

**Regular Board Meeting
Thursday August 15, 2013 7:30PM**

MINUTES

A. CALL TO ORDER

The regular meeting of the Board of Library Trustees of the Lincolnwood Public Library District was called to order by President Beard at 7:31PM on August 15, 2013 in the Library's Board Room.

B. ROLL CALL

Trustees Present: Beard, Berger, Fields, Gimbel, Martel (arrived 7:57pm), Poulosom, Stavinoga
Trustees Absent: None
Staff Present: Library Director Su Bochenski; Office Manager Amy Skrzypinski; Adult Librarian Brian Wilson; Technology Librarian Annica Glenn.
Visitors Present: None.

C. CONSENT AGENDA

ON A MOTION BY TRUSTEE POULSOM AND SECONDED BY TRUSTEE GIMBEL, AND WITH ALL TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE ITEMS ON THE CONSENT AGENDA WERE APPROVED AS FOLLOWS:

- Approve Minutes of July 18, 2013 Board Meeting
- Approve Financial Report for period ending 7/31/13
- Approve Disbursements for period 7/1/13 through 7/31/13 – Republic Bank NOW and Special COSTCO Purchases accounts
- Receive Reports of Standing Committees

D. LIBRARY DIRECTOR'S REPORT

Library Director Bochenski referred to her own report and to the statistical reports for June 2013. She reviewed the progress made on the FY14-FY16 strategic plan, and gave an overview of the recent staff in-service day.

E. PRESIDENT'S REPORT

President Beard referred to the statistics that show that more Lincolnwood residents have library cards and are using the library. In order to keep up the positive momentum, she recommended that the Board consider keeping the library open on Sundays during the summer. She shared that Head of Circulation Vandana Sehgal had also suggested this plan as a way to further increase library usage and meet strategic plan goals. Trustees briefly discussed the history of Sunday hours as well as the pros and cons of being open during the summer. President Beard asked Director Bochenski to conduct research on this suggestion, including the impact to the budget and personnel. The Board will continue to discuss this suggestion and make a final decision in advance of the FY15 budget planning process, and also enough in advance to accommodate any potential staffing changes.

President Beard commented that she was happy to see visitors at the July 2013 board meeting, and recognized that the public input was valuable and helped identify areas of concern that Trustees should be aware of.

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Lastly, President Beard stated the importance of including the community as we move forward in the implementation of the strategic plan, specifically regarding any building improvements. Trustee Stavinoga recommended that we ask for input, such as through a survey through the email blast. President Beard explained that the initial strategic planning process included a significant amount of community input, including a mailed all-community survey.

F. REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Gimbel reported that the Friends will next meet on August 28, 2013.

G. CORRESPONDENCE AND COMMUNICATIONS

Trustees discussed the memo from the library's legal counsel, Roger Ritzman, regarding FOIA and text messages. Currently Trustees use email and text sparingly for library business, primarily for two reasons, 1) email for the Library Director to send board packets, information, and reminders and 2) text for the Library Director to send meeting reminders.

Trustees recognized the thank you letter to Neal Stein, North Capital Group for the purple brick fundraiser, and reiterated their thanks and appreciation. Through the purple brick fundraiser, the library received about \$5,000 in gift funds.

H. AUDIENCE TO VISITORS

There were no visitors.

I. UNFINISHED BUSINESS

Proposed Airoom Parking Proposal

Due to a serious family emergency, Airoom was unable to present their petition for parkway parking on Keystone Avenue. The public hearing was rescheduled for Thursday, September 26 at 7:00PM at Village Hall.

Trustees reviewed the parkway parking plan and discussed the pros and cons of the proposed petition. In summary, Trustees were concerned about: 1) The hindrance of future development of the library; 2) The safety of having the public sidewalk be sandwiched between cars parking nose to nose, especially because of the number of children who use the sidewalk after school and 3) The removal of green space and many full grown trees, especially considering the significant recent tree loss in the Village.

Therefore, the Board agreed that they did not support nor want parkway parking on the southeast side of Keystone Avenue, despite the fact that there would be increased parking that the library could potentially use.

J. NEW BUSINESS

a. Review Library Standards Chapter 10: Marketing for Per Capita Grant requirements

The Board reviewed the standards as per requirements for the FY14 Per Capita Grant, noting that the completion of a marketing plan is scheduled for December 2013.

b. Review and Approve Illinois Public Library Annual Report

ON A MOTION BY TRUSTEE POULSOM AND SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE FISCAL YEAR 2013 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT WAS APPROVED AS PRESENTED.

c. Review and Approve Firm for Website Redesign

Staff presented the recommendation of the firm PMC as the top choice to redesign the library website. Trustees asked several questions about the recommended firm, as well as the other firms interviewed. The deadline for the new website is March 2014, but staff anticipates that it will be completed sooner.

Trustees commented that they would have like to see a list of sample websites from the recommended firms, as well as the actual response to the RFP.

ON A MOTION BY TRUSTEE BERGER AND SECONDED BY TRUSTEE STAVINOVA, AND WITH ALL TRUSTEES PRESENT VOTING "YES" WHEN ROLL WAS CALLED, THE BOARD APPROVED THE SELECTION OF THE FIRM PMC TO REDESIGN THE LIBRARY WEBSITE AT A COST OF \$14,000.

d. Review and Approve Fiscal Accountability Policy

Trustees reviewed and discussed the draft Fiscal Accountability Policy as presented. Director Bochenski explained that the "investment" section of the policy had already been in place, and that the sections before and after were new. Trustee Berger said that he had already reviewed the policy and recommended some minor wording and structure changes. Director Bochenski said that the library's legal counsel, Roger Ritzman, reviewed the policy and also recommended some minor changes.

The Board briefly discussed the three primary decision points. Trustees were generally positive about increasing the current staff signature limit on checks. Trustees were also generally positive about the library obtaining and using a credit card, but the types of allowable purchases would need to be clearly defined. There was no general consensus on the amount of operating reserve that each fund should maintain. The Board agreed to refer the discussion to the Finance & Facilities Committee, and Director Bochenski will work with Trustee Berger to schedule a committee meeting.. The Board directed the Library Director to make the minor changes recommended by Trustee Berger and the library's legal counsel prior to the committee meeting.

e. Review and Approve Elimination of Website Selection Policy

Trustees briefly discussed the history of the policy as well as whether or not it was still necessary.

ON A MOTION BY TRUSTEE GIMBEL AND SECONDED BY TRUSTEE STAVINOVA, AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE BOARD APPROVED THE ELIMINATION OF THE WEBSITE SELECTION POLICY EFFECTIVE AUGUST 15, 2013.

f. Review and Approve Facilities Master Plan Request for Qualifications

Trustees discussed the draft RFQ for master planning. Director Bochenski explained that selecting an architect is the first step in making our facility improvements. The purpose of the RFQ process is to solicit qualified architects, identify a short list to interview, and then select our preferred architect. After the architect is chosen, then the board and architect will work together to identify the details and deliverables of the Master Plan and negotiate a contract.

Trustee Martel provided a significant amount of input and suggestions for the RFQ, including making the Board's big picture goals for the future more prominent, removing some of the unnecessary details (such as the issues list and statistics), emphasizing our desire to serve as a model for sustainability, and generally expressing our passion for this project more creatively.

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Trustees also addressed how detailed the deliverables of the Master Plan should be, and we ultimately agreed that the specific deliverables (like how many concepts should be included, or if a conceptual design is required) would be identified and agreed upon during the Master Plan contract negotiation stage, after the architect has been selected.

The Board directed the Library Director to make the changes to the RFQ as discussed, working with Trustee Martel as necessary, and to publish the RFQ when finalized.

g. Pre-approval for limited after-hours programs

Director Bochenski explained that for a variety of reasons, the library will discontinue holding the annual Ethnic Fest. One of the reasons is the fact that over the years, attendance at the event has been primarily by non-residents. At an informal survey during the 2012 event, two out of every three attendees said they were Chicago residents. The library wants to host events and programs that Lincolnwood residents are interested in and want to attend. To that end, we will be trying something new this year. We plan to hold larger events on Fridays after hours, about once a quarter. The events wouldn't be tied specifically to an "ethnic" theme, but would be designed to meet the needs of the community. For example, one event may be geared toward families with small children. Another event may be suitable for adults. The first event we are going to try is a Zombie Lock-in for teens. Library Director Bochenski explained that historically the board has formally voted every time the library would be open after hours, and she asked for some discretion to plan events in advance of a formal vote. Trustees were comfortable with the idea of more after hours events, and directed the Library Director to consult with the Board President and gain approval prior to after-hours events being held.

K. ADJOURN TO CLOSED SESSION

As pursuant to 5 ILCS 120/2 C (21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

ON A MOTION BY TRUSTEE STAVINOVA AND SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE BOARD ADJOURNED TO CLOSED SESSION AT 9:29PM FOR THE PURPOSE OF REVIEWING AND MAKING DETERMINATIONS REGARDING THE MINUTES AND RECORDINGS OF PREVIOUSLY HELD CLOSED SESSIONS.

All attendees except library Trustees and Director Bochenski left the meeting.

L. RECONVENE OPEN SESSION AND ADDITIONAL BOARD ACTION

President Beard reconvened the meeting in open session at 9:33PM.

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE POULSOM, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE BOARD MADE DETERMINATIONS ABOUT THE MINUTES OF PREVIOUSLY HELD CLOSED SESSIONS AS FOLLOWS:

<u>Closed Session at:</u>	<u>Reason for Closed Session</u>	<u>Determination Made</u>
11/19/09 Regular Board Meeting	Possible land acquisition	Not released for public view
01/28/10 Regular Board Meeting	Possible land acquisition	Not released for public view
06/23/11 Regular Board Meeting	Possible land acquisition	Not released for public view
07/21/11 Regular Board Meeting	Possible land acquisition	Not released for public view
02/21/13 Regular Board Meeting	Review of closed minutes	Approved & released for public view

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03/21/13 Staffing & Personnel Committee	Library Director Evaluation	Approved & released for public view
03/21/13 Regular Board Meeting	Library Director Evaluation	Approved & released for public view
05/16/13 Committee of the Whole	Personnel section of FY14 budget	Approved & released for public view

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE POULSOM, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE BOARD MADE DETERMINATIONS, IN COMPLIANCE WITH PUBLIC ACT 93-0523, ABOUT THE RECORDINGS OF PREVIOUSLY HELD CLOSED SESSIONS AS FOLLOWS:

<u>Closed Session at:</u>	<u>Approved Date:</u>	<u>Determination Made</u>
10/06/11 Staffing & Personnel Committee	08/16/12	Destroy recording
12/15/11 Staffing & Personnel Committee	08/16/12	Destroy recording
01/10/12 Special Board Meeting	02/16/12	Destroy recording
01/11/12 Special Board Meeting	02/16/12	Destroy recording
02/16/12 Regular Board Meeting	08/16/12	Destroy recording

M. BOARD ACTION CHART

No additional items were added.

N. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

Trustees confirmed the schedule of upcoming meetings as follows:

- Budget & Appropriation Public Hearing: September 19, 2013 7:00PM
- Regular Board Meeting: September 19, 2013 7:30PM

O. ADJOURNMENT

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE BERGER, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE MEETING WAS ADJOURNED AT 9:35PM.

/S/

Dany R. Fields, Secretary