1. **Call to Order**

Vice President Glenda Peck called the meeting to order 6:34pm

1. **Board of Trustee Roll Call**

Present: Allison Short, Michelle Damadeo, Marisa Richards, Glenda Peck, Adrien Aaron

Absent: Jessica Fese, Ryan Ivemeyer

Attending via Zoom: None

Also Present: Genna Mickey, Library Director; Heidi Lendi, Village Trustee

1. **Public Comment**

None

1. **Consent Agenda**
   1. February 2025 Expenditures $94,036.10
   2. Spring Clean Up and Mulch Installation – Not Just Grass Landscaping $6,920
   3. Gas utility contract – index price plan from Rock River Energy Services / Symmetry Energy Solutions
   4. Electric utility contract – 15-month contract May 2025-July 2026
   5. Annual Financial Chronology for FY 2025-2026
   6. Annual LOTE4Kids Database Subscription for $540

Motion to approve the Consent Agenda by Trustee Adrien Aaron and seconded by Trustee Michelle Damadeo. Approval for Regular Board Minutes 2/26/2025 tabled due to lack of quorum to approve. All in favor, motion carried.

1. Correspondence
   1. Corn Boil, thank you from League of Women Voters, 988 materials

1. **Director’s Report**

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

* Goal 1 – Strengthen Community Engagement and Outreach
  + Update on outreach partnerships
  + Update on programming for families
  + Welcome Wagon initiative
* Goal 2 – Address Infrastructure and Technology Modernization
  + Update on window cupola project bid and other quotes
  + Update on technology
* Goal 3 – Enhance Programming & Service Offerings to Diversify Patron Engagement
  + License plate sticker renewals will start in April
  + Notary services update
* Goal 4 – Develop a Robust Marketing and Communications Plan
  + Updates on Kiwanis and chamber
  + Logo discussion – graphic designer

1. **Board Representative Reports**

Building and Grounds – Teak furniture update-looking for a space for the project, will take advantage of village parkway tree program

Finance – None

Personnel/Policy – None, have Tutoring Policy on agenda

Strategic Planning – None

1. **Library Foundation Report**

None

1. **Trustee Open Comments and Discussion**

Great job with the League of Women’s Voter candidate forum event and library videos

1. **Old Business**
   1. Special Reserve Expenditures category – reviewed plan for the year and expenditures to date
2. **New Business**
   1. Window cupola replacement project bid review – two bids received Spec Pro, Inc bid $77,847.00 and Blue Reef LLC $157,100. Motion to hire Spec Pro, Inc $77, 847.00 for the project made by Trustee Michelle Damadeo and seconded by Trustee Allison Short. All in favor, motion carried.
   2. Roof replacement services – discussed and update roofing project status
   3. Policy 490 – Tutoring Policy – Motion to approve Policy 490 made by Trustee Marisa Richards and seconded by Trustee Michelle Damadeo. All in favor, motion carried.

1. **Closed Session (5 ILCS 120/2(c)(1)) – for the purpose of the Director’s Annual Review**
2. **Motion to enter Closed Session by Trustee Marisa Richards, seconded by Trustee Allison Short**
   1. Open session adjourned 7:39pm
3. **Return to Open Session**
   1. Motion to return to open session 8:15p Trustee Michelle Damadeo, seconded by Trustee
   2. Roll call
      1. Trustees Present: Glenda Peck, Marisa Richards, Allison Short, Michelle Damadeo, Adrien Aaron
      2. Absent: Ryan Ivemeyer, Jessica Fese
      3. Also Present: Genna Mickey, Library Director
4. **Action Taken as a Result of Closed Session** 
   1. Motion to approve increase in PTO to 29 day accrual rate to reflect 10 years of service immediately and increase in salary for Library Director Genna Mickey at 5% beginning on July 1, 2025. Trustee Marisa Richards, seconded by Trustee Michelle Damadeo. All in favor, motion carried.
5. **Old Business (reordered)**
   1. Public Restroom ADA Door Replacement – motion to approve public restroom ADA door replacement with Tee Jay Service Company for $6,052 made by Trustee Adrien Aaron and seconded by Trustee Allison Short. All in favor, motion carried.
6. **Items for Next Month**
   1. Bi-annual review of closed session minutes
   2. Quotes for gutters/roofing project
   3. Updates regarding the cupola project
   4. Approve Regular February 2025 Meeting Minutes
7. **Adjournment**

Motion for Adjournment was called at 8:24p by Trustee Michelle Damadeo and seconded by Trustee Allison Short.

All in favor.