

Regular Board Meeting
August 21, 2025
South Branch, 1711 W. Algonquin Road, Mount Prospect
Minutes

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 6:07 p.m. by Mary Anne Benden, Vice President.

2. Roll Call

Present: Marie Bass, Mary Anne Benden, Sylvia Fulk, Brian Gilligan, Sylvia Haas, Andrea Shaeffer

Absent: Kristine O'Sullivan

Staff Present: Anne Belden, Patrick Brickley, Jo Broszczak, Elizabeth Colín, Beth Corrigan-Buchen, Malachi Kohlwey, Elizabeth Ludemann, Su Reynders, Megan Smith

Visitors: Other unidentified visitor

3. Public Comment

There was no public comment.

4. Consent Agenda

- a. Minutes of Regular Board Meeting of July 17, 2025
- b. July 2025 Bills and Financial Reports
- c. Approve Library Closing on Friday, November 7, 2025 for Staff In-Service Day

Motion was made by Trustee Haas and seconded by Trustee Fulk to approve the Consent Agenda as presented. Roll Call Vote: AYES: Bass, Benden, Fulk, Gilligan, Haas, Shaeffer. NAYS: None. ABSENT: O'Sullivan. ABSTAIN: None. Motion carried.

5. Spanish Computer Basics: 1-on-1 Technology Appointments

Elly Colín, South Branch Assistant Manager gave a presentation on Spanish Computer Basics: 1-on-1 Technology Appointments. She explained that patrons are being offered individual appointments conducted in Spanish to help them learn basic computer skills, noting that South Branch serves a large Hispanic population.

6. One Book, One Village Title Reveal

Elizabeth Ludemann, Assistant Department Head of Fiction/AV/Teen gave a presentation on the 2025 One Book, One Village community read title, *Remarkably Bright Creatures* by Shelby Van Pelt. Elizabeth reviewed the programming opportunities being offered including a new "Afternoon Tea Social."

7. Approve bid from Twin Supplies, Ltd. for 2025 LED Retrofit & Lighting Project for \$81,500
Executive Director Reynders introduced Patrick Brickley, the new Facilities and Security Manager. Director Reynders reported that five bid packets were received for the 2025 LED Retrofit & Lighting Project and recommended awarding the bid to Twin Supplies, Ltd. as the lowest responsible bidder.

Motion was made by Trustee Benden and seconded by Trustee Gilligan to approve the bid from Twin Supplies, Ltd. for the 2025 LED Retrofit & Lighting Project for \$81,500 as presented. Roll Call Vote: AYES: Bass, Benden, Fulk, Gilligan, Haas, Shaeffer. NAYS: None. ABSENT: O'Sullivan. ABSTAIN: None. Motion carried.

8. Review/Approve Public Use and Conduct Policy
Trustees reviewed the Public Use and Conduct Policy and requested two amendments: Section II 10: to add "designated for children and teens" and to remove the sentence "Adults are not permitted in designated teen spaces."

Motion was made by Trustee Bass and seconded by Trustee Fulk to approve the Public Use and Conduct Policy as amended. Voice vote carried.

9. Executive Director Report
Executive Director Reynders reviewed the highlights of the monthly library report and answered questions. She reported that the Employee Handbook (Personnel Code) will be revised into a more accessible, easy-to-read format to enhance staff understanding and usability.

Trustees discussed the meeting schedules of various agencies to identify the most suitable day for hosting a Civic Connections event. The Board agreed that Mondays are preferable and tentatively scheduled the event for February 2026.

10. Trustee Reports and Comments
Trustee Gilligan reported that he hosted a Meet the Board session on Friday, August 15 from 1-3 p.m.

11. Closed Session
As pursuant to 5 ILCS 120/2 (c) (1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

Motion was made by Trustee Benden and seconded by Trustee Fulk to adjourn to closed session at 6:59 p.m. Voice vote carried.

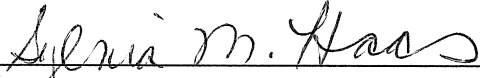
12. Reconvene Open Session
Open session was reconvened at 7:14 p.m.

13. Upcoming Meetings and Events Calendar

- a. August 25 – Foundation Board Meeting – Sylvia Haas
- b. September – Meet the Board – Mary Anne Benden
- c. September 4, 6:00 p.m. – Finance Committee Meeting
 - i. Review 2026 Working Budget and 2025 Tax Levy
- d. September 18, 6:00 p.m. – Regular Board Meeting
 - i. Approve 2026 Appropriation Budget and 2025 Tax Levy
- e. September 22 – Foundation Board Meeting – Sylvia Fulk

14. Adjournment

Motion was made by Trustee Benden and seconded by Trustee Fulk to adjourn the Regular Board meeting at 7:15 p.m. Voice vote carried.



Sylvia M. Haas, Secretary

Approved as submitted 09/18/2025