1. **Call to Order**

Board President Allison Short called the meeting to order at 6:32pm.

1. **Board of Trustee Roll Call**

Present: Allison Short, Glenda Peck, Michelle Damadeo, Marisa Richards, Adrien Aaron, Stacey Puett, Sam Lucente

Also Present: Genna Mickey, Library Director; Heidi Lendi

1. **Public Comment**

None

1. **Consent Agenda**
2. May 2025 Expenditures: 127,789.43
3. Regular Meeting Minutes: 5/28/2025
4. Network Switch/Firewall Upgrade
5. Ordinance 2025-06-25: Nonresident Library Card Participation
6. Update Authorized Signatory for Old Second and Illinois Funds Bank Accounts

Motion to approve the Consent Agenda by Trustee Michelle Damadeo and seconded by Trustee Adrien Aaron. All in favor, motioned carried.

1. **Director’s Report**

Director’s report updated to align with strategic plan goals –

* Genna reported out on upcoming events, finance updates, and employee/staffing updates.
* Goal 1 – Strengthen Community Engagement and Outreach
	+ Many events held by the chamber of commerce this month.
	+ Discussions have started for the SG Park District Trunk or Treat.
	+ Between Friends Food Pantry event has been postponed.
	+ Scheduling a meeting on August 15th with key village leaders and their marketing staff to share strategic goals and identify alignment or opportunity for collaboration; considering quarterly meetings moving forward.
	+ Discussion on the need for a community calendar and syncing info so events don’t overlap.
	+ 250 people attended Summer Reading Kick-off event.
	+ Welcome Wagon bags will be available for delivery in early July. Ryan Homes reached out to include library information in their new homeowner packages, and possible opportunities were identified to partner with local real estate agents to coordinate these efforts as well.
* Goal 2 – Address Infrastructure and Technology Modernization
	+ Multiple capital needs projects on the agenda for discussion/approval, including LED project, chair re-upholstery, network router switch, library market retainer.
	+ Discussion to consider the following projects: outward facing children’s books categorized by subject (not author) and teen zone dividers/study nooks.
	+ Discussion on the need to replace 18 aging computers, following Windows 10 expiration. Current computers will not be compatible with new Windows system, so new devices will be required by October 2025.
	+ Genna provided an update on repairs to the water damage on the electronic sign.
* Goal 3 – Enhance Programming & Service Offerings to Diversify Patron Engagement
	+ Highlights on newly acquired 3D printer, donated by another library.
	+ New vinyl collection has launched.
	+ A patron has requested a motorized scooter to be available for browsing, Library is reviewing the request with management and insurance.
	+ Audiobook playaway collection has been added to the adult library, materials were donated from another library, totaling almost $5,000.
	+ A local student approached the library with interest in conducting a cyber-security project during his fall semester at Waubonsee Community College.
	+ Discussion on possible grant application to secure funding for a bandshell, gazebo, or concert pavilion.
* Goal 4 – Develop a Robust Marketing and Communications Plan
	+ Postcards were sent to 6,000 homes with library and community event information, costing $2,100. Will continue to coordinate these 3-4 times per year. Discussion on developing fridge magnets to advertise community events.
	+ Discussion on taking candid photos at the library to use for future marketing materials.
1. **Board Representative Reports**

Building and Grounds – Completed the following: planting new plants, mulch, new planters, new outdoor garbage can ordered. Coordinating an auction to sell pealing teak furniture. Village has agreed to fix the cracked sidewalk.

Finance – Coordinating a meeting to finalize budget/appropriations before the August deadline.

Personnel/Policy – no updates.

Strategic Planning – Actively underway. Plans for a survey to patrons this fall.

1. **Library Foundation Report**

Meetings have been established, posting on old Library Friends Facebook page to generate interest in the Foundation. Goal is to generate as many followers as possible on the new page.

1. **Trustee Open Comments and Discussion**

None

1. **Old Business**
	1. Library Market – Retainer Contract for Library Branding: 24 retainer hours, totaling $3,600.
	Motion to approve Retainer Contract for Library Branding made by Trustee Michelle Damadeo and seconded by Trustee Glenda Peck. All in favor, motion carried.
	2. Computer Replacement Project: $19,019.99 for 18 computers.
	Motion to approve Computer Replacement Project up to $20,000 made by Trustee Glenda Peck and seconded by Trustee Marisa Richards. All in favor, motion carried.
2. **New Business**
	1. FY 2026 Working Budget: Discussion on operating revenue and liabilities for general fund, special reserve funds, and administration/grounds.
	Motion to approve FY 2026 Working Budget made by Trustee Michelle Damadeo and seconded by Trustee Adrien Aaron. All in favor, motion carried.
	2. Paid Holiday Update: Discussion on current unpaid holidays: Easter Sunday, Juneteenth, New Year’s Eve.
	Motion to approve adding New Year’s Eve to paid holiday schedule for eligible employees made by Trustee Adrien Aaron and seconded by Trustee Glenda Peck. All in favor, motion carried.
	3. LED Lighting Project: Discussion on quote from Verde Energy Efficiency Experts for $17,824.79, which includes multiple incentive discounts if work is completed before the end of 2025.
	Motion to approve contract from Verde Energy Efficiency Experts for up to $18,000 to replace LED lighting made by Trustee Glenda Peck and seconded by Trustee Michelle Damadeo. All in favor, motion carried.
	4. Reupholster Five (5) Reading Chairs: Discussed quoted options from Paul’s Upholstering, Inc. for five (5) reading chairs.
	Motion to approve the reupholstering package for five (5) reading chairs from Paul’s Upholstering at $5,250.00 made by Trustee Marisa Richards and seconded by Trustee Michelle Damadeo. All in favor, motion carried.
3. **Items for Next Month**
	1. Budget and Appropriations Ordinance Draft
4. **Adjournment**

Motion for Adjournment was called at 8:30pm by Trustee Sam Lucente and seconded by Trustee Glenda Peck.

All in favor.