comments: None.

Hearing ended: 5:34pm.

Regular Board Meeting

Call to Order: Rachel Parry, Board President called the meeting to order at 5:34pm.

Present: Rachel Parry, Melissa Leuzinger, Marcy Mitchell, Sara Porter, Amanda Miller and Christopher Galetsis. **Absent:** Jane Burden. **Staff Members:** Mary Petro, Leslie Hammond and Brian McMahon.

Guests: None.

Public Comments: None.

Approval of Minutes: Motion to accept the minutes of the July Board meeting was made by Rachel and seconded by Chris. All approved. Absent: Jane. Motion carried.

Treasurer's Report: Sara gave a review of the July financial reports. Brian provided a review of the FY25 deferred property tax receipts for the board. Motion was made by Sara and seconded by Amanda to approve the July bills paid report, financial summary, and treasurer's report. All approved. Absent: Jane. Motion carried.

Discuss/Review/Act: FY25 Budget and Appropriation Ordinance 2024-02
Motion was made to approve the Budget and Appropriation Ordinance 2024-02 by Sara and seconded by Chris. All approved. Absent: Jane. Motion carried.

Sara and Leslie Hammond left the meeting at 5:51pm.

Librarian's Report:

Mary provided the library board with the following report;

- Summer Reading Club (Read, Renew and Repeat) wrapped up this month.
- The fall newsletter will be coming out in early September. The newsletter will have the fall/winter programming in it.
- NSLD held an 815 book sale today (August 15, 2024) and the turnout has been wonderful.

Board Development: None.

New Business

Discuss/Review/Act: 2025 Consolidated Election for NSLD Trustee

Mary handed out to Melissa Leuzinger, Amanda Miller and Marcy Mitchell the 2025 election packet information.

Discuss/Review/Act: FY24 Statistical Review

Mary provided an overview of the FY24 statistics to the library board.

Old Business

Discuss/Review/Act: Building Project Update

Mary provided the board with an update on the status of the NSLD/Roscoe roof/HVAC project.

Correspondence: None.

Board Discussion: None.

Motion to adjourn was made at 6:27pm by Rachel and seconded by Amanda. All approved. Absent: Jane and Sara. Motion carried.

North Suburban Library District
Regular Session
9/19/2024

Regular Board Meeting

Call to Order: Rachel Parry, Board President called the meeting to order at 5:31pm.

Present: Rachel Parry, Melissa Leuzinger, Marcy Mitchell, Sara Porter, and Christopher Galetsis.

Absent: Jane Burden and Amanda Miller. **Staff Members:** Mary Petro and Brian McMahon.

Guests: None.

Public Comments: None.

Approval of Minutes: Motion to accept the minutes of the August Board meeting was made by Rachel and seconded by Chris. All approved. Absent: Jane and Amanda. Motion carried.

Treasurer's Report: Sara gave a review of the August financial reports. Brian provided a review of the FY25 property tax receipts received and corporate replacement taxes anticipated for FY25. Mary provided information on eRate for the board. Motion was made by Sara and seconded by Marcy to approve the August bills paid report, financial summary, and treasurer's report. All approved. Absent: Jane and Amanda. Motion carried.

Librarian's Report:

- The NSLD fall newsletter is out to the public and the fall/winter programming is underway. Board members commented favorably on the programming schedule and promotions.
- A survey is underway at both NSLD libraries in September so staff can better understand who is visiting NSLD libraries. The goal is to understand how many NSLD cardholders, and guests from other libraries might be using NSLD libraries.
- NSLD is celebrating National Library Card sign up month by promoting NSLD library book sales with billboards in the community.

Board Development: Information on eRate and book sales.

New Business

Discuss/Review/Act: Estimate of Revenue by Source

Motion was made to approve the Estimate of Revenue by Source by Rachel and seconded by Sara. All approved. Absent: Jane and Amanda. Motion carried.

Discuss/Review/Act: Review of the Black Border Notice, Truth in Taxation Notice

Brian provided information from the attorney showing that NSLD does not require these notices this year.

Discuss/Review/Act: Resolution to Determine Estimate of Funds to be Raised by Taxation

Motion was made to approve the Resolution to Determine Estimate of Funds to be Raised by Taxation by Sara and seconded by Chris. All approved. Absent: Jane and Amanda. Motion carried.

Discuss/Review/Act: Personnel Benefit Update

Mary and Brian provided the board with information on the paid time off for librarians (staff with MILS) calculations for the 20–29-hour category.

Old Business

Discuss/Review/Act: Building Project Update

Mary provided a report to let the board know that the NSLD/Roscoe HVAC and roof project is not yet underway.

Correspondence: None.

Board Discussion: None.

Motion to adjourn was made at 6:11pm by Rachel and seconded by Marcy. All approved. Absent: Jane and Amanda. Motion carried.