



**MORTON GROVE PUBLIC LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES MEETING  
VIRTUAL LOCATIONS  
OCTOBER 8, 2020  
7:00 P.M.**

The Board of Trustees of the Morton Grove Public Library met on October 8, 2020 at virtual locations on Zoom.

All packets were distributed via messenger on Tuesday, October 6, 2020, and an agenda was posted to the Library website 48 hours prior to the meeting.

The meeting was called to order at 7:03 p.m. by President Macejak.

Those answering roll call were Trustees Gonzales, Jost, Macejak, Monzon, Pelletier, Puzzo, and Swanson.

Also present: Executive Director Leffler, Administrative Assistant Darga

**APPROVAL OF REGULAR BOARD MINUTES OF SEPTEMBER 10, 2020**

A motion to approve the regular board minutes from September 10 was made by President Macejak and seconded by Trustee Swanson.

Ayes: Gonzales, Jost, Macejak, Monzon, Pelletier, Puzzo, and Swanson

**APPROVAL OF SPECIAL BOARD MEETING OF APRIL 2, 2020**

A motion to approve the minutes from the Special Board meeting on April 2, 2020 was made by President Macejak and seconded by Trustee Pelletier.

Ayes: Gonzales, Jost, Macejak, Monzon, Pelletier, Puzzo, and Swanson

**PUBLIC COMMENTS – AGENDA ITEMS**

There were no members of the public to address the Board.

**PRESIDENT’S REPORT**

President Macejak spoke to Executive Director Leffler about the well-being of the employees of the library.

**SEPTEMBER FINANCIAL STATEMENTS**

Trustee Gonzales reviewed and discussed the September financial statements with the Board. A motion to approve the September Financial Statements was made by Trustee Gonzales and seconded by Trustee Monzon.

Ayes: Gonzales, Jost, Macejak, Monzon, Pelletier, Puzzo, and Swanson

## **FACILITIES/POLICY MEETING**

There was no Facilities Committee meeting.

The Policy meeting was canceled by the committee and will be rescheduled for January 2021.

## **STAFF REPORTS**

In addition to her written report, Executive Director Leffler and the Board discussed the use of the library materials in 2020 compared to 2019.

## **2021 BUDGET**

Second reading of the 2021 budget showed minor changes.

A motion to approve the 2021 budget with a tax levy of \$3,438,617 and total expenditures of \$3,512,992 was made by President Macejak and seconded by Trustee Swanson.

Ayes: Gonzales, Jost, Macejak, Monzon, Pelletier, Puzzo, and Swanson

## **YS RENOVATION**

Trustee Gonzales asked that the design board showing new furniture and finishes be on public display. Executive Leffler will work with graphic designer Karina Guico to create and display the design boards. is trying to find a place for them with the safety procedures that are in place due to COVID-19.

A motion was made by President Macejak and seconded by Trustee Puzzo to approve the construction manager contract from Shales McNutt for the renovation of the lower level of the library building with the construction managers compensation to be the cost of the work plus a fee as provided in the contract and authorizing Executive Director Leffler to execute the contract on behalf of the Morton Grove Public Library.

Ayes: Gonzales, Jost, Macejak, Monzon, Pelletier, Puzzo, and Swanson

## **NOVEMBER 3RD HOLIDAY**

Executive Director Leffler will not be closing the library on November 3, 2020 for the election. As per the Employee Handbook, Library employees are already given paid time off to vote. If she is notified that we need to close the library, the Board has given Director Leffler permission to do so.

## **UPCOMING BOARD MEETINGS**

Discussion of meeting virtually vs. meeting in-person. The Board agrees that this will be assessed on a month-by-month basis.

## **EXECUTIVE DIRECTOR LEFFLER EVALUATION**

The timeline of the director evaluation was discussed by the Board. As per the bylaws of the Board, board members should fill out the director evaluations and drop them off at the library within two weeks from the date of the October meeting.

## **COMMUNICATIONS**

Executive Director Leffler highlighted a letter sent to Mayor DiMaria and copied to the library from residents of The Homestead in Morton Grove. The residents thank the library for being so creative and helpful during the pandemic.

## **PUBLIC COMMENTS – NON-AGENDA ITEMS**

There were no members of the public present to address the Board.

## **ADJOURNMENT**

The meeting was adjourned at 8:27 p.m.

APPROVED:

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President

ATTEST:

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Secretary