

Nancy L. McConathy Public Library

Board of Trustees Meeting Minutes

Date: October 8, 2025

Location: Nancy L. McConathy Public Library

1. Call to Order

The regular meeting of the Nancy L. McConathy Public Library District Board of Trustees was called to order by President Mary Thompson at 5:11 p.m.

Present:

- President Mary Thompson
- Vice President Gary Holcomb
- Secretary Karlyn Boens
- Treasurer Linda Todd
- Trustee Merrionna Pierce
- Trustee Quinne Arruela
- Director Rosie Williams-Baig

Absent:

- Trustee Stacy Parker

2. Approval of the Minutes

Treasurer Linda Todd motioned to approve the minutes from the previous meeting. Vice President Gary Holcomb seconded the motion. The motion was approved unanimously by Vice President Gary Holcomb, Secretary Karlyn Boens, Treasurer Linda Todd, Trustee Merrionna Pierce, and Trustee Quinne Arruela.

3. Correspondence

Director Rosie Williams-Baig reported on a patron disagreement that resulted in the individual being banned from the library. Staff have been notified.

4. Legal Counsel

No report.

5. Librarian's Report

Report was read as submitted by Director Rosie Williams-Baig.

6. Committee Reports

A. Budget and Finance: Report was read as submitted by Treasurer Linda Todd.

B. Policy and Bylaws: Director Rosie Williams-Baig reported that policy review is currently underway.

C. Personnel: Trustee Quinne Arruela reviewed payroll; all items were in order.

D. Public Relations: No report.

E. Friends of the Library: Director Rosie Williams-Baig reported that the meeting needed to be rescheduled and is on hold for now.

7. Unfinished Business

Director Rosie Williams-Baig presented updates to the Policy Manual, including both the written policy and an accompanying Excel sheet of policies.

Vice President Gary Holcomb motioned to approve the updates to the Policy Manual. Trustee Quinne Arruela seconded the motion. The motion was approved unanimously by Vice President Gary Holcomb, Secretary Karlyn Boens, Treasurer Linda Todd, Trustee Merrionna Pierce, and Trustee Quinne Arruela.

8. New Business

- A. Job Description Changes

Director Rosie Williams-Baig presented job description changes previously discussed by the Board.

Secretary Karlyn Boens motioned to approve the proposed job description changes. Vice President Gary Holcomb seconded the motion. The motion was approved unanimously by Vice President Gary Holcomb, Secretary Karlyn Boens, Treasurer Linda Todd, Trustee Merrionna Pierce, and Trustee Quinne Arruela.

- B. Library Closure – October 11th and 18th

Director Rosie Williams-Baig shared that, due to delayed tax funds, the library is conserving staff hours and proposed closing on October 11th and October 18th.

Vice President Gary Holcomb motioned to approve the closure dates. Treasurer Linda Todd seconded the motion. The motion was approved unanimously by Vice President Gary

Holcomb, Secretary Karlyn Boens, Treasurer Linda Todd, Trustee Merrionna Pierce, and Trustee Quinne Arruela.

- C. Updates to Library Card Policy

Director Rosie Williams-Baig presented a new Library Card Policy outlining circumstances in which fees may be waived.

Vice President Gary Holcomb motioned to approve the updated policy. Trustee Quinne Arruela seconded the motion. The motion was approved unanimously by Vice President Gary Holcomb, Secretary Karlyn Boens, Treasurer Linda Todd, Trustee Merrionna Pierce, and Trustee Quinne Arruela.

- D. Updates to Reimbursement and Per Diem Policy

Director Rosie Williams-Baig presented updates clarifying mileage reimbursement and allowing per diem payments via the library's credit or debit card when authorized.

Vice President Gary Holcomb motioned to approve the updates. Trustee Quinne Arruela seconded the motion. The motion was approved unanimously by Vice President Gary Holcomb, Secretary Karlyn Boens, Treasurer Linda Todd, Trustee Merrionna Pierce, and Trustee Quinne Arruela.

- E. Bylaws Updates – Agenda Item Placement

Director Rosie Williams-Baig proposed moving 'Audience to the Public' to follow Committee Reports and removing the President's Report.

Vice President Gary Holcomb motioned to keep the current order but remove the President's Report. Trustee Merrionna Pierce seconded the motion. The motion was approved unanimously by Vice President Gary Holcomb, Secretary Karlyn Boens, Treasurer Linda Todd, Trustee Merrionna Pierce, and Trustee Quinne Arruela.

- F. Resolution – Extension Reduction Allocation (Cook County)

Vice President Gary Holcomb motioned to approve the Extension Reduction Allocation Resolution for Cook County. Trustee Quinne Arruela seconded the motion. The motion was approved unanimously by Vice President Gary Holcomb, Secretary Karlyn Boens, Treasurer Linda Todd, Trustee Merrionna Pierce, and Trustee Quinne Arruela.

- G. Resolution – Extension Reduction Allocation (Will County)

Trustee Quinne Arruela motioned to approve the Extension Reduction Allocation Resolution for Will County. Trustee Merrionna Pierce seconded the motion. The motion was approved unanimously by Vice President Gary Holcomb, Secretary Karlyn Boens, Treasurer Linda Todd, Trustee Merrionna Pierce, and Trustee Quinne Arruela.

- H. Resolution – Amounts of Money Estimated to Be Necessary to Be Raised by Taxation in 2025

Treasurer Linda Todd motioned to approve the resolution. Trustee Quinne Arruela seconded the motion. The motion was approved unanimously by Vice President Gary Holcomb, Secretary Karlyn Boens, Treasurer Linda Todd, Trustee Merrionna Pierce, and Trustee Quinne Arruela.

- I. Resolution – Tax Anticipation Warrants

Director Rosie Williams-Baig reported that she has applied for both the Tax Anticipation Warrant from Wintrust Bank and Cook County's No-Interest Loan. The Board is awaiting updates.

Treasurer Linda Todd motioned to table the resolution until more information is received. Trustee Merrionna Pierce seconded the motion. The motion was approved unanimously by Vice President Gary Holcomb, Secretary Karlyn Boens, Treasurer Linda Todd, Trustee Merrionna Pierce, and Trustee Quinne Arruela.

- J. Utilizing Chapman and Cutler to Process the Tax Anticipation Warrant

Treasurer Linda Todd motioned to approve using Chapman and Cutler LLP to process the Tax Anticipation Warrant. Trustee Quinne Arruela seconded the motion. The motion was approved unanimously by Vice President Gary Holcomb, Secretary Karlyn Boens, Treasurer Linda Todd, Trustee Merrionna Pierce, and Trustee Quinne Arruela.

9. Audience to the Public

No audience comments.

10. Adjournment

Treasurer Linda Todd motioned to adjourn. Trustee Quinne Arruela seconded the motion. The motion was approved unanimously by Vice President Gary Holcomb, Secretary Karlyn Boens, Treasurer Linda Todd, Trustee Merrionna Pierce, and Trustee Quinne Arruela.

Meeting Adjourned at 6:11 p.m.

Prepared and submitted by Trustee Karlyn Boens, Secretary