

**Regular Board Meeting**  
**Monday July 24, 2017 7:00PM**  
**MINUTES**

1. 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 7:01PM on July 24, 2017 in the library at 4000 W. Pratt Ave, Lincolnwood, IL 60712.

2. ROLL CALL

Trustees Present: Beard, Berger, Gimbel, George, Poulson, Stavinoga  
Trustees Absent: Martel  
Staff Present: Bochenski, Fardoux, Hunt, Prochot, Renkosiak  
Visitors Present: None

3. AUDIENCE TO VISITORS

There were no visitors.

4. CONSENT AGENDA

Trustee Poulson moved and Trustee Stavinoga seconded to **APPROVE ITEMS ON THE CONSENT AGENDA AS PRESENTED:**

- Approve Minutes of June 24, 2017 Regular Board Meeting
- Approve Financial Report and Disbursements for periods 6/1/17-6/30/17
- Approve .02% Special Levy for Building & Maintenance
- Approve Tentative FY18 Budget & Appropriation Ordinance
- Set date for Budget & Appropriation Hearing 8/28/17 7:00PM

**Aye:** Beard, Berger, George, Gimbel, Poulson, Stavinoga **Nay:** none **Abstain:** none **Absent:** Martel

5. PRESIDENT APPOINT TWO TRUSTEES TO AUDIT FY17 MINUTES

President Beard appointed Trustees Berger and George to conduct the FY17 audit.

6. REVIEW AND APPROVE CAPITAL PROJECTS FOR FY18

The Board reviewed the three-year capital improvement plan that was requested at the June Board meeting. Director Bochenski requested that Trustees focus on the two recommended capital projects for FY18, replacing the phone system, and deciding on the asphalt parking lot repairs. Trustees reviewed the recommendations, including costs, pros and cons, and long term goals.

Trustee Poulson moved and Trustee Berger seconded that **THE BOARD APPROVE THE PURCHASE OF A PHONE SYSTEM FROM SOUND INCORPORATED IN THE AMOUNT OF \$17,976.**

**Aye:** Beard, Berger, George, Gimbel, Poulson, Stavinoga **Nay:** none **Abstain:** none **Absent:** Martel

Trustee Poulson moved and Trustee Berger seconded that **THE LIBRARY GO OUT TO BID FOR A FULL ASPHALT REPLACEMENT OF THE PARKING LOT.**

**Aye:** Beard, Berger, George, Gimbel, Poulson, Stavinoga **Nay:** none **Abstain:** none **Absent:** Martel

Trustees agreed to review capital project recommendations during the annual budget season. The recommendations would be included in the annual budget review and approval process for each upcoming fiscal year. The library will continue to use the 20-year Capital Improvements Plan to ensure the appropriate items are being completed, and ensure there are available funds.

7. REVIEW AND APPROVE NEW STAFF IN-SERVICE DAY SCHEDULE

Trustees discussed Director Bochenski's request to alter the historical staff in-service day schedule, from one full day a year to three half-days and one full day per calendar year. The new schedule would allow for more training at a greater frequency, and allow more opportunities for staff to participate. Trustees and staff agreed to monitor the effectiveness and impact on the community, and to review the schedule at the same time next year.

Trustee George moved and Trustee Poulson seconded to **APPROVE THE CLOSING OF THE LIBRARY FOR STAFF IN-SERVICE TRAINING FOR THREE HALF-DAYS AND ONE FULL DAY ON THE SECOND FRIDAY OF EACH QUARTER.**

**Aye:** Beard, Berger, George, Gimbel, Poulson, Stavinoga **Nay:** none **Abstain:** none **Absent:** Martel

8. DISCUSS FRIENDS REQUEST FOR USED BOOK SALE SHELVING AND NAMING RIGHTS

The Board discussed the current used book sale procedures, the library's current Gift & Donation Policy, and the amount of used book donations. Trustees requested that the Friends president, Georgia Talaganis, be invited to the August 28, 2017 Board meeting to further discuss the request.

Trustees also reviewed the quotes for the matching shelving:

- Millwork shelves that match the magazine shelves (Heartland Cabinet Supply): \$2,470
- A-frame shelving unit that matches other library shelving (Library Furniture International): \$3,821

9. REVIEW PRELIMINARY TIMELINE FOR NEXT ROUND OF STRATEGIC PLANNING

Director Bochenski reviewed the proposed timeline for the FY19-FY21 strategic planning process, and Trustees agreed that it was acceptable.

- **August – October 2017:** Identify audience targets and planning participants, data to be collected, plan for and schedule focus groups, write surveys and prepare for distribution, formalize strategy, create communication and marketing plan, distribute invitations for participation.
- **November 2017 – January 2018:** Distribute survey(s), hold focus groups, gather community, Board, community leaders, and staff input. Begin compiling data and identifying community vision statements.
- **February – March 2018:** Write plan, present and refine plan, Board approval
- **April – June 2018:** FY19 budget planning and approval
- **July 1, 2018 – FY19-FY21 Strategic Plan start**

10. DISCUSS PROPOSED AFTER SCHOOL PARENT INVOLVEMENT PROPOSAL

Trustees reviewed the proposed new procedure for requiring more active parent/guardian involvement with the children who use the library independently after school. The Board suggested that phone conversations would be acceptable in addition to in-person visits. Trustee Poulson provided several

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suggestions for the letter to emphasize that the children are welcome at the library after school, and that the library is interested in forming stronger partnerships with the parents/guardians to help with safety and behavior management.

11. DISCUSS PREFERRED MANAGER BOARD REPORT CONTENT AND FORMAT

Director Bochenski asked Trustees what their preferred frequency and content of manager board reports. Trustees agreed that twice a year per manager was sufficient, and the content could include statistics, accomplishments, plans for the future, top challenges, and areas of improvement.

12. REPORTS

Library Director Su Bochenski and Head of Youth & Teen Services Emily Fardoux reviewed the highlights of their written reports and answered questions.

Director Bochenski reported the results of the inquiry for a new banking partner. Staff met with five banks that had local branches in Lincolnwood (BMO Harris, MB Financial, Private Bank, Republic Bank, U.S. Bank). Staff selected MB Financial as the preferred banking partner, and will begin the transition process, which is anticipated to take about one month. Trustees requested that a representative from MB Financial attend the August 28 Board meeting to introduce themselves and their services. Director Bochenski stated that Head of Access Services Vandana Sehgal wishes to make a formal public disclosure that her husband works for BMO Harris, one of the banks that the library considered.

Trustees asked about the status of the mobile app, and Director Bochenski explained that the mobile app provider, Communico, and our ILS provider, Sirsi-Dynix, have been unable to make the appropriate API connections. Additionally, since CCS is in the process of migrating to Polaris, it is unlikely that the mobile app will be up and running prior to April 2018. Trustees requested that the mobile app implementation be placed on the Board Action Chart.

13. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were scheduled or confirmed:

- Regular Board Meeting: Monday August 28, 2017 7:00PM

14. ADJOURNMENT

Trustee Beard moved and Trustee Stavinoga seconded that **THE MEETING BE ADJOURNED AT 8:41PM.** Voice vote carried.

  
Secretary

APPROVED ON 8/28/17  
INCLUDED IN 8/2017 BOARD PACKET