

**Ella Johnson Memorial Public Library
109 S. State Street, Hampshire, IL 60140
Regular Meeting of the Board of Trustees
June 24, 2024**

Call to Order: President Linda Wallace called the regular meeting of the Board of Trustees to order at 7:00 pm.

Present: Trustees Kim Alberth, Pat Dumoulin, Morgan Kolecke, Suzanne Lattanzio, Judy Pokorny, Linda Wallace, and Karen Williams

Absent: None

Staff Members: Executive Director Stephen Bero, Youth Services Manager/Assistant Director Heather Swanson, Graphic Designer Marissa Lambert, and Recording Secretary Kimberly Luhman.

Public: Village of Hampshire President Mike Reid, Village of Hampshire Manager Jay Hedges, Village of Pingree Grove President Amber Kubiak, Village of Pingree Grove Manager Andy Ferrini, Dewberry Architect Douglas Pfeiffer, Chapman & Cutler LLP Bond Counsel Kent Floros

Pledge of Allegiance: President Wallace led those gathered in the Pledge of Allegiance.

Changes/Corrections to the Agenda: None

Questions/Comments-Public/Media: None

Approval of Minutes:

Regular Meeting: Motion by Trustee Dumoulin and second by Trustee Williams to approve the minutes from the Regular Meeting of the Board of Trustees held on May 20, 2024. The minutes were approved by voice-vote consensus.

Treasurer's Report:

- Approval of Bills for May 2024 and June 2024; Payrolls for May 2024. Motion by Trustee Williams and second by Trustee Kolecke to approve the May 2024 Bills in the amount of \$54,384.82 and the June Bills for \$48,117.00 and Payrolls in the amount of \$41,132.35. The Bills and Payrolls were approved by voice-vote consensus.
- Financial Report-Trustees reviewed the monthly Financial Report prepared by J. Scott Chilton, CPA.

Director's Report:

- Department Reports
- Circulation/Programming/Database Statistics
- Ella's Friends Minutes-June 4, 2024

Director Bero reported that our program stats are great and that this has been a busy Summer Reading with lots of patrons in the building, Heather agreed and said this by far has been our busiest summer ever. We also just replaced one of the HVAC systems on the South side of the building.

Ella's Friends: The Friends received multiple requests from Department Managers Jenn and Heather for various resourcing needs which were approved.

President's Report: President Wallace shared a reflection regarding what has happened in the library over the years. We've had several Directors, Covid, and many changes and yet our needs for our patrons and communities have continued to increase. We have done a community survey in the past and in that time since the survey Pingree Grove has doubled, other results showed 36% of patrons use other libraries, 76% opportunities for programs, 100% we need to expand, 100% services in Pingree Grove, Burlington, Dell Webb and there is no teen area. President Wallace reiterated we need to meet our patrons and community needs.

Unfinished Business: None

New Business:

A. Building Expansion plans and referendum

1. Kent Floros, Bond Counsel, Chapman & Cutler LLP
 - i. General Information
 - ii. Timeline
 - iii. Purposed Language
2. Representatives of the Village of Pingree Grove (private presentation to board)
3. Representatives of the Village of Hampshire (private presentation to board)

1. Kent Floros explained each step that would need to be taken, from wording/verbiage, due dates and deadlines. There is a deadline of August 5, 2024, to have public notifications. At the July meeting we need to have all the language figured out for the referendum. Recommendation is to ask for the maximum amount, but we can use less. Once the referendum passes, we have 5 years to issue all bonds. We will need to have a broker for this.

2. Village of Pingree Grove Manager Andy Ferrini shared that the Village of Pingree Grove is coordinating/working with us on creating a plat of survey, as well as the legal teams working together. Since this is something that has not been done before it took a little time. We are all set to move forward. Pingree Grove Village Board meeting is on July 15, 2024. The Board at that time just needs to "bless" and turn everything over to us.

The Library Board asked how things can be promoted. The library and the villages cannot use tax dollars to promote the referendum. Citizen groups such as Friends of the Library can promote with signs. The villages and the library can only give out information on their websites or mailers. Village of Pingree Grove President Amber Kubiak offered up their Village Hall for us to host a Town Hall Meeting to the public. This would be a great way for patrons to come and get informed and ask any questions. We also want to make things clear to the taxpayer. We need to have a calculator on the website so patrons can see the true cost increase for each property.

Other concerns that the Library Trustees had were how to manage the budget and stay on top of the cost. Director Bero said we would need to hire a Construction Manager to cover this, sooner than later or possibly early 2025. Doug will work closely with them. Pingree Grove Mayor Kubiak shared concerns the board had regarding the budget and advised that you look at the areas and adjust. Doug (Dewberry Architect) shared that once the referendum passes, it will take about 8 months for the design to be completed. We should be able to break ground late next year.

3. Village of Hampshire Manager Jay Hedges shared the plans of the future Municipal Campus, which will consist of a Public Works building, Village Hall, Police Department and Library. The Public Works building will be going in first. It is desperately needed to home our Village trucks, so we are not storing them in different locations. This has led to trucks breaking down and a lot of repairs. The library would be located on the South end of the property with our building facing North. The lot size is 5 acres for the library.

Jay was able to answer concerns about French Rd and Harmony Rd. eventually being connected. The bridge is currently in the works to be replaced on State Street. Also, for safety reasons there will be a bike path. The railroad crossing will be turning into a quiet zone.

Both Jay and Village of Hampshire President Reid stated, "we want the library to stay in this town." Reid said he wants residents to be able to walk to the library. Reid is thrilled he has such a wonderful relationship with Stephen, Linda and the Library Board. It is a night and day difference from past boards. We all have the same goal.

Once the referendum passes and the library is built at the Hampshire location the plan is to do a swap of the current library building with the land that is being given to the library. The village will then use the old library building for the Village Hall. They need a building that can hold 150 people for large board meetings. Long term the village would then eventually transition to the new Municipal Campus. That will be a capital plan along with a new police building. Of course, the village will wait as there is no time limit. We can also use the building if needed for an event.

We can build our building as soon as needed, once the referendum passes. The water and sewer are already present. The library will also need to build a parking lot.

Trustee Kolecke thanked Jay and Mike for providing all the information to us in such a fast timeline. Trustee Pokorny added that they did an excellent job in answering all the board's questions and being so prepared in their presentation.

B. Adoption of Ordinance 2024-06-01 Setting Meeting Dates for Fiscal Year 2024-2025

Motion by Trustee Alberth and seconded by Trustee Lattanzio that the board adopt the Ordinance 2024-06-01. The motion was approved by voice-vote consensus.

C. Appointment of Trustees to the Ad-Hoc Committee for the Semi-Annual Review of the Executive Session Minutes.

Trustee Lattanzio and Trustee Pokorny agreed to meet to review Executive Session Minutes at a date convenient to them.

D. Working Budget for Fiscal year 2024-2025

Motion by Trustee Dumoulin and seconded by Trustee Lattanzio to approve the Working Budget for Fiscal Year 2024-2025 as presented, adding that there be an account created for Adult Services Summer Reading and staff member Marissa Lambert becoming full-time. Motion was approved by voice vote consensus.

E. Executive Session to consider the purchase or lease of real property for the use of the public body [5ILCS 120(c) (5)].

No Executive Session.

Discussion: Conversation regarding how we differentiate ourselves from the Park District on the upcoming referendums. One item mentioned was how our services are different, the community needs to see the value of our services.

We would like to see some concepts from Doug that we could use for promotional material for both locations. Doug shared that he is thrilled for us regarding the properties and very excited to be working on this project. He really likes the property in Hampshire as it looks ideal, larger and a cleaner sight.

Regarding a new logo. We will hold off for now and wait until the referendum passes.

Heather Swanson shared a photo of the potential vehicle we could be loaned for the Pingree Grove parade on July 13th. There would be room for people to ride if they prefer. We also need people to walk to give out items.

Adjournment: Trustee Dumoulin motioned for the meeting to be adjourned, seconded by Trustee Alberth. President Wallace adjourned the meeting at 8:40pm. Closing of the meeting was approved by voice-vote consensus.

The next Regular Board Meeting is at 7:00 pm on Monday, July 22, 2024.

Respectfully submitted,

Kimberly Luhman, Recording Secretary

Karen Williams, Board Secretary