

# MORTON GROVE PUBLIC LIBRARY

## MORTON GROVE PUBLIC LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

Cooperman Room

January 09, 2025

7:00 P.M.

The Board of Trustees of the Morton Grove Public Library met on Thursday January 9, 2025, in the Cooperman Room. All packets were distributed in person by Tuesday January 7, 2025. An agenda was posted in the Library and to the Library website 48 hours prior to the meeting.

The meeting was called to order at 7:00 p.m. by President Macejak.

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

Absent was Trustees Hussain.

Also present: Executive Director Pamela Leffler and Business Manager Leighton Shell.

Members of the Public Present: Jay Cook and Kim Moldofsky.

### **PUBLIC COMMENTS – AGENDA ITEMS ONLY**

There were no public comments.

### **APPROVAL OF THE CONSENT AGENDA OF SEPTEMBER 12, 2024**

A motion to approve the Consent Agenda of January 9, 2025, which included Minutes of the Regular Board Meeting December 12, 2024, and the Financial Reports for December 2024, was made by President Macejak and seconded by Trustee Puzzo.

Ayes: Trustees Flores, Gonzales, Jost, Macejak, Pelletier, and Puzzo.

Absent: Hussain.

Trustee Hussain entered the meeting at 7:01 p.m.

### **PRESIDENT'S REPORT**

President Macejak wished everyone a happy new year and congratulated Director Leffler for being sworn in as the Secretary for the Morton Grove Chamber of Commerce.

### **COMMITTEE REPORTS**

Finance was covered under the consent agenda. Facilities will be discussed under New Business. The Policy Committee will be meeting some time in February or March.

## **DIRECTOR'S REPORT**

In addition to her written report, Executive Director Leffler informed the Board that she submitted the list of names of elected officials and employees who are required to complete the annual Statements of Economic Interest. She reminded the Board that they should be contacted to complete that statement sometime in March. She also informed the Board that beginning in January, the Board meeting reports and charts of data will look a little different so as to more easily comply with digital accessibility requirements.

Trustee Gonzales asked for clarification on whether Paycom was a new software product since Business Manager Shell was reported as having taken training courses on it. Director Leffler indicated that the Library has been using Paycom since 2020, but that Business Manager Shell had not worked with Paycom previously. She also informed the Board that there is additional functionality in Paycom that we had not had the opportunity to take advantage of until now, which also requires additional training.

## **UNFINISHED BUSINESS**

### **Director Annual Evaluation**

Director Leffler indicated that she left this on the agenda in case the Board had any additional goals they wanted to assign to her before finalizing her review.

## **NEW BUSINESS**

### **Proposal for Bathroom Renovation from Product Architecture + Design**

Director Leffler reminded the Board that she met with John Shales from Shales McNutt prior to the holidays and they had recommended the Library work with an architect to assist with the first floor bathroom renovation. Director Leffler met with Tiffany Nash from Product Architecture + Design and they provided the attached proposal.

President Macejak asked to confirm that the bathroom renovation was not the only planned work for the new year. Director Leffler indicated the first-floor bathroom renovation was the first item on the list of renovations because it will most likely take the most time due to the possible need for structural changes. Other tasks, such as replacement of carpeting or tile and asbestos abatement, would be done around the bathroom renovation work.

President Macejak made a motion to approve the proposed bathroom renovation contract from Product Architecture + Design and Trustee Jost seconded the motion.

Trustee Gonzales asked to confirm that there were no cost estimates for the renovation work in the contract. Director Leffler confirmed that this was just the contract for the architectural services. Any construction costs would come later after a full bid process should the Board approve that process.

Trustee Hussain asked if we needed to get competing bids for the architectural services. Director Leffler indicated that she could if the Board wanted but that we were not legally required to.

Ayes: Trustees Flores, Gonzales, Hussain, Jost, Macejak, Pelletier, and Puzzo.

### COMMUNICATIONS

The only communications were a donation from a patron with a nice letter praising the staff and a postcard from the previous Business Manager Susanne Bodner.

### PUBLIC COMMENTS NON-AGENDA ITEMS

Jay Cook wished everyone a happy new year.

### ADJOURNMENT

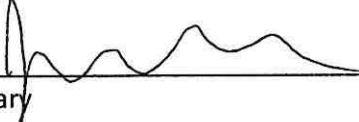
The meeting was adjourned at 7:15 p.m. by President Macejak.

APPROVED:

  
\_\_\_\_\_  
President

3/13/2025  
\_\_\_\_\_  
Date

ATTEST:

  
\_\_\_\_\_  
Secretary

3/13/2025  
\_\_\_\_\_  
Date