

LIBRARY BOARD MEETING
TUESDAY OCT 31, 2023, 6:30 pm
Approved at DEC 19, 2023 Mtg
LOCATION: Library, Storytime Room and Zoom



Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2018-2024	In-person
Sarah Leinweber, Vice President, 2017-2026	In-person
Jay Balachandran, Village Board Representative, 2022-2024	In-person
Sandy Saltzstein, School District Representative, 2021-2024	Zoom
Erin Jelenchick, Member, 2020-2024	Zoom
Ellie Gettinger, Member, 2019-2025	In-person
Claire Flannery, Member, 2020-2026	Zoom
Staff	
Nyama Reed, Library Director	In-person

Item	Action Desired	1st	2nd	Pass
CALL TO ORDER 6:33pm				
1. Statement of Public Notice				
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.				
TOPICS REQUIRING DISCUSSION & APPROVAL				
3. Minutes of Sep 26, 2023 meeting	Motion	Gettinger	Leinweber	Unanimous
Motion to approve minutes as presented.				
4. Finance Report Through Oct 29, 2023	Motion	Balachandran	Leinweber	Unanimous
Motion to approve finance report as presented.				
5. Proposal #2324 by 3K Construction, LLC to Investigate Structure of Storytime Room for Future Remodel RFQ	Motion	Gettinger	Balachandran	Unanimous
Motion to accept proposal #2324 from 3K Construction, LLC, to investigate the structure of the storytime room for future remodel RFQ.				
6. 2024 Exceptions to Hours	Motion	Leinweber	Gettinger	Unanimous
Motion to approve: 1. The 11 paid holidays as listed in the Village of WFB Employee Handbook 2. Designate MLK Day as a Floating Holiday for Library staff 3. Closing Easter Sunday 4. Closing at 6:30 pm on Independence Day Eve 5. Closing all day 10/14 for staff development				
7. 2024 Library Board Meeting Dates	Motion	Gettinger	Flannery	Unanimous
Motion to approve 2024 Library Board meetings dates per the “alternate schedule” with the amendment of November being moved to the 19 th .				
January 23	April 16	July 23	October 22	
February 27	May 21	August 27	November 19	
March 26	June 25	September 24	December 17	
TOPICS REQUIRING DISCUSSION ONLY				
8. Revisions to Staff Job Descriptions	Discuss			
Discussion of need to update older job descriptions to match more recent format and focus on leadership. Director Reed aims to bring drafts to Nov meeting.				
9. Staff Evaluations & Director’s Review Process	Discuss			
Discussion of staff evaluations and director review process as outlined in packet memo.				
10. Revisions to Policies	Discuss			
Discussion of need to update policies, as listed in packet memo, in attempt to curb long-overdue use of library laptops and other specialty items. Suggestions such as higher maximum fines, sending to collections, or adding to property tax bill. Director Reed will research which options are viable and update Board.				
11. Informational Items	Discuss			
Director Reed presented information items as listed in packet.				
ADJOURNMENT 7:36pm				
		Gettinger	Leinweber	Unanimous