# Oglesby Public Library District Board Meeting

October 25, 2021

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

**Present:** Rich Vollmer, Rick Rigazio, Becky Clinard, Mary Hansen, Barbara Ficek, Laurie Guadarrama, Director Jill Shevokas and Assistant Director Vanessa Zimmerlein

**Absent:** none

**Guests:** Karen Watson

**Public Comments –** none

Approval of Minutes from the September 27, 2021, Board Meeting the motion was made by Trustee Clinard to approve and place on file.

Building and Grounds Committee Meeting from October 7, 2021, the motion was made by Trustee Hansen to approve and place on file.

Personnel Committee Meeting from October 12, 2021, the motion was made by Trustee Guadarrama to approve and place on file.

**Monthly Bills:**

**Payroll - $4,912.39**

**General – 2,831.23**

**Total $10,769.10**

Motion to pay the October bills was made by Trustee Ficek and seconded by Trustee Rigazio. All ayes.

**Reports:**

**President’s –** See attached. Motion to approve and place on file was made by Trustee Hansen.

**Treasurer’s –** We are still waiting for Baxter’s to give the library the final fund balances. Trustee Clinard is working on this as well. She does not believe that the balances are very far off. We have received 86% of our income and used 21% of expenses. Motion to approve and place on file was made by Trustee Ficek.

**Librarian’s –** see attached. Copies of the Intergovernmental Agreement between the Library and the City of Oglesby were passed out. Motion to approve and place on file was made by Trustee Rigazio.

**Committee:**

**Building and Grounds –** The committee met on October 7, 2021 and walked around the outside and inside of the building. After the meeting, Trustee Rigazio contacted city hall and asked for a meeting with the mayor. The plan is to ask the mayor for help with the cost of the necessary repairs. There are many projects that need to be addressed and the committee will be working on the ones most pressing first.

**Policy –** did not meet

**Finance –** did not meet

**Personnel –** The committee met on October 12, 2021. The committee went over the Director’s evaluation with regards to her “Smart Goal” evaluation and it was acknowledged that the committee did not use that with regards to her evaluation. When looking over the goals Director Shevokas has placed for herself, it was found that the self-evaluation and goals are in line with the committee’s broader goals.

The committee also discussed the upcoming raises that will be effective January 1, 2022. Director Shevokas presented her recommendations and the committee discussed them. A compromise was discussed with regards that the raises that take place on January 1, 2022 would be the only raises that would happen in 2022 and that the next time period that the employees would be eligible would be January 1, 2023. The committee agreed to this. The committee would present all raise recommendations to the board at the October 25, 2021 meeting.

**Correspondence –** The library received a thank you from the University of Illinois Extension for our donation of $50 from the Preserving Foods program hosted by Susan Glassman that the library held. The library also received a letter from Kathy Berggren from JK Consulting to offer their consulting services. President Vollmer had received a letter of intent from Karen Watson for the filling of the board trustee vacancy.

**Unfinished Business:**

**Trustee Vacancy –** President Vollmer stated that this will continue at this present time.

**New Business:**

**Building Maintenance and Repairs –** Director Shevokas handed out a sheet that listed past carpet cleaning costs, window cleaning receipt, gutter repair estimates, masonry and water weep repair, and landscaping estimates. There was not a window cleaning receipt as it had been several years since that happened. The landscaping estimates had not come in yet. There was discussion that the carpets are to be cleaned as they are stained. The plan is to find a date that Andy’s Karpet Kleaning will be able to clean the carpets without having to close the library.

The windows were the next topic of discussion and the board agreed to ask Director Shevokas to contact Clearview Windows about cleaning them.

**Proposed Pay Raises –** Trustee Guadarrama passed out a sheet on the proposed pay raises.Discussion followed on the fact that there is a clerk leaving and we will possibly need someone to be hired especially if we add hours, but at this time Director Shevokas will be using current staff to fill the hours that this clerk would be working. Motion to approve to the proposed raises was made by Trustee Clinard and seconded by Trustee Ficek. All ayes.

**Meeting and Closed Dates for 2022** – Director Shevokas passed out a sheet on proposed board meeting dates. Discussion followed that the December board meeting date to be listed as needed. The next sheet passed out was the proposed Library Closed Dates. There was some discussion on whether to be open on Columbus Day. The board decided to be open. Motion to approve the board meeting dates and the library closed dates was made by Trustee Rigazio and seconded by Trustee Hansen. All ayes.

**More Online Bill Pay** – Director Shevokas passed out a sheet on the available online bill pay that she has available to her. Discussion followed on adding the paying of any online bills possible. Motion by to do this was made by Trustee Clinard and seconded by Trustee Rigazio. All ayes

**Discuss Library Standards for Annual Per Capita Grant** – Discussion followed on the list that Director Shevokas gave the board to look specifically over. The policy committee will be looking at the technology plan, the security camera policy and review the computer use.

Lobby lighting was discussed, and the idea of LED bulbs was put forward, Trustee Rigazio will investigate this suggestion.

Motion to enter executive session was made by Trustee Guadarrama for the purpose of appointment to the vacant board seat and seconded by Trustee Clinard at 7:36pm.

Motion to resumed regular session was made by Trustee Ficek at 7:52 and seconded by Trustee Rigazio. All ayes

Motion to appoint Karen Watson to board to fulfil the vacant term was made by Trustee Clinard and seconded by Trustee Rigazio. All ayes

**Public Comment** – none

Motion to adjourn meeting was made by Trustee Hansen at 7:55pm.

**Next Meeting is November 22, 2021**

Respectfully submitted,

Laurie E Guadarrama

Secretary

**Oglesby Public Library Board**

**Executive Session**

**October 25, 2021**

Motion was made by Trustee Guadarrama at 7:36 pm to enter executive session. This was seconded by Trustee Clinard.

**Present:** Rich Vollmer, Rick Rigazio, Becky Clinard, Mary Hansen, Barbara Ficek, Laurie Guadarrama, Director Jill Shevokas and Assistant Director Vanessa Zimmerlein

**Absent:** Dorothy Debosik

President Vollmer read a letter to the board from Karen Watson for her consideration to be appointed to the board. Director Shevokas wanted the board to be aware that the board is not under a deadline to fill the vacancy.

Individual members were invited to give their opinions on filling the vacancy with Karen Watson.

Motion to leave closed session was made by Trustee Hansen at 7:50 and seconded by Trustee Rigazio. All ayes

Motion to resumed regular session was made by Trustee Ficek at 7:52 and seconded by Trustee Rigazio. All ayes.

Respectfully submitted,

Laurie E Guadarrama

Secretary