

The meeting was called to order at 6:32 pm by Chair Kiernan.

1.0 ROLL CALL – Present: T. Kiernan (Chair), Trustees: P. Harycki, N. Wilkes, D. Sweet, E. Leonard, L. Komars, Library Director S. Lewin-Lane, Absent: Trustee B. Shaw, Absent and excused: Village Liaison M. Eternicka

2.0 PUBLIC COMMENT – no comment

3.0 CONSENT AGENDA

- 3.1 Motion (Sweet/Harycki) moves to approve minutes from 12/21/23 Library Board Meeting – passed 4-0-3 (two abstentions by Trustees not in attendance of meeting)
- 3.2 Motion (Leonard/Sweet) moves to approve Library Budget Report and Board Fund December 2023 – passed 6-0-1
- 3.3 Motion (Leonard/Sweet) moves to approve Library Payroll #26, #1 – passed 6-0-1
- 3.4 Motion (Leonard/Sweet) moves to have next Library Board meeting on Thursday, February 22nd, 2024 – passed 6-0-1

4.0 COMMITTEE AND LIAISON REPORTS

5.0 DIRECTOR'S REPORT

6.0 AGENDA ITEMS

- 6.1 Review the Naming Rights Document
Director Lewin-Lane reached out to Village Administrator S. Kulik to clarify what rights to naming a potential donor may have since the building is a shared space. If it more appropriate for a sponsor to obtain naming rights to a specific area or room of the building, S. Kulik suggested that the Village Board should be included to maintain good-will since the building is still owned by the Village. Trustees agreed. Library Board will have to delineate to potential sponsors that the building in its entirety will not be renamed, but the library portion of the W. Ben Hunt Center would be subject to naming rights. Trustees reviewed the document to discuss specific clauses and how the verbiage reads. Director Lewin-Lane suggest defining what constitutes as library facility. D. Sweet suggested that he make changes to the document which were discussed during the meeting and send it to Director Lewin-Lane to disseminate the updated document to Library Board trustees before the next Board meeting. Newly updated document could be reviewed before revisions voted upon. N. Wilkes volunteers to collaborate with D. Sweet on document.
Motion (Harycki/Leonard) moves to defer the Naming Rights Document to the February meeting, no further discussion. Motion passed 6-0-1
- 6.2 Review of Collection Development Policy: Reconsideration Process timetable
D. Sweet started discussion with what an appropriate timetable looks like and the number of items that can be reconsidered at one time. Trustees agreed that having a defined timetable would benefit library staff and patrons, as expectations would be clear. Further discussion about the number of times and how often an item could be reconsidered, as well as the appeal process. Specific verbiage was discussed with regards to changes to the process. Director Lewin-Lane will update document with suggested changes.

Motion (Komas/Wilkes) move to defer the Review of Collection Development Policy: Reconsideration Process timetable to the February meeting, no further discussion. Motion passed 6-0-1

- 6.3 Request to sync Library Director annual review to Library staff scheduled (December)

Request came from Village Administrator for budgetary and streamlining purposes Trustees discussed current process and potential benefits and hindrances. Motion (Harycki/Leonard) moves to move the Library Director's review to the December meeting to align with the Village, not further discussion. Motion passed 6-0-1

- 6.4 Library Director Annual Review

Motion (Harycki/Komas) moves for Library Board to enter closed session. No further discussion. Motion passed 6-0-1

Motion (Harycki/Wilkes) moves to approve Director Lewin-Lane's 2% raise retroactively in effect as of January 1, 2024, no further discussion. Motion passed 6-0-1

- 7.0 ADJOURNMENT** Motion (Harycki/Wilkes) moves to adjourn meeting – passed 6-0-1

Seth Harrison / (e-signature)

Seth Harrison, Assistant Library Manager

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