

Regular Board Meeting
Thursday January 16, 2014 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 7:34PM on January 16, 2014 in the Library's Board Room.

B. ROLL CALL

Trustees Present: Beard, Berger, Fields, Gimbel, Poulsom, Stavinoga

Trustees Absent: Martel

Staff Present: Library Director Su Bochenski; Office Manager Amy Thayer; Head of Technical Services Shao-Chen Lin; Head of Community Relations/Assistant Director Julie Anne Nitz-Weiss

Visitors Present: April Vanderporten

C. CONSENT AGENDA

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

- Approve Minutes of December 19, 2013 Board Meeting
- Approve Financial Report for period ending 12/31/13
- Approve Disbursements for period 12/1/13 through 12/31/13 – Republic Bank NOW and Special COSTCO Purchases accounts
- Receive Reports of Standing Committees

D. LIBRARY DIRECTOR'S REPORT

Director Bochenski reported that contrary to her director's report, the library's accountant **will** adjust the tax rate for the Building & Maintenance Fund prior to receiving the official 2013 tax rates. This fund will report zero revenue in 2014 because the board voted not to approve the special .02% levy for that fund. Director Bochenski also handed out a supplemental strategic plan update (which will be appended to the board packet). The Lincolnwood Police Department came out to the library on January 13 and conducted two sessions of traffic crossing safety training for the after-school crowd. Trustee Poulsom suggested that the library talk to the Mobil station and see if Mobil staff would be willing to remind after school kids to cross at the light on their way out. A patron fell in the library lobby on January 12, and a claim has been filed with the library's liability insurance. Office Manager Amy Thayer and Head of Technical Services Shao-Chen Lin presented the highlights of their reports and answered questions.

E. PRESIDENT'S REPORT

President Beard reminded Trustees to notify library staff if they are interested in attending the Lincolnwood Chamber of Commerce "Salute to Business" banquet on January 23, 2014. She read a thank you note from Barbara Friedman, Adult Services Librarian, thanking Trustees for the holiday bonuses. She recounted her positive experience with renewing her library card; it took a total of 12 seconds.

F. AUDIENCE TO VISITORS

Visitors had no comment.

G. REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Gimbel reported that the bi-annual book sale is currently underway.

H. CORRESPONDENCE AND COMMUNICATIONS

There was no correspondence.

I. UNFINISHED BUSINESS

a. **Library Master Building Plan – Update**

The master building plan is progressing on schedule. The majority of the documentation has been completed, and the MEP study is in progress. The roof engineers took core samples and noted that our insulation is far less than what we should have, which is one reason our electrical costs are so high. Director Bochenski reported that the end result of the master plan will include all building envelope and programming options, even if the final cost of the plan is higher than what is currently in the Special Reserve Fund. In the design phase, Trustees will review the master plan and decide what repairs and improvements to make and on what schedule. Director Bochenski discussed the need for a more intensive network evaluation and will bring quotes to the board at the February board meeting.

b. **New Website – Update**

Trustees viewed the development site of the new website on a variety of computing devices (phone, tablet, netbook). The general consensus was that the site is coming along nicely. Trustees made a few suggestions for improvement: 1) use the word "directions" instead of "map it" 2) fix the way the open hours display when the screen resizes 3) consider putting a "back" button on every page.

J. NEW BUSINESS

a. **General Policies – Summer Sundays - Review**

Trustees reviewed and discussed the recommendation of library staff to remain open on the twelve Sundays in the summer. There was a generally positive response because it would allow the library to provide more service to residents, the cost is relatively low, and it is in line with the majority of our neighboring libraries. This item will be on the February board agenda as an action item.

b. **Annual Board Requirements and Fiscal Ordinance Calendar – Review**

Trustees reviewed the annual board requirements and fiscal ordinance calendar. Director Bochenski explained that in the past the calendar had covered January through December, but as the library is on a July to June fiscal year, this year's calendar runs for 18 months to sync with our fiscal year.

c. **Library Director Annual Evaluation Timeline - Review**

The Library Director's second employment anniversary is on February 6, 2014, and Trustees reviewed the evaluation schedule. Trustee Fields, as chair of the Staffing & Personnel Committee, will coordinate the process:

- Friday February 7 – Su sends out self-evaluation and Trustee Evaluation Form to all trustees
- Friday March 7 – Due date for evaluation forms from trustees
- Thursday March 20 6:30pm – Conduct evaluation in closed session at Staffing & Personnel Committee meeting
- Thursday March 20 7:30pm – Present results of the evaluation and related recommendations from the Committee. Discussion will be held in closed session, with action taken in open session.

BOARD OF TRUSTEES
LINCOLNWOOD PUBLIC LIBRARY DISTRICT
4000 W Pratt Ave • Lincolnwood • Illinois 60712

K. BOARD ACTION CHART

No new items were added.

L. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

Due to the absence of one Trustee, the board deferred scheduling a Finance & Facilities Committee meeting to discuss the Fiscal Accountability Policy. Director Bochenski will send out an email to committee members to schedule a meeting.

The Library Services & Community Relations Committee should meet sometime this spring, after at least the first drawings of the master plan are available. Trustees will discuss setting a meeting at the February board meeting.

The following schedule of meetings was confirmed:

- Regular Board Meeting Thursday February 20, 2014 at 7:30PM
- Staffing & Personnel Committee Meeting: March 20, 2014 6:30PM – Director Evaluation
- Regular Board Meeting Thursday March 20, 2014 at 7:30PM

M. ADJOURNMENT

ON A MOTION BY TRUSTEE FIELDS, SECONDED BY TRUSTEE GIMBEL, AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE MEETING WAS ADJOURNED AT 8:41PM.

/S/

Dany R. Fields, Secretary