

**River Grove Public Library District
General Board Meeting Minutes
JULY 12, 2023**

CALL TO ORDER:

President Conway called the meeting to order at 6:30 pm.

Roll:

Mr. Mc Manus	Absent
Ms. Angelico	Present
Mr. Prokop	Absent
Ms. Carvajal	Present
Ms. Asbury	Present
Ms. Mazza	Present
Mr. Conway	Present
Record Shows:	5 Present, 2 Absent
Also Present:	Kendall Harvey Santucci, Director Rhiannon Taylor, Assistant Director

GUESTS:

Mr. Jamie Rachlin of Meristem Advisors.

Mr. Prokop joined the meeting at 6:43 pm.

APPROVAL OF MINUTES:

Ms. Mazza motioned to approve the General Board Meeting Minutes for June 14th, 2023.

Ms. Carvajal second.

Record Shows: All Ayes

Motion Carries.

CORRESPONDENCE:

- a. 2023 Public Library Construction Act Grant update
- b. Email from Gina Leder of the Village of River Grove regarding upcoming events

TREASURER’S REPORT:

Ms. Carvajal read the June 2023 Treasurer’s Report and informed the board on what was deposited, the disbursements, and the balance of each of our accounts.

Ms. Angelico motioned to approve the June 2023 Treasurer’s Report as presented.

Ms. Mazza second.

Roll:

Mr. Mc Manus	Absent
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Ms. Angelico Aye
 Mr. Prokop Aye
 Ms. Carvajal Aye
 Ms. Asbury Aye
 Ms. Mazza Aye
 Mr. Conway Aye
 Record Shows: 6 Ayes, 1 Absent, 0 Nays
 Motion Carries.

BILLS FOR APPROVAL:

Ms. Mazza motioned to approve the Bills for Approval as presented on July 12th, 2023.
 Ms. Angelico second.

Roll:

Mr. Mc Manus Absent
 Ms. Angelico Aye
 Mr. Prokop Aye
 Ms. Carvajal Aye
 Ms. Asbury Aye
 Ms. Mazza Aye
 Mr. Conway Aye
 Record Shows: 6 Ayes, 1 Absent, 0 Nays
 Motion Carries.

PRESIDENT’S REPORT:

Mr. Conway reported to the Board about staff changes and the library renovation project.

DIRECTOR’S REPORT:

- A. The Administrative Assistant position is vacant and will not be filled. Instead, quotes for outsourcing bookkeeping/accounting will be presented at the August Board meeting.
- B. Delores Wasowicz Historical Collection materials have been dropped off at the library. We will hire a Dominican University student as intern to process the collection.
- C. J. Rachlin of Meristem Advisors is working with K. Harvey on financial projection, Budget & Appropriations, and general bookkeeping.
- D. Updating internal procedures to streamline processes.
- E. Assistant Director R. Taylor has access to administrative passwords and accounts.

F. Summer Reading Program will end on July 29th with teen yoga event, jazz duo, and Kona shaved ice truck.

Ms. Carvajal motioned to approve the Director’s Report.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries.

COMMITTEE REPORTS:

A. No report.

BUILDING AND GROUNDS:

A. No Report

EXECUTIVE SESSION:

The Board will enter Executive Session under the exception of the Open Meetings Act ILCS Chapter 5, Act 120/2 (c) Exceptions: “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees”.

Mr. Conway motioned to adjourn from regular session to enter Executive Session to discuss personnel at 7:40 pm.

Ms. Carvajal second.

Roll:

Mr. Mc Manus	Absent
Ms. Angelico	Aye
Mr. Prokop	Aye
Ms. Carvajal	Aye
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	6 Ayes, 1 Absent, 0 Nays

Motion Carries.

Reconvened into regular session at 7:54 pm.

OLD BUSINESS:

A. **Staff Salary Review**

i. **Salary Scale Proposal (ACTION)**

No action taken.

ii. **2023-2024 FY Salary Increase Proposal (ACTION)**

Mr. Conway motioned to approve the salary consensus as discussed in Executive Session.

Ms. Carvajal second.

Roll:

Mr. Mc Manus	Absent
Ms. Angelico	Aye
Mr. Prokop	Aye
Ms. Carvajal	Aye
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	6 Ayes, 1 Absent, 0 Nays
Motion Carries.	

B. Succession Plan Updates – Second Reading (ACTION)

Ms. Mazza motioned to approve the Succession Plan as presented.

Ms. Carvajal second.

Roll:

Mr. Mc Manus	Absent
Ms. Angelico	Aye
Mr. Prokop	Aye
Ms. Carvajal	Aye
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	6 Ayes, 1 Absent, 0 Nays
Motion Carries.	

NEW BUSINESS:

A. Establishment of Finance Committee (ACTION)

Tabled until August 2023 Board meeting.

B. Disaster Recovery Plan (ACTION)

Tabled until August 2023 Board meeting.

D. Resolution to Appoint New IMRF Authorized Agent (ACTION)

Ms. Mazza motioned to adopt the resolution to appoint Ms. Harvey as staff IMRF authorized agent.

Ms. Carvajal second.

Roll:

Mr. Mc Manus	Absent
Ms. Angelico	Aye
Mr. Prokop	Aye

Ms. Carvajal Aye
Ms. Asbury Aye
Ms. Mazza Aye
Mr. Conway Aye
Record Shows: 6 Ayes, 1 Absent, 0 Nays
Motion Carries.

PUBLIC COMMENTS

None.

ADJOURNMENT:

Mr. Conway motioned to adjourn at 8:00 pm.
Ms. Mazza second.
Record Shows: All Ayes
Motion Carries.

Respectfully submitted,

Kimberly Asbury
Board Secretary
