



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING**

**January 25, 2022**

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**PRESENT:** Katie Allan, Elizabeth Crewe, Brecken Cutler, Joyce Hagen-McIntosh, Shannon Rischow, Becky Spratford, Lisa Katzenberger

**ABSENT:** None

**VISITORS:** None

**STAFF PRESENT:** Charity Gallardo, Peter Van Kempen

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Meeting called to order by Hagen-McIntosh at 7:01pm.

**MOTION TO APPROVE AGENDA.**

A motion was made by Spratford to approve the agenda.

Seconded by Rischow.

All in favor.

**MOTION PASSED**

**PUBLIC COMMENTS ON THE AGENDA:**

None.

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS**

**MOTION TO APPOINT TRUSTEE**

A motion was made by Spratford to appoint Lisa Katzenberger to the remainder of the vacant trustee term ending April 30, 2023.

Seconded by Crewe.

**ROLL CALL VOTE**

Allan: aye.

Crewe: aye.

Cutler: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

**MOTION PASSED**

Katzenberger was sworn in by Board Secretary Elizabeth Crewe.

**Drive Up Window Construction Project Update**

Dan Eallonardo of Independent Construction Services provided an update on the status of the drive up window project and asked the Board for direction with regards to moving forward with proposing reducing parking spaces by three in order to accommodate the addition of the drive up window while minimizing potential points of traffic conflicts.

**A motion was made by Hagen-McIntosh to approve moving ahead with a plan that removes three parking spaces.**

**Seconded by Allan.**

**All in favor.**

**MOTION PASSED**

### **Annual Department Presentation: Access Services**

Access Services Manager, Rebecca Bartlett presented her annual report on departmental activities.

### **Policy Revisions**

Trustees discussed the proposed policy revisions to the Employees and Leaves of Absence policies to comply with legal updates.

**A motion was made by Allan to approve the proposed revisions to the Employees and Leaves of Absence policies.**

**Seconded by Crewe.**

**All in favor.**

**MOTION PASSED**

### **Resolution No. R01.25-A-2022 Adopting and Establishing A Whistleblower and Anti-Retaliation Policy**

**A motion was made by Allan to approve Resolution No. R01-25-A-2022 Adopting and Establishing a Whistleblower and Anti-Retaliation Policy, to replace the former Whistleblower policy.**

**Seconded by Rischow.**

**ROLL CALL VOTE**

**Allan: aye.**

**Crewe: aye.**

**Cutler: aye.**

**Katzenberger: aye.**

**Rischow: aye.**

**Spratford: aye.**

**Hagen-McIntosh: aye.**

**MOTION PASSED**

### **COVID-19 Vaccination and Testing Policy**

Trustees discussed the proposed COVID-19 Vaccination and Testing policy for employees drafted by the Library's attorney. Trustees had several questions and suggestions for revisions and tabled consideration of the policy pending Gallardo's research and follow up with a revised draft at a future meeting.

### **Committee Reports**

**Finance & Advocacy: Rischow**

None.

**FOL Liaison: Vacant**

None. Katzenberger agreed to serve as FOL Liaison going forward.

**RAILS/ILA Liaison: Spratford**

Illinois Library Association’s annual legislative meet ups are happening virtually. RAILS has a board meeting on Friday where the strategic plan will be presented to the Board for approval. RAILS Member Update happened on the 19<sup>th</sup> of this month with Schaumburg presenting about coordinated book challenges they received and how they handled it. The recording is available online. RAILS also shared about the Illinois library service area map available online. Two legislators have introduced bills regarding proposed statewide databases. The Cards for Kids Act may be expanded in future to include all minors who are in an unserved area.

**Policies & Services: Allan**

None.

**Village Liaison: Cutler**

The Park District’s comprehensive master plan has been delayed and they’re considering reissuing their public survey. The Park District is also considering field usage fees and a park district charitable foundation. They designated Juneteenth a holiday that they will recognize with events but not necessarily a day off for employees. LTHS is working on their strategic plan right now with a survey online right now with a closing date of January 28. Recently closed application process for strategic planning team.

**Executive Director’s Report:**

The Library was recently notified of another \$25,000 grant for programs and services from the state and staff are busy brainstorming ideas for the grant application. The Library has been providing N95s since last June when the statewide mask mandate was initially lifted, and face shields since the building reopened in July 2020 for employees. The attorney general’s website with FOIA and OMA trainings available for the first time in many months. Gallardo will send the link with instructions to the full Board. A new Business Associate has been hired and starts next Monday.

**MOTION TO APPROVE THE OMNIBUS AGENDA**

**Hagen-McIntosh motioned to approve the Omnibus Agenda including the Minutes of Regular Board Meeting on December 21, 2021, the Operating Warrant, January 25, 2022.**

**Seconded by Rischow.**

**ROLL CALL VOTE**

**Allan: aye.**

**Crewe: aye.**

**Cutler: aye.**

**Katzenberger: aye.**

**Rischow: aye.**

**Spratford: aye.**

**Hagen-McIntosh: aye.**

**MOTION PASSED**

**PUBLIC COMMENTS REGARDING MATTERS NOT ON THE AGENDA: None**

**TRUSTEE COMMENTS:** None.

**CLOSED SESSION:**

None.

**ADJOURNMENT:** Hagen-McIntosh adjourned the meeting at 8:41 pm.

Submitted by:

Charity Gallardo, Executive Director