

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held September 21, 2020

The meeting was officially called to order by Joanna Leafblad, President at 7:04 p m.

## Call To Order

Members present: Joanna Leafblad, President; Christian Barcelona, Vice President; Dan McMillan, Treasurer; Charles McShane, Secretary; Nancy Healy, Trustee; Bridget Lindbloom, Trustee

## Roll Call

Members absent: Elan Kleis, Trustee

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator; Jackie Boyd, Communications Manager; Theresa Hildebrand, Patron Services Manager; Wendy Xie, Technical Services Manager; Katie Allan, Adult Services Manager

Treasurer McMillan motioned to approve the August 17, 2020 minutes. Vice President Barcelona seconded.

## Minutes

Trustee Lindbloom and President Leafblad pointed out that Secretary McShane should be reflected in the minutes as absent. Referring to page 4, Trustee Healy asked about the section in which CTC was mentioned. Director Weimar explained that 89 data pulls had to be accounted for in total. 60 pulls were definitive in placement, while 29 needed to be placed in other areas. Trustee Healy and Treasurer McMillan would like a gift to be given to Wight Construction Manager George Gardner for all of the hard work he is doing on behalf of the library. Healy suggested placing a paver in his name. The minutes were approved as amended.

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Ken Friker, Attorney from Klein Thorpe and Jenkins

## Introduction of Visitors

None.

## Public Comment

Trustee Lindbloom motioned to move into closed session at 7:09 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body and approval of minutes from prior closed sessions. Secretary McShane seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye.

## Executive Session

Motion passed. 6 ayes, 0 nays, 1 absent

Trustee Lindbloom motioned to resume regular session at 8:25 p m. Secretary McShane seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Secretary McShane motioned to accept the payment of bills listing from 8/18/2020-9/21/2020. Vice President Barcelona seconded.

**Payment of Bills**

Treasurer McMillan asked about the \$9,060 payment to Neviol. Assistant Director Adamowski stated the Neviol contract began its 3-year renewal in August and this new monthly payment includes the additional cost for the extra worker who disinfects the building nightly. It has been written in the contract that this extra service can be canceled at any time. Director Weimar mentioned if the FEMA grant is awarded to the library those funds will go toward the Neviol costs. Treasurer McMillan asked if there was any feedback about the marketing sign in the Orland Square Mall. Communications Manager Boyd stated no one had specifically visited the library to say they saw the banner in the mall, however, because of COVID there was a special deal so the banner will run for 5 weeks for the price of 4. In addition, due to an error on the invoice the library was able to get \$250 off the final cost of posting the banner. Moreover, since the Simon Group lost the artwork virtually on their server, another free week was granted. In total the marketing banner will run for 6 weeks for only \$2,500. McMillan asked about the payment to ATI. Adamowski stated ATI hooked up the telephone lines for the library. Trustee Healy noticed two payments had been sent to IDES. Finance Manager Kimmey stated the second payment would be applied as a credit. Healy also asked about the payment to Aspen. Adamowski stated Aspen had completed work on some trees around the grounds and further information will be in her report.

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Secretary McShane motioned to accept the Treasurer’s Report for August 2020. Vice President Barcelona seconded.

**Treasurer’s Report**

Treasurer McMillan commented about the Building Maintenance line currently being less than half the amount that was budgeted. Finance Manager Kimmey stated the library is going very well and is ahead of schedule on the renovation. Kimmey stated because Cook County offered the ability to defer tax payment to the end of the year, tax collections have slowed down. Director Weimar stated there would be \$70,000 coming from the Per Capita grant, hopefully in November. The library also expects to receive monies from the Friends of the Orland Park Public Library in December. Their donation is used to provide programming for patrons of all ages. McMillan asked about the Automation Equipment line. Director Weimar stated all software contracts and licensing renewals of servers e.g. Envisionware and Polaris, are recorded in the Automation Equipment line. McMillan asked about the Library Consultant line. Director Weimar stated there was a \$51,000 bill from AV TechSource recently. McMillan asked about the Unemployment Compensation line. Finance Manager Kimmey stated IDES claims are paid on a case-by-case basis and are contested whenever necessary.

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

The circulation for August increased over July by just under 2,500 items. Our concern is that because materials need to be quarantined for seven days to comply with the REALM Study, overdue notices are being sent out automatically. We have tried to inform our patrons that materials must be quarantined for seven days and because of this, they will receive overdue notices for materials already returned. We have put up signs, talked to patrons on the phone, and posted on social media, however, many patrons are still not understanding our dilemma. If the materials were to be checked in when they are received before quarantining them, a trigger would send a hold notification out if there were any hold requests on that particular title.

**Librarian’s Report**

The new Story Walk book is in and the book is, *The Happy Book*. The library is investigating solar lights at each bookstand. Parks and Recreation are requiring some additional information before permission is given.

The Dementia Friendly Committee of OPPL has met several times and consists of: Outreach Services Manager Sarah Kleiva, Adult Services Manager Katie Allan, Communications Manager Jackie Boyd, Outreach Assistant Theresa Marketti, Graphics Assistant Kristen Holding, Assistant Director Mary Adamowski and Director Mary Weimar. A logo was created by Holding for approval of the Dementia Friendly Village Task Force for November. In order to ensure we were on the right track, the committee met with Aishling Dalton Kelly who is spearheading this initiative.

The Illinois State Library Grant funds was used to recoup the cost of PPE in the amount of \$500. Director Weimar is hopeful to receive news on the Will County PPE grant. This will take the place of my current invoice submissions for FEMA. Cook County just announced that library districts can apply for \$5,000 in PPE costs. Cook County did not include municipal libraries and an email with an inclusion should be sent out to the library. Many village libraries were not able to apply with their village government; however we were able to, so Director Weimar will follow up with the Village Manager when the email confirms our inclusion to see how to proceed.

Adult Services Manager Allan spoke about how Assistant Manager Kortnee Fingler is working on *The Resilient Communities: Libraries Responding to Climate Change* grant that is offered through the American Library Association that funds library programming related to climate change and severe weather preparedness. In a cooperative effort between the Adult, Youth, and Outreach departments this grant would fund a series of programs related to these topics during 2021. Assistant Adult Services Manager Kortnee Fingler should hear back from the grant committee by the end of September, though the library intends to proceed with the programming even if the grant is not awarded. Allan has also secured a one-year free trial of Newsbank's Chicago Community Collection of newspaper databases, a \$5,750 value. It will include a variety of local papers, including the Southtown and the Chicago Sun Times.

Half the libraries have received the Per Capita Grant monies for 2020 but to date, the Orland Park Public Library has not.

The Management Team began work on the Serving Our Public Libraries 4.0. At the next regular schedule meeting, the Board will begin to discuss this title to comply with the PCG requirement which has yet to be announced.

Finance Manager Kimmey, Assistant Director Adamowski and Director Weimar met with representatives from Employco. The library is researching contractual services for HR.

An arborist from Aspen Tree Care has been contracted to treat the 36 Bradford Pear trees on the library grounds. The trees are suffering from fire blight and Tim from Aspen has recommended an antibiotic spray and a trunk injection that should help with the problem. The cost of the treatment is \$5285. This is the first time in 16 years the trees have been professionally cared for. Aspen has recommended follow-up treatment for Spring 2021. The fire blight spray was completed on September 15, and the trunk injection was done the next day. Aspen is also looking at other trees on the grounds that may need treatment as well. Included in the cost for Aspen was an updated assessment of the plantings throughout the grounds including aerial view, name, quantity and condition of each.

During the summer months, the pond became overrun with cattails, which are not native to this area. The library has hired Rollins Aquatic Solutions to spray them with an herbicide to kill them off. The cost will be \$325. Rollins came highly recommended by the library's landscaping company, Wingren. Rollins was scheduled to apply the herbicide last Thursday, but it was too windy and they did not want the chemical to spread to other plants and people. They are rescheduled for tomorrow. Once the cattails die off, Wingren will cut, remove and dispose of the cattails. The cost for this will be \$2956. It has been confirmed with Craig from Wingren that his staff will enter the pond to dredge all of the cattails. Maintenance staff will pay closer attention to make sure the cattails do not invade the pond next year.

Erich Franks from Trane met with Administration and Steve Newman to discuss the possibility of

Trane doing an indoor air quality assessment of the building's HVAC system. The assessment would monitor the dilution, exhaust, containment and cleaning of the system so microorganisms such as mold and viruses would be reduced. The cost of the assessment would be \$9000. Erich was very straight forward and said the changes to the system could change the stability of the system and cause more humidity to enter the building, which could damage the books. Steve said he has the HVAC system running smooth and steady and he does not want to see the changes made. If the library would want the air system to be returned to its original state, it could cost an additional \$9000. The plan right now is for Steve to replace the HVAC system's 61 MERV 8 filters with MERV 13 filters. Currently the library spends \$1300 on the filters, and the cost would increase to approximately \$4100 annually. Steve routinely changes the filters every two months and will do so again in October. Trane agreed this is a good way to proceed. Assistant Library Director Adamowski is also checking out UV lighting to be installed on the HVAC system.

The Strategic Plan committee, which is comprised of Administration and the department managers met on September 2 to begin writing the plan for 2021-2022. A lot of discussion and brainstorming took place about how the library can continue its cutting edge progress over the next two years. Currently Assistant Library Director Mary Adamowski is reviewing the ideas and tweaking the goals, objectives and action steps. The committee will meet again in the next two weeks and a draft plan will be ready for the Board's review at the November board meeting.

Brandon from One Up Signs will install signage for the Computer Lab, Today's Business Solutions, Inc. Tech Center and the Friends Room on September 22.

Trustee Healy asked Technical Services Manager Xie to clarify the special project she mentioned in her Board Report. Xie explained that she completed a batch change of Outreach materials so that the items that were once suppressed are now able to be viewed by the public and they are able to place holds on the items. Outreach and Adult Services will work together on collection development of the requested items.

No report at this time.

a. Orland Park Public Library's Renovation Project Update – For Discussion

Director Weimar referred to the illustration of The Backyard entry wall rendering. Treasurer McMillan commented on the wildlife silhouette images at the bottom appearing to look too much like dinosaurs. The flooring and large bench has been completed in The Backyard. October 1 is the tentative end date for the renovation project. The architects came out to discuss further: the leaf design, the vinyl lettering, and the acrylic background for the Donor Wall which will be located on the northwest brick wall of the lobby. IT staff were able to get the projector working and display images on the projection film so they can be viewed by patrons as they walk past the Computer Lab. AV Techsource will be tweaking the placement of the images so they are more centered on the glass when they are onsite this Thursday. \$1,699 was spent from contingency on the replacement of the cork board on the west wall of the Story Time Room. This has been the only deduction from the contingency fund since the August report. Finance Manager Kimmey stated the contingency fund is over \$100,000 at this time. A financial report from CM Gardner was not given this month. Construction Manager George Gardner is looking at another company to install card readers on the large meeting room doors, as well as the Board room. Gardner has stated he is very disappointed in (Johnson Controls) Tyco's customer service. Assistant Director Adamowski said the burglar alarm system, as well as the fire alarm are monitored by Tyco, but the library does not have a preventative maintenance contract with them. The library pays a quarterly fee for this service. The Youth Services staff are not enamored with the YS public service desk. Originally, it was designed to be 9 feet long, but the architects reduced it to just over 6', which barely allows for two librarians to be seated. Discussion will take place with the architects tomorrow at the OAC meeting to see what options are available. The wall in the In-Between looks great, as does the geometric ceiling pattern and light fixtures. Treasurer McMillan asked if this week's OAC will be the last one. Director Weimar stated there may be one or two more meetings.

**Other Staff Reports**

**Building and Maintenance**

b. Water damage to north wall of Youth Services – For Discussion

HUB International was contacted to investigate whether the water damage found on the south wall of Youth Services could be claimed on the library’s insurance policy. Their August 27 response letter stated the water damage from the 2017 incident resulted from ground water and this coverage comes under flood endorsement which has a \$50,000 deductible. Therefore, they are unable to make any payments on this claim.

No report at this time.

**Finance**

a. Recommendation(s) to the Board of Library Trustees for approval of the revisions to B 2 Study Room Policy – For Discussion

**Service & Policy**

Trustee Healy started by mentioning about the earlier meeting of the Service and Policy committee that was held at 6:00 p m. Director Weimar stated there were 4 policies and 2 rules and regulations documents up for review. Healy stated only minor grammatical edits were made and that the staff did a fine job of revising them. She said there were mainly changes to the rules and regulations, including that only Orland Park Public Library cardholders will be allowed to utilize the study rooms now. As the state and library move into Phase 5 with the pandemic nearly eradicated, the policy, as well as the rules and regulations will be revisited.

b. Recommendation(s) to the Board of Library Trustees for approval of the revisions to B 1 Meeting Room Policy – For Discussion

Director Weimar stated the revised sections mainly consisted of the section where prohibited activities are defined, along with omitting the dated fees verbiage.

c. Recommendation(s) to the Board of Library Trustees for approval of the revisions to B 9.2 Schedule of Fines – For Discussion

Director Weimar stated Blu-ray TV Series was added to line eight to now read: DVD/Blu-ray TV Series.

d. Recommendation(s) to the Board of Library Trustees for approval of B 6.6 Today’s Business Solutions, Inc. Tech Center Policy – For Discussion

Director Weimar stated it was determined at the earlier meeting there was no need to have the name of the room at the beginning of this policy. She also reiterated that the edits shown in red are changes made from the library staff, while the sections that appear in yellow are from Attorney Ken Friker.

a. Approval of the minutes from the September 3, 2020 Personnel Committee – For Action

**Personnel**

Treasurer McMillan motioned to approve the September 3, 2020 Personnel Committee minutes. Secretary McShane seconded.

Treasurer McMillan asked if the percentage increase for health insurance was known yet. Finance Manager Kimmey stated the percentage increase was still an unknown. McMillan asked if perhaps the library should shift to a fiscal year instead of the traditional calendar year, which would allow the library more time to get pricing from insurance companies. Kimmey stated a vendor had suggested the idea of a split year; however, there are pros and cons that go along with that type of setup. All employees would need to fill out a new application and employees would know the costs for the first half of the year but not the second half.

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

b. Recommendation(s) to the Board of Library Trustees for Replacing the Shelver position with Library Clerk in Grade Level F – For Discussion

Director Weimar stated with the minimum wage increasing over the next 5 years through 2025, the Shelver position would be replaced with the Library Clerk position. The tasks and duties of the Library Clerk would increase in scope to substantiate the increased wages. The Library Clerks will continue to shelve materials, but would also be trained for additional tasks such as an attendant in The Backyard, pull items for patrons, assist Technical Services with deletions and other tasks. The Library Clerks will be cross-trained so they may assist in both Adult and Youth Services. Treasurer McMillan pointed out that a high school diploma is now required, which means younger applicants would no longer be able to be considered. Library Director Weimar agreed, but said the position also offers more flexibility for the staff.

c. Recommendation(s) to the Board of Library Trustees for the 2021 Salary Schedule – For Discussion

Director Weimar stated every year the Salary Schedule moves 2 % for all positions. With the approval of the new Library Clerk position, it will move from level D to F. The job descriptions for the Finance Manager and Assistant Library Director were last updated in 2017 and since then their positions have more responsibilities. It will be recommended their grade levels be moved from P to Q and Q to R, respectively.

d. Recommendation(s) to the Board of Library Trustees for the 2021 Grade Level D through M hourly staff raise increase – For Discussion

Finance Manager Kimmey stated the changes to the Library Clerk position and their increase in pay in 2021 and beyond will allow their position to reach the minimum wage rate of \$15 level by 2025. He mentioned that due to this increase other pay grades need to be feathered up in order to prevent compression of pay. Pay Grade Levels G-K will receive an increase of \$1.75 per hour. Library Director Weimar stated Pay Grade Levels L and M would not be a part of the feathering, but instead would receive wage increases based on merit.

e. Recommendations (s) to the Board of Library Trustees for the 2021 Grade Level M –T salaried staff merit raise increase for 2021- For Discussion

President Leafblad stated that earlier in closed session it was agreed the merit raise increases for Grade Level M-T would span a range of 0-3%. She continued that this amount was decided upon due to the many unknowns about financial collections occurring during this year, as well as in 2021.

f. Staff benefit cost allocation for 2021 – For Discussion

Finance Manager Kimmey stated he is waiting to get more information on health benefit costs and does not want to make projections at this point since there are no concrete figures yet. Director Weimar stated the levy must be finalized by the third week of November, but it is ideally passed at the October board meeting. The library is hoping Assurance informs us of the percentage increase on health insurance soon and if necessary a special meeting can be held. Director Weimar stated the library budget would be able to absorb a 20% increase in insurance costs. Treasurer McMillan reiterated that the levy increase was agreed upon 3.75%. Secretary McShane said without knowing the increase on health insurance it is hard to discuss what the increase for employees should be. McMillan said he had mentioned a 15% increase in employee contributions at the last board meeting which may have been abrupt, but either a 1% or 2% increase would not be bad. Director Weimar stated a special meeting of the board could be done in early November in order to pass the budget.

No report at this time.

Law

No report at this time.

Strategic Plan

a. December 5, 2020 Virtual Fundraiser event – For Discussion

Capital  
Campaign  
Committee

Trustee Lindbloom started the discussion saying that Communications Manager Boyd and Outreach Services Manager Kleiva came up with the alternative idea of having a virtual fundraiser and referred to the flier that was emailed to the board members. The Virtual Gala would be held on Saturday, December 5 at which time the library would hold a virtual wine tasting, raffle, and silent auction. The event is open to the entire community with items for the raffle and auction would be geared for all ages. Board members are welcome to dress up if they wish and will be situated throughout the library to highlight different parts of the renovation.

Communications Manager Boyd continued the discussion saying that she envisions the process for attendee donors to be in this order. Donors receive the invitation. Donors scan the QR code on the invitation to go to the link to purchase their ticket to the Virtual Winter Gala. Donors pick up wine at the library or at the business that donates the wine. Treasurer McMillian said that he would contact Cooper's Hawk to see if they would like to be a sponsor as they had agreed to be a part of the April 4 event that was cancelled. On the day of the event, a reminder link to the event will be sent to those who purchased tickets. At the time of the event, donors join our landing page for the event. Donors are greeted with a pre-filmed video highlighting the renovation project, thanking our sponsors, introducing our silent auction prizes, talking about the wine tasting, and welcoming everyone. Then, we would go live to interact with donors, so they know it is not all prerecorded. Board members would be provided with a script to say when they went live. Trustee McMillian asked if he could go off script. Boyd said the Trustees could go off script but that the event needs to stay under 60 minutes. The major work for the event should be the build-up to the event, then the event itself should be the easy part. Trustee Healy agreed that the event should be 60 minutes or less. Boyd continued on with the order of the event. During the event we will show a prerecorded video explaining the renovation, showing what was renovated, and talking about the sponsorships we are seeking to benefit the capital campaign. Donors are directed to the donate button and to the virtual silent auction. Donors receive text messages when they are outbid for an item on the auction. Trustees will be asked to announce bids as they come in and also announce raffle winners. The virtual wine tasting will take place during the event possibly prerecorded at Cooper's Hawk with one of their sommeliers talking about each of the wines they have supplied. Trustees will announce the end of the silent auction as it closes in the background. Sponsors are thanked again and the event ends with directing donors to the shopping cart to have them pay for their donations and virtual silent auction wins. Donors and virtual silent auction winners will receive emails explaining what they have won, how to pick it up, and whether donations are tax deductible that night after they log out. Boyd continued saying that two types of tickets are being considered. One ticket would be lower in price and allow general virtual entry to the event and a raffle ticket, while the higher price ticket would include event access, virtual wine tasting and a raffle ticket. All proceeds of the Virtual Gala event would go to the Capital Campaign Fund and to help cover the cost of the event.

Especially with having a diverse population, we expect that some donors will be from dry households. Boyd asked the board whether they would be opposed to purchasing a percentage of the wine. Trustee Healy said that the board had voted in the past, for the April 4 event, to allow the library to spend up to \$1,500 on the event and maybe some of that would go to purchase a percentage of the wine if the other half or 75% was donated by Cooper's Hawk. Library Director Weimar mentioned the library will hand deliver invitations to stakeholders, which will include a sleeve of golf balls and a travel coffee mug, each engraved with the library logo.

b. Capital Campaign Naming Opportunities – For Discussion

Director Weimar stated Wight & Co. has given \$1,000 to the library for a bench on the plaza and that a hand written thank you note was sent to them. She spoke with Pat Parker regarding donations made in her late husband Jay's name for The Backyard and will send her pictures of the benches and chairs so she may choose to choose the piece she would like. Weimar also stated due to the damage to some of the plaques while removing them from their areas during construction, she will reorder them again. The cost is under \$20 each.

The Capital Campaign brochure was revised to reflect some of the recent naming rights, and to put in the rooms, bay areas and benches that have already been designated by an individual or an organization.

A representative from the Andrew Foundation called Director Weimar to request a proposal informing them of the area of the library and the cost for the naming rights. Weimar sent a proposal indicating The Backyard as a possible area for naming rights as this was a project still in progress, and in need of funds to complete it, namely with additional furniture and outdoor activity pieces. Weimar also stated the Andrew name would forever be synonymous with The Backyard nature center.

Fiscal Year 2021 Budget and Levy – For Discussion

**Unfinished  
Business**

Director Weimar stated that the amount of 3.75% was agreed upon for the levy increase at last month's board meeting. The library is still waiting to hear from Assurance as to the percentage increase amount for health insurance.

Approval of replacing the Shelver position with Library Clerk in Grade Level F – For Action

**New Business**

Vice President Barcelona motioned to approve replacing the Shelver position with Library Clerk in Grade Level F. Trustee Lindbloom seconded.

No discussion.

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the 2021 Salary Schedule – For Action

Treasurer McMillan motioned to approve the 2021 Salary Schedule. Secretary McShane seconded.



No discussion.

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the 2021 Grade Level D through K hourly staff raise increases based on the minimum wage legislation impact – For Action

Secretary McShane motioned to approve the 2021 Grade Level D through K hourly staff raise increases based on the minimum wage legislation impact. Vice President Barcelona seconded.

No discussion.

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the 2021 Grade Level L – S salaried staff merit raise increase for 2021 from 0% - 5% - For Action

Secretary McShane motioned to approve the 2021 Grade Level L – S salaried staff merit raise increase for 2021 from 0% - 5%. Vice President Barcelona seconded.

The motion was approved as amended to reflect a 0% - 3% increase for staff merit raises for salary employees.

No discussion.

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Motion to approve the Library Director's 2021 salary with a merit increase of 3% - For Action

Secretary McShane motioned to approve the Library Director's 2021 salary with a merit increase of 3%. Vice President Barcelona seconded.

The board had decided upon a 3% merit increase during the earlier held closed session.

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the staff benefit cost allocation for 2021 – For Action

Trustee Lindbloom motioned to approve the staff benefit cost allocation for 2021. Secretary McShane seconded.

This action item was tabled to the next regularly scheduled board meeting.

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the revisions to B 2 Study Room Policy – For Action

Trustee Lindbloom motioned to approve the revisions to B 2 Study Room Policy. Secretary McShane seconded.

The revisions to the B 2 Study Room Policy were approved as amended during the special meeting of the Service and Policy committee that was held before the board meeting.

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the revision to B 1 Meeting Room Policy – For Action

Trustee Healy motioned to approve the revision to B 1 Meeting Room Policy. Secretary McShane seconded.

The revisions to the B 1 Meeting Room Policy were approved as amended during the special meeting of the Service and Policy committee that was held before the board meeting.

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the revision to B 9.2 Schedule of Fines – For Action

Secretary McShane motioned to approve the revision to B 9.2 Schedule of Fines. Trustee Lindbloom seconded.

No discussion.

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the revisions to B 6.6 Tech Center Policy – For Action

Trustee Lindbloom motioned to approve the revisions to the Tech Center Policy. Vice President Barcelona seconded.

The revisions to the B 6.6 Tech Center Policy were approved as amended during the special meeting of the Service and Policy committee that was held before the board meeting.

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the December 5, 2020 Virtual Fundraising Event – For Action

Treasurer McMillan motioned to approve the December 5, 2020 Virtual Fundraising Event. Secretary McShane seconded.

No discussion.

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

President Leafblad acknowledged staff members with years of service milestones and highlighted Communications Manager Boyd having 5 years.

**Announcements**

Secretary McShane motioned to adjourn the meeting and it was seconded by Trustee Lindbloom.

**Adjournment**

A roll call vote as follows: Barcelona – aye; Healy – aye; Kleis – absent; Leafblad – aye; Lindbloom – aye; McMillan – aye; McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 10:00 p.m.

Charles McShane  
Secretary

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Minutes prepared by Aaron Peterson

