

Franklin Grove Public Library

Regular meeting of the Library Board of Trustees

Tuesday, December 12, 2023 at 6:07 p.m.

Call to order at 6:04 p.m.

Attendance- Trustees: Patti Forrester, Ruth Newcomer, Susie Murphy, Marilyn Spangler, Leigh Delhotal, Barb Simpson, Julie Grendahl, Director – Amy Runkle

Absent: None

Public comments – None

A. Approval of Minutes –Motion presented by Ruth Newcomer 2nd by Julie Grendahl to accept as presented. Motion approved.

B. Treasurer’s Report – File for audit. A Motion presented by Leigh Delhotal, Susie Murphy 2nd. Motion approved with a Roll Call vote Yes = 7, No=0

C. Ratify Bills and payments for November. A Motion presented by Marilyn Spangler, 2nd by Susie Murphy. Motion approved by a Roll Call vote Yes=7 No=0

Directors Report: Beginner Crochet class is going very well and has a lot of interest. Story time has been a great time and well attended. Lunch and a Movie, and Family movie night were a hit with many in attendance with a Thanksgiving meal served for lunch and a movie. There were crafts for 40 handed out to make and take crafts.

Unfinished business

A. History Room document scanning update: Director contacted area businesses and libraries. A company, as well as, a flat bed scanner with desired width and length at a cost with desired ratings was looked into. Director will continue to inquire about this type of service available for in house scanning.

B. Director has inquired with the family of estate of former board trustee about items possibly available for library.

C. Facebook update regarding library page. Old page will be available for the month of January and then taken down. New page will be stated on Facebook as Winifred Knox Memorial Library – Franklin Grove Public Library.

D. Sterling Commercial Roofing inspected the roof on 12/12/23 and stated there was no missing or loose shingles. Shingles will need to be replaced in approximately 5-7 years.

New Business

A. Ramp: Director suggestion of the installation of a ramp at the back entrance. This subject can be revisited in spring.

B. Fidelity Charitable Grant from the Harold and Patricia Buck family that were residents in Franklin Grove village for many years. A thank you will be sent to Jack Buck, family member. A decision how best to utilize this donation will be presented at January meeting.

C. Amendment of current budget to include account name and line items for Paint Night fees and Art Show income, as sub items in library development. Motion to amend and accept current budget by Julie Grendahl, 2nd by Barb Simpson. Motion approved as presented.

D. Paid Leave for all workers Act. Patti Forrester, as board president and the library director sat in a webinar provided by The Illinois Department of Labor. Accumulation will start January 1, 2024, with days able to use March 31, 2024. Guidelines are available but the library personal policy manual over rides the terms as equal to or more rigid but not less than. Policy committee will set a date to meet and discuss.

E. Staff member Erin passed cataloging course and will receive the \$.50/hour increase as of date of completion December 7, 2023.

F. Staff Wages- The director suggests a percentage increase of 3% for the longtime employee. The 3 new employees after they reach 1-year anniversary date will be reviewed and discussed at that time. The increase of the directors Salary, and staff hourly increase as discussed in executive session to take affect as of January 1 2024. A Motion presented by Marilyn Spangler, 2nd by Ruth Newcomer. Motion approved as presented. Roll call vote Y=7 N=0

All 4 staff will receive the \$1.00 minimum wage increase as of January 1, 2024.

Miscellaneous items:

A. All staff training completed on VR equipment.

Executive Session

Executive Session pursuant to 5Lc120-2

Leigh Delhotal motioned with a 2nd by Julie Grendahl to enter executive Session at 7:25 pm.

Marilyn Spangler presented a motion, Ruth Newcomer 2nd Motion approved to Leave executive session 7:56 pm

Roll call vote Y=7 N=0

A motion presented by Leigh Delhotal 2nd Julie Grendahl to adjourn meeting.

Meeting adjourned 8:00 pm

Next meeting: Tuesday, January 9, 2024 @ 6:00 P.M.

Personnel Committee – Barb Simpson, Leigh Delhotal (Staff Policy Manual)
Policy Committee – Barb Simpson, Leigh Delhotal, Julie Grendahl
Building & Maintenance – Marilyn Spangler, Susie Murphy, Ruth Newcomer
Ad Hoc Committee- Susie Murphy, Marilyn Spangler (Long range library plan).