



REGULAR MEETING MINUTES

Meeting of the Board of Library Trustees of the La Grange Park Public Library District, September 16, 2020 at 7:00pm, in the library, 555 N. La Grange Road, La Grange Park, IL 60526.

1. President Whitman called the meeting to order at 7:00 pm.
2. Upon roll call the following were present: President Whitman, Vice-president Gies, Secretary Snow, Trustees Demes-O'Brien, Clement, and Donaldson. Trustees Swainson was absent. Also present were Executive Director Buckson, and Meeting Stenographer Magats.
3. Pledge of Allegiance
4. Introduction of visitor(s): None
5. Public comment:
6. Staff report: The Library will open up browsing October 1st. We will continue to staff the door to manage patron flow and continue to encourage self-check. We are back to quarantining for 7 days as directed by RAILS. Statistics show Wifi sessions and computer checkouts are down and material checkouts are at 50% of what they formally were. Cook County has notified us that they have allocated \$5,000 of their CARES Act award for libraries for purchasing PPE.
7. Trustee reports: Trustee Snow will be giving a presentation on cataloging ethics.
8. Consent Agenda: Snow motioned, seconded by Gies, to approve the Consent Agenda. Roll call vote: 5 ayes, 0 nays, 2 absent. Consent agenda approved.
 - a. Minutes of previous meeting(s)
 - b. Invoices to be paid in the amount of \$ 16,744.53
Checks from Wintrust Bank numbered 35494 - 35510
9. Unfinished business:
 - a. Snow motioned, seconded by Gies. Roll call vote: 6 ayes, 0 nays, 1 absent.
to approve Boldt's Proposal for Construction Management Services. Buckson received positive recommendations from organizations who have worked with Boldt. Our next steps will be to sign the contract for design (to include schematics) for a cost of \$18,000. The Library can then choose to continue with Boldt or not after initial contract. An architect will be separate, as well as envelope studies. Buckson will look over the contract pre-signing and get attorney feedback and approval. Boldt will develop RFQ for the architect. We could feasibly begin construction less than 12 months from now.
 - b. Discussion of appointing two trustees to serve on an ad hoc Facility Planning Committee: Whitman and Swainson volunteered to serve on ad hoc Facility Planning Committee.
 - c. Snow motioned, seconded by Gies, to approve revised employee job descriptions. All in favor; motion passes.
10. New Business:
 - a. Discussion of board annual evaluation. Board went through checklist together.
 - b. Snow motioned, seconded by Gies, to approve Administrative Succession Plan. All in favor; motion passes.
11. Communications (includes emails to the board)
12. Executive session: None
13. Final action on executive session: None
14. Snow motioned, seconded by Gies, to adjourn the meeting. All in favor; meeting adjourned at 7:48 pm.