

Thornton Public Library Board Meeting Minutes
Thursday, November 21, 2024

Meeting called to order at 7:02pm by Board President L. Kammert.

Roll Call - Present: President L. Kammert, Vice-President A. Roeda, Treasurer L. Jamrock, Trustee P. Markowski, Trustee L. Wise, Trustee J. Diekelman
Absent: Trustee A. House

Public Comment – L Wise: Today is a new day, move forward, leave personal feelings at the door. The Board is here for the good of the community. Use the library to observe. If you are bringing an issue to the floor, be prepared. Bring facts to support your issue.

Approval of Minutes – Motion to approve the minutes of the Regular Board meeting on Thursday, October 17, 2024 was made by P. Markowski. Seconded by A. Roeda. J. Diekelman requested clarification on if the fire alarm was working or not. Voice Vote – All in favor say aye. All opposed say nay. Motioned carried.

Motion to approve the minutes of the Special Meeting on Monday, October 28, 2024 was made by P. Markowski. Seconded by A. Roeda. Discussion followed about the removal of the Executive Session minutes containing raise amount for A. Enright. Motion restated by P. Markowski to approve minutes with corrections. Seconded by A. Roeda. Voice Vote – All in favor say aye. All opposed say nay. Motion carried.

Motion to approve the minutes of the Special Meeting on Monday, November 4, 2024 was made by P. Markowski. Seconded by A. Roeda. Discussion followed about the removal of the Executive Session minutes containing raise amount salary of K. Dejnowski. Motion restated by P. Markowski to approve minutes with corrections. Seconded by A. Roeda. Voice Vote – All in favor say aye. All opposed say nay. Motion carried.

Correspondence – None

Treasurer's Report – Discussion about what our actual working assets is available. Balance as of October minus Grants, monies reserved for chairlift and IMRF expenses.

Amazon credit card charges will all show under the American Express spreadsheet.

Are items ordered into the Library for programs returned if they are not used? K. Dejnowski responded with no the items remain in the Library for future use.

New computers were ordered for the circulation desk. What happened to the old computers? K. Dejnowski responded with she took one home to use for her schoolwork. One is still in house. ~~Could they still be used inside the library at some capacity?~~ K. Dejnowski responded that furniture, fixture, books once no longer needed it is given to the patrons that could use it.

Motion to accept Treasurer's report for November was made by P. Markowski. Seconded by P. A Roeda. Voice Vote, all yes. Motion carried.

Approval of Bills – Motion was made by P. Markowski to approve all bills. Seconded by L. Jamrock. Question brought to the floor about expense to the lawyer. That was for email about the keys and a phone call to the Village Attorney, S. Dillner. Roll call vote: Trustee Markowski, yes; Trustee L. Jamrock, yes; Trustee L. Kammert, yes; Trustee A. Roeda, yes; Trustee J. Diekelman, yes; Trustee L. Wise, yes. Motion carried.

Reports by Committee – none

Board President's Report – Handed out receipts for the filing of our petitions for the Consolidated Election on 1 April 2025 from the Village Clerk.

Library Director's Report – Finished weeding through children's books.

Noreen, Accountant is in contact with the auditor. Liabilities are at zero.

K. Dejnowski will correct the receipts of fines to reflect what is on the cash disbursement page.

A. Enright has been in touch with Zack from Garavanta. He will contact the project manager and contact A. Enright by November 22nd. A. Enright will also look into the procedure for the extension with the Illinois State Fire Marshall.

Unfinished Business

1. **Bank Change** – A check for \$100.00 is in the checks being signed for a deposit to Providence Bank. Once that is deposited we can get our account number and give to Noreen, Accountant, to transfer balance from 5/3 Bank. Noreen, Accountant, wants to wait until 1 January 2025 to switch banks to save on two sets of tax forms. Meanwhile, A. Enright is being charged for

making deposits and not having direct deposit. A. Enright agrees to wait until the New Year to start direct deposit.

2. **Trustee Training** – Multiple Trustees reported they cannot get into the training site. K. Dejnowski will call the site director.

3. **Director Contract** – Executive Session

4. **Benefits Package** – A. Enright cannot review the plan with BCBS. K. Dejnowski is the only person with permission. She has placed several calls to Rickell at BCBS. November 4th, 12th and the 19th. Raquel will get back to K. Dejnowski by November 22nd.

5. **Lease** – Motion approve the new lease was made by A. Roeda to accept the revised lease received from S. Dillner, Village Attorney. Seconded by L. Kammert. A. Roeda will sign the lease along with President L. Kammert. A. Roeda will drop off Lease and keys to M. Wiak, Village Administrator. Minutes from the Lease meeting with S Dillner and M. Wiak were distributed. K. Dejnowski will call our insurance company to see how much it will cost to raise the comprehensive portion from one million to 2 million. Roll call vote. Trustee A. Roeda, yes; Trustee L. Kammert, yes, Trustee J. Diekleman, yes, Trustee L. Jamrock, yes; Trustee P. Markowski, yes; Trustee L. Wise, yes. Motioned carried.

6. **Policy Changes** – None.

New Business

1. **Finance Reports** – The Board wants more specifics in the spreadsheets. List what was bought not just from where it was purchased.
2. **Scheduling** – the Board wants a printed scheduled handed out to each Trustee so we know who is working if there is an issue with the Library not opening on time. Also, want vacation, PTO and Sick time tracked. Vacation forms need to be turned in at the Board meetings. Sample forms are in our Policies Handbook. Motion made by P. Markowski to change the policy for vacations to January to December instead of tracking vacations by anniversary date as stated in Tab 20, Section 1.03. Seconded by A. Roeda. Voice Vote: All yes, motioned carried.
3. **Conference Summary** – Tabled until December Board Meeting.

4. **Performance Evaluation** – Three handouts passed out for review by Trustees to look over and choose style, sections, etc to create one for the Thornton Public Library. Tabled until December Board Meeting to review handout.

Executive Session – Motion made by P. Markowski at 6:50pm to close regular meeting to go into executive session for 30 minutes to discuss personnel issues. Seconded by J. Diekleman. Voice Vote; all yes. Motion passed.

Back into regular meeting at 7:44pm.

Motion made by P. Markowski to accept amended contract and Salary revised as of November 21st, 2024. Seconded by L. Jamrock. K. Dejnowski requested time to talk to her lawyer and husband. L. Kammert gave K. Dejnowski, Library Director until Wednesday, November 27th, 2024 close of business. Roll Call vote: Trustee P. Markowski, yes; Trustee L. Jamrock, yes; President L. Kammert, yes; Trustee L. Wise, yes; Trustee J. Diekleman, abstained. Motioned carried.

Items for next agenda

1. Bank Change
2. Trustee Training
3. Benefits Package
4. Conference Summary
5. Performance Evaluation
6. Chair Lift

Announcements – Motion made by L. Kammert to move the December Board meeting forward 1 week. Seconded by P. Markowski. Discussion followed about the bills and checks not being available by the meeting. Board will preapprove bills and sort out in January if there is an issue. L. Jamrock can sign checks. Voice vote, all yes. Motioned carried. Next meeting is Thursday, December 12, 2024 at 6:00pm.

Adjournment – Motion to adjourn meeting by L. Wise, seconded by L. P. Markowski, Voice vote, all yes. Motion carried. Meeting adjourned at 7:57pm

Respectfully submitted by L. Wise in the absence of A. House, Secretary