

Peotone Public Library District Board Meeting Agenda

Location: Library Meeting Room

Regular Board Meeting April 15th, 2025

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Consent Agenda
 - a. Approval of minutes
 - b. Committee reports—if any
 - c. Director's report
5. Financial reports, approval of bills payable
 - a. Memorial Account (Information/Discussion/Action)
 - i. Motion to close account or table indefinitely
 - b. CD interest rate (Information/Discussion)
6. Public Forum - 3 minutes for public to speak
7. Unfinished Business
 - a. Assistant Director Job Description, Circulation Supervisor Job Description (Information/Discussion/Action) [Closed session]
 - b. Financial Policy (Information/Discussion/Action)
8. New Business
 - a. Working Budget (Information/Discussion/Action)
 - i. Resolution for COLA & Merit Increases (Action)
 - b. ARPA Grant (Information)-- \$19,000 to spend by September 2026
 - c. Motion to determine method of board officer elections in the May meeting (Discussion/Action) [By-Laws 3.06]
 - i. From the floor
 - ii. Ballot
 - iii. Committee
 - d. Friends & Board (Information)
9. Director's Comments
 - a. Statement of Economic Interest due May 1st (Information)



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Serving Peotone, Green Garden, Wilton Center, and parts of Monee and Will Townships.

10. Trustee Comments

11. Adjournment – Action

A CLOSED SESSION MAY BE HELD AT ANY POINT DURING THE MEETING

Next Regular Board Meeting scheduled for May 20th, 2025 at 6:30pm

PEOTONE PUBLIC LIBRARY DISTRICT REGULAR BOARD MEETING MINUTES March 18, 2025

Location: Peotone Library Meeting Room

Call to Order: 6:39 p.m. by S. Gall, Library Board President.

Pledge of Allegiance to the U.S. Flag: Recited.

Roll Call: Taken by S. Gall, Library Board President: D. Ladislav – Present, S. Gall - Present, J. Oliver – Present, A. Nagel – Absent, M. Horne – Present, B. Patek - Present, and M. Cann - Present
Others attending: Director Sarah Ehlers, Courtney Stahl and Susan Chisauksy

Consent Agenda

Minutes - Peotone Public Library District – February 18, 2025 Board Meeting Minutes

Trustee Oliver motioned to approve minutes of the **Regular Board Meeting of February 18, 2025** with no corrections and no additions. Trustee Ladislav seconded the motion. Ayes - 6, Nays - 0, Abstain - 0, Absent - 1. Motion carried.

Committee Reports: N/A

Director's Report: See attached Director's Report. Additional comments by Sarah Ehlers:

- Karen - 2nd Work Anniversary
- Seed Library launched in March 2025 - Maddie, AJ & Heather put this together collectively
- 3D printers/Maker Space in progress

Bills from February 14 - March 14, 2025:

Trustee Oliver motioned to approve payment of bills. Trustee Patek seconded the motion. Library Board President Gall took Roll Call Vote: Trustee Cann – Aye, Trustee Ladislav – Aye, Trustee Oliver – Aye, Trustee Nagel – Absent, Trustee Gall – Aye, Trustee Horne - Aye and Trustee Patek – Aye. Ayes- 6, Nays- 0, Abstain - 0, Absent - 1. Motion carried.

Financial Report:

Trustee Cann motioned to file the financial report for audit. Trustee Oliver seconded the motion. Ayes - 6, Nays - 0, Abstain - 0, Absent - 1. Motion carried.

Public Forum: N/A

Unfinished Business:

- Assistant Director Job Description
 - o Tabled - Next Board Meeting
- Request for Proposals for Plumbing - Update
 - o Evaluation can be around \$1,000 - \$3,000



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- o Need a plan before bidding can start
- o Jean's Septic - Waiting to see if they have the equipment to evaluate the scope of the project

New Business:

- Financial Policy
 - o Tabled - Next Board Meeting
- Circulation Supervisor Job Description (Promotion)
 - o Tabled - Next Board Meeting
- Community Survey
 - o Review/Discussion
- Display Case
 - o Discussion - President Gall will be taking responsibility for updating the display case at the front of the library
 - o Director Ehlers will create a form to sign for anyone interested in filling the display case

Director's Comments: Working Budget and ARPA Grant - to discuss at the next Board Meeting

Trustee Comments: N/A

Adjournment:

Adjournment of regular board meeting motion made by Trustee Cann, seconded by Trustee Horne – motion carried. Adjournment: 8:31 p.m.

Next Regular Board Meeting April 15, 2025 at 6:30 p.m.

Courtney Stahl, Administrative Assistant
Peotone Public Library District

Director Report

Overall

This past month has been busy purchasing the items for the makerspace and youth area as well as working with the lawyer and the project manager to determine our course for the plumbing issues.

Building and Technology

We had our regular maintenance done on our roof HVAC units done by Kulacz & Sons Heating & Cooling and added surge protectors to each unit. No problems or issues to address at the time the technician was here.

With the heavy rain we experienced this past month, the usual places where the ceiling tiles get wet were moist again, and I peeked under the tile.

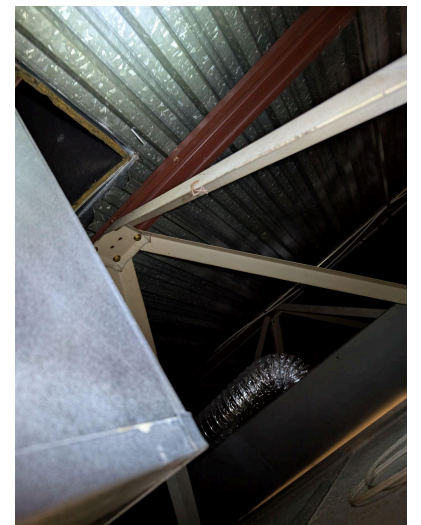
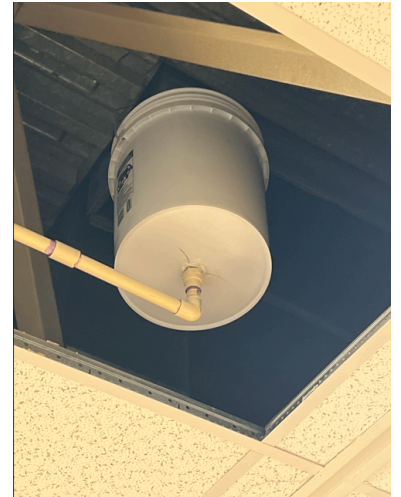
There is a bucket in the ceiling under one of the leaks. Korellis Roofing came out to water test the roof and determined that it was water spraying into the units from a panel.

I have reached back out to Kulacz & Sons to determine a solution to this problem, so we will ideally no longer experience water damage to our ceiling tiles or leaks at all.

Staff and Volunteers

AJ Kuzma's three year anniversary is April 12th! Congratulations, AJ, and thank you for your continued work with our library!

The Friends of the Library are doing their spring book sale and have been working hard setting up and prepping. We are lucky to have such a wonderful group of volunteers. We have also been discussing planting the flowers they do every year at the front entrance!



Continuing Education and Meetings

I went to the budget workshop up in Prospect Heights with Alex Todd, and it was absolutely amazing. I am grateful he took the time to show us all the elements he understands so well, and I look forward to using the knowledge as we work on the budget.



I also took the time to stop by the Lombard library, Helen Plum Public Library, when I was up north as one of the patron surveys said they liked how this library is. I took pictures of some of the elements that I thought we might be able to adopt or be inspired by at some point. The youth librarian there informed me that they have a video of their building as well, so here is a full picture of their library: <https://youtu.be/NSJbajQB1dg>

One of the most compelling parts was the baby play area, which I did not take pictures of for privacy reasons. The librarians told me patrons love these built-in seats. The face out youth shelving is a big hit with the kids!



Finally, the felt board to the left is one I was looking at as it is multi-purpose; it is actually sound dampening panels that you can also pin flyers to. As some patrons have complained about the noise in the building, I would like to explore sound dampening options—and these have been working great at Helen Plum.

Circulation

Tammi Slazyk's Report:

We had a software update for Sierra this month. One of the new features allows for multiple volume holds to be placed at one time.

Several of the Circulation staff worked extra hours on election day. We provided our patrons with 14 hours of Circulation service.

Collection and Materials

| Month-Year | Total Items Added | Total Items Deleted | Total PEBB Physical Items | Cataloging Projects Completed | Seed Library Stats |
|------------|-------------------|---------------------|---------------------------|--|--|
| March 2025 | 189 | 826 | 54944 | Nonfiction weeding, gathering Seed Library stats, going through donations, monthly deleting of old magazines, building the makerspace. | As of 3/13-/2025 : 25 seed packets gone. As of 3/25/2025: 66 seed packets gone. 3/25/25: restocked |

Technical & Maker Services

Madeline Cann's Report:

As of today, April 7th, 108 seed packets have been taken from the Seed Library since March 13th. Needless to say, it has had a wonderful turn out! Makerspace configuration and assembly is underway and going well.

Heather has continued to be a huge help with maintaining the seed library. The information email account received an email from a patron thanking me for my assistance in printing an important document. Notary and printing services continue to be appreciated.

Maddie suggests: "Stop by and see the 3D printers in action as the Makerspace develops!"

Administration & Finances

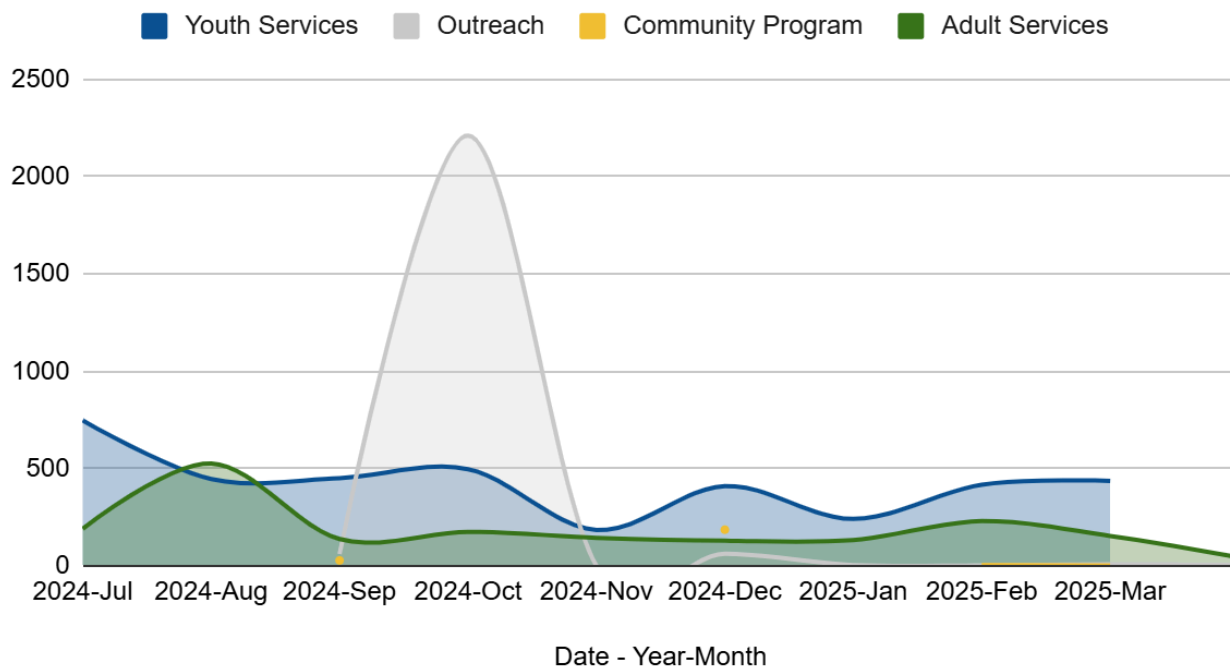
Courtney Stahl's Report:

I am working on finishing up my Bookkeeping Certification - I am halfway done with the class. I have also helped Sarah put together new Trustee packets and printing out what was needed. Business going smoothly with payroll, bills, etc.

I have done a few notaries since the past board meeting and patrons are continuing to appreciate this service.

Programming & Outreach

Programs & Outreach FY 24_25



Overall, we held 36 programs in March with an attendance of 601.

Adult Services

Becky Hase-Plefka's Report:

We received great feedback from patrons that the Illinois Tollway came out to the library. I-PASS field agents helped 40 adults get the new transponders and/or apply for the I-PASS Assist program. The

paint a canvas night for adults in March was a huge hit once again, the program was at capacity with 12 patrons.

AJ reached out to the Dralle dealership in Peotone and they are going to advertise our summer reading program on their digital outdoor sign on Route 50. Becky received a cash donation for the library from a grateful couple who live out of state that are researching their Peotone family genealogy history. Becky has located 12 obituaries for them, the oldest dating back to 1876!

Becky suggests: "The program I would like to highlight that is coming up soon is a musical cabaret show performed by Heather Braoudakis. Heather has won Two Grammy awards for her performances with the Chicago Symphony Orchestra. She will be at the library May 2nd at 10am, please help spread the word. We would love to see board members in attendance."

Youth Services

Karen LeClaire's Report:

We began to implement 2 sessions of Little Learners storytime, keeping the Wednesday group, and adding a Friday morning group. We added a new feature of Nursery Rhymes on a large flip board, and it was very well received by the children and adults. The St. Patrick's Lucky Leprechaun event was a great time attended by 11 participants. Also, the weeding of books continues, as does the fingerpainting for preschoolers-Great Fun!!!! New songs and a flannel board with a new theme are added each week for our storytimes. We continue to add new songs, new shakers, a few new ideas, each month to keep adding interest to the program.

The weeks have flown because it has been so much fun. Each month we have a special event for preschoolers, too.

News and Marketing

AJ is going to start a monthly staff feature on our socials and the first staff member to be featured is Courtney Stahl. Keep your eyes peeled for it !

Other

Overall, there has been a lot of building maintenance and issues popping up, but also I have begun to have orientations for the incoming trustees as well. The library is doing well and changing and growing every week;



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there are so many opportunities here and it is a wonderful experience to work with staff and community to maintain the library's excellence and see how we can improve or add features.