

## MAPL October Board Packet - 10/13/25



MORRIS AREA PUBLIC LIBRARY  
BOOKS FOR ALL

**Morris Area Public Library**  
**October 13, 2025**  
**Board of Trustees General Meeting Minutes**  
**6:30 pm**  
**Morris Area Public Library Conference Room**

Minutes-

**1. Call to Order and Roll Call**

- a. Called to order at 6:33 P.M.
- b. Roll Call: Cummings, Geiger, Keavney, Keegan, and Russell were all present. Keegan entered the meeting at 6:35 P.M. Peterson was absent
- c. A motion was made to bring Ebert in remote by Cummings and seconded by Geiger
- d. Library Interim Director Barowsky was present and guests Baldine, Baldine, Berndt, Burton, Eallonardo, Fischer, Meyer, Murray, Ritz and Sargent

**2. Review of Agenda for Additions/ Changes**

**3. Construction Update -**

- a. Phase 1 is set to be completed around December 12th and Phase 2 around February 20th. Final completion is estimated around March 20th
- b. Some issues arose that resulted in both additional costs and credits are as follows
  - i. After finding the unsuitable soil under the footings they had to pour extra concrete footings
  - ii. Time Capsule - needs to be completed
  - iii. Exterior door modified
  - iv. Sanitary line
  - v. Adding a beam to an existing wall
  - vi. Rekey existing doors
  - vii. Demo of ceiling in staff lunchroom
  - viii. Pour a slab in the Director's new office
- c. Mai didn't have any formal documentation or paperwork for the upcoming work and was relying on her paperwork or mental notes
- d. A motion was made by Cummings and seconded by Keegan for the scope of work as presented with the option for amendment at a later time 6-0
- e.

**4. Correspondence, Communications, and Public Comment**

**5. Minutes from previous meeting**

- a. Keavney motioned to accept September meeting minutes and Geiger seconded

**6. Directors Report**

- a. We had our final Movies in the Park of the season on September 12, 2025
- b. September is the hiatus month for programs so staff spent time cleaning out and organizing the storage in the basement
- c. All programs will now take place in the smaller meeting room in the basement. Staff members spent time cleaning out that room to get it ready for programming to start back on October 1, 2025. We have to cap all programs now to 30-35 patrons until we have more than one exit way out of the basement
- d. The total number of occupancy for the entire basement is 49 and we need to allow for staff that were relocated downstairs as well as presenters
- e. We are participating in the Chamber of Commerce's Downtown Trick or Treat night on Thursday, October 30, 2025. Burton will be serving 100 hot dogs to the community. This program was made possible by a generous donation from the Grundy County Community Foundation
- f. Moving offices to the basement occurred over several weeks in September, with the majority of it happening the week of September 15, 2025

## MAPL October Board Packet - 10/13/25

- g. On Saturday, September 20, 2025 we had some flooding in the basement. Burton was the Supervisor on duty and handled a majority of the initial clean up with the help of the 2 Saturday staff members. Narvick helped a lot with the clean up also
- h. The large office items were moved by a moving company on September 23, 2025
- i. We are still unpacking but we are up and running. We only have one phone in the auditorium, but all our computers are up and running thanks to our IT Specialist Sargent
- j. The elevator needed repairs again, but we did pass our annual inspection
- k. Director Mai attended the Association of Rural and Small Libraries Conference in Albuquerque, NM September 16-21, 2025
- l. We had an All-Staff training day September 24, 2025 during the library construction closure at the Seneca Public Library. Baldine, Barowsky, Burton and Murray all made presentations. The staff was incredibly engaged with many ideas and suggestions were shared. We have begun to implement a few and have more in development
- m. As of January 1, 2026, a new Illinois law will require all public libraries to stock opioid overdose reversal medication such as Naloxone (brand name of Narcan) and train staff to use it. We had a member of the Kankakee County Health Department come to present the training to staff at the All Staff Training Day
- n. We have several staff members renewing their notary license. The State of Illinois has updated their renewal process so it is taking a bit longer than usual. The fees are charged to the Staff Professional Development
- o. We have three staff members who will be attending the ILA Conference, Burton, Murray and Sandoval
- p. We have a new Head of Patrons Services, Fischer, who started on October 6, 2025
- q. We are almost completed with our IMRF audit. Several mistakes were found and Berndt is working to get them all corrected
- r. Berndt completed her training for Records Retention Disposal and is currently working on getting our records up to date
- s. Berndt is working on compiling our inspection schedule and reviewing all the contracts. We are currently out of contract with our garbage disposal company and we are submitting proposals for the board's approval. Keavney motioned to renew our contract at the lowest price and Cummings seconded 6-0
- t. We are having issues with 2-factor authentication and the use of staff's personal phones. We should not be asking staff to use their personal phones for library business and this also is an issue when staff members leave. To alleviate this we would like to purchase 2-Factor fobs for all supervisors and specialists. They are about \$25 each and will need about 7-10. This would come out of the Staff Hardware line item of the budget
- u. At the staff meeting, it was requested that we get another bookdrop for the front desk area because of issues with workflow and desk clutter when patrons return books. This has caused books to not be checked in correctly and patron complaints about overdue notices. We are submitting a few options for your review, this would come out of the Furniture and Fixtures budget

### 7. Presidents Report

- a. Barowsky has stepped up as a leader of the Library and it is running smoothly. Her pay while being Interim Director will be discussed in closed session

### 8. Vice Presidents Report

- a. None

### 9. Financial Reports

- a. A suggestion was made to call in an Accountant to fix some issues
- b. Motion to accept the financial reports as presented was made by Keavney and seconded by Geiger 6-0

### 10. Committee Reports

- a. **Finance Committee (Geiger)**
  - i. Geiger asked about Simple Communications and Sargent informed what they do for us and that we get 50 free hours per year for tech support
- b. **Facilities & Technology Committee (Ebert/Russell)**
  - i. Next meeting TBD and Ebert asked about getting a microphone for Remote
- c. **Personnel & Policy Committee (Cummings/Keavney)**
  - i. Next meeting TBD
- d. **Strategic Plan Committee (Keavney)**
  - i. Next meeting TBD

### 11. Unfinished business

## MAPL October Board Packet - 10/13/25

### 12. New Business

### 13. Other

### 14. Executive Session

- a. A motion was made to go into Executive Session at 7:54 p.m. by Keavney and seconded by Geiger 6-0

Executive session pursuant to 5ILCS 102/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body against legal counsel for the public body to determine its validity.

Executive session pursuant to 5ILCS 102/3: the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given the power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office when the public body is given the power to remove the occupant under law or ordinance.

### 15. Action on Executive Session

- a. Action was taken and Open Session resumed at 7:58 p.m.
- b. A motion was made by Keavney and seconded by Cummings to approve Interim Director Barowsky a raise from \$21.84 to \$30.00 per hour with retroactive pay until she is no longer Interim 6-0

### 16. Executive Session

- a. A motion was made to go back into Executive Session by Cummings and seconded by Russell at 7:59 p.m. 6-0

### 17. Action on Executive Session

- a. No action was taken

### 18. Adjournment

- a. At 8:35 p.m. Keavney motioned to adjourn and Keegan seconded 6-0

All topics on the agenda are potential action items.

The Morris Area Public Library District is subject to the requirements of the Americans with Disabilities Act. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting for the facilities, are required to contact the library administrator at (815) 942-6880 x116 promptly to allow the Morris Area Public Library District to make reasonable accommodations for those persons.

\_\_\_\_\_, Board Secretary