



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

**April 20, 2021**

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**PRESENT IN-HOUSE:** None

**PRESENT REMOTELY:** Katie Allan, Elizabeth Crewe, Joyce Hagen-McIntosh, Tom Krueger, Shannon Rischow, Becky Spratford

**ABSENT:** None

**STAFF PRESENT IN-HOUSE:** Charity Gallardo, Roberta Richter

**VISITORS PRESENT REMOTELY:** Reesheda Graham-Washington, Ben Henning, Tom Jandris, Brecken Cutler, Peter Van Kempen, Chuck Johnson, Rebecca Bartlett, Debbie Darwine, Sue Wisthuff, Arcadia McCauley, Susie Lehuta, Jeanne Jesernik.

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

**MOTION TO APPROVE AGENDA.**

A motion was made by Rischow to approve the agenda.

Seconded by Allan.

**ROLL CALL VOTE**

Allan: aye.

Crewe: aye.

Krueger: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

**MOTION PASSED**

**PUBLIC COMMENTS ON THE AGENDA:**

None

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS**

**Equity, Diversity and Inclusion Discovery Project After Action Report Debriefing – RGW Consulting**

Reesheeda Graham-Washington and Benjamin Henning from RGW Consulting reviewed the after action report that resulted from the Discovery process they conducted through listening sessions with trustees, employees and the community and answered questions from the Board.

### **Annual Department Presentation: Adult and Teen Services**

Adult Services Manager, Darwine presented her annual report on departmental activities.

### **Trustee Appointment**

Hagen-McIntosh announced that Tom Jandris was chosen to fill the seat vacated by former trustee Angie Larson's resignation. He will be sworn in and begin serving at the regular May meeting. Brecken Cutler and current trustees Becky Spratford and Joyce Hagen-McIntosh were elected and will be sworn in at the May meeting.

### **Approval of Operating Budget and Salary Scale FY2021-22**

Krueger presented the budget to the Board. There were small adjustments made to the draft budget document presented at the last meeting. There were no public comments on the proposed budget. Krueger proposed changing the minimum of grade one as shown in the proposed salary scale included in the packet to \$12.00/hour. Preliminary market benchmarking results were provided by HR Source and their proposed pay structure reduces the pay ranges from our existing one.

### **MOTION**

**A motion was made by Krueger to approve the Operating Budget and Salary Scale for FY2021-2022.**

**Seconded by Spratford.**

### **ROLL CALL VOTE**

**Allan: aye.**

**Crewe: aye.**

**Krueger: aye.**

**Rischow: aye.**

**Spratford: aye.**

**Hagen-McIntosh: aye.**

**Motion: Krueger**

**Seconded: Rischow**

**MOTION PASSED**

### **Boiler Flue Replacement Project: Funding Approval**

Krueger discussed the current issues with the boiler flue. Van Kempen further discussed the issues and the project differences to repair or replace with a recommendation to replace. The project is under the cost that would require the Library to go out to bid. The new flue should last 20 years long if completed correctly.

### **MOTION**

**A motion was made by Krueger to approve funding the Boiler Flue Replacement project described in the proposal included in the Board Packet, using funds from the Special Building Fund.**

**Seconded by Spratford.**

### **ROLL CALL VOTE**

**Allan: aye.**

**Crewe: aye.**

**Krueger: aye.**

**Rischow: aye.**

**Spratford: aye.**

Hagen-McIntosh: aye.  
**MOTION PASSED**

**Resolution No. 04-20-A-2021: Appreciation for Tom Krueger**

Hagen-McIntosh presented Resolution No. 04-20-A-2021, which highlighted Tom Krueger's service to the Library as a trustee. Spratford and Allan extended their thanks and kind words.

**MOTION**

A motion was made by Spratford to pass Resolution No. 04-20-A-2021: Appreciation for Tom Krueger.

Seconded by Hagen-McIntosh.

**ROLL CALL VOTE**

Allan: aye.

Crewe: aye.

Krueger: abstain.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

**MOTION PASSED**

**Policy Revisions**

Allan noted that Gallardo is working to put together a comprehensive and concise personnel policy manual, empowering employees to get to know the policies.

**Employee Benefits (formerly Benefits: Insurance, Benefits: Retirement, and Leaves of Absence policies)**

Slight edits were made to this section. The policy now mentions the Employee Assistance Program benefit. Based on the revised salary scale, grades list in the leave accrual table will need to be updated. The Personal Days section changed, adding that regardless of weekly hours worked all employees will get one personal day.

**Training and Development (formerly Tuition Reimbursement, Professional Memberships, Business Expense Reimbursement policies)**

Gallardo pared down the current policy. She looked at policies from other libraries that are usually progressive and ahead in adopting more equitable policies.

**Programs**

This is a public facing policy. Revisions and edits were executed. Gallardo gathered staff input. She also ensured that ADA language is included.

**MOTION**

A motion was made by Krueger to accept the policy revisions as presented.

Seconded by Crewe.

**ROLL CALL VOTE**

Allan: aye.

Crewe: aye.

Krueger: aye.

Rischow: aye.

Spratford: aye.

**Hagen-McIntosh: aye.**  
**MOTION PASSED**

**Committee Reports**

**Finance & Advocacy:**

None

**FOL Liaison:**

The Director's Report section of the packet highlights the recent Friends of the Library meeting.

**RAILS/ILA Liaison:**

RAILS (Reaching Across Illinois Library System) is hosting an Online Roundtable for Strategic Planning for trustees. All are welcome to sign up and if someone signs up, a recording will be made available. RAILS staff will be resuming touring and travels over the service areas, starting in Coal Valley. There is news regarding the statewide databases program. Spratford wanted to publicly thank Representative Durkin who introduced a bill with a Democratic co-sponsor. The State Library has put its support behind the bill. Upcoming events include planning for the state conference for ILA (Illinois Library Association) in October and Reaching Forward had one event with another coming in May.

**Policies & Services:**

None

**Village Liaison:**

None

**Executive Director's Report:**

A program list with attendance report has been added to the packet. Gallardo extended a thank you for notes of appreciation from trustees and gave a shout out to the Organizational Health Committee for putting the celebration together for National Library Week. The Friends of the Library funded La Grange Business Association gift certificates for employees in honor of the week. Service updates include plans to return to pre-pandemic hours on June 1, which will begin in conjunction with the Library being closed on Sundays. Small group bookings in the meeting rooms will also be reinstated starting in May. Gallardo will be meeting with Studio GC and Independent Construction to discuss the drive-up project. Staff are working on providing a fully virtual library card registration option. When the weather allows, parking lot repairs will be scheduled. Krueger extended his thanks to Gallardo for including the information about programming in the packet and enjoyed seeing the various types of training employees have completed.

**MOTION TO APPROVE THE OMNIBUS AGENDA**

**Hagen-McIntosh motioned to approve the Omnibus Agenda including the Minutes of Regular Board Meeting on March 16, 2021, Minutes of the Policy and Services Committee Meeting on March 19, 2021, Minutes of the Special Board Meeting on April 13, 2021, and the Operating Warrant, April 20, 2021.**

**Seconded by Spratford.**

**ROLL CALL VOTE**

**Allan: aye.**

**Crewe: aye.**

Krueger: aye.  
Rischow: aye.  
Spratford: aye.  
Hagen-McIntosh: aye.  
**MOTION PASSED**

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

**TRUSTEE COMMENTS:**  
Thank you to staff and to Jandris and Cutler for attending the meeting.

**CLOSED SESSION:**  
**MOTION**

Spratford motioned to go into Closed Session at 9:41 pm to discuss the Executive Director Performance and Compensation pursuant to 5 ILCS 120/2, Section C11 and Litigation pursuant to 5 ILCS 120/2, Section C11, and Section 2-21, Discussion of Minutes of meetings.

Seconded by Crewe.

**ROLL CALL VOTE**

Allan: aye.  
Crewe: aye.  
Krueger: aye.  
Rischow: aye.  
Spratford: aye.  
Hagen-McIntosh: aye.

The Board of Trustees convened in Closed Session at 9:45 pm and ended at 10:08 pm.

**MOTION**

Hagen McIntosh motioned to award Executive Director Gallardo a 4% raise resulting in an annual salary of \$114,100.

Seconded by Spratford.

**ROLL CALL VOTE**

Allan: aye.  
Crewe: aye.  
Krueger: aye.  
Larson: aye.  
Rischow: aye.  
Spratford: aye.  
Hagen-McIntosh: aye.  
**MOTION PASSED**

The Board resumed Regular Session at 10:13 pm.

**ADJOURNMENT:** Hagen-McIntosh adjourned the meeting at 10:16 pm.

Submitted by:

Roberta Richter, Business Manager