

**Regular Board Meeting**  
**Thursday March 17, 2016 6:30PM**  
**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 6:30PM on March 17, 2016 in the library's Board Room.

2. ROLL CALL

Trustees Present: Beard, Gimbel, Martel (6:33), Poulson, Stavinoga  
Trustees Absent: Berger, George  
Staff Present: Bochenski, Hunt, Keegan, Levine, Skrzypinski  
Visitors Present: Adrienne Booker, John Miller, Doug Lim

Due to the absence of Treasurer Berger, President Beard appointed Trustee Stavinoga to serve as Treasurer Pro Tem (acting Treasurer) until further notice.

3. CONSENT AGENDA

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

- Approve Minutes of February 18, 2016 Special Board Meeting
- Approve Minutes of March 3, 2016 Regular Board Meeting
- Approve Financial Report and Disbursements for period 2/1/16-2/29/16

**Ayes:** Beard, Gimbel, Poulson, Stavinoga **Nays:** none **Abstain:** none **Absent:** Berger, George, Martel

4. AUDIENCE TO VISITORS

No visitors spoke.

5. APPROVE AND ADOPT SERIES 2016 DEBT CERTIFICATE ORDINANCE NO 2015-16/4

Trustee Martel arrived. Trustees received a revised copy of the ordinance at the meeting. Adrienne Booker from Ehlers reviewed the debt certificate parameters ordinance and provided a summary of the proposed debt. She explained that although the ordinance sets the not to exceed parameters for the sale, the authorized signers (President, Treasurer, Library Director) have control over the sale after the bids come in and the final numbers are presented. She said that she anticipates that the library will meet its borrowing targets and discussed at the March 3 meeting.

Ms. Booker explained that after the bids come in, Ehlers will evaluate the results and calculate the true interest cost. The winning bidder will be the one with the lowest weighted average interest rate. Once the lowest bidder has been determined the designated representatives will sign the paperwork on the sale date of April 13, 2016.

Ms. Booker reviewed the Book Entry System on page 20 of the revised ordinance, and explained that it is the paperless bond system that would be used to make payments. She also highlighted the Nature of Obligation on page 9 and made sure the Board understood that the payment needs to be included in the annual budget and appropriation measures for each fiscal year.

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Trustee Poulosom pointed out that on page 11 of the ordinance the reference to the City of Chicago should be removed. Ms. Booker said that it appears on the sample "form of certificate" and that the final certificates will have that section corrected prior to signature.

Trustee Martel asked what the worst case scenario would be if the sale did not meet the borrowing targets. Ms. Booker explained that if the bid results were outside of the ordinance parameters, a new sale would likely need to be conducted. However, if it was known in advance, the Board could postpone the sale as far out as November 30, 2016 as specified in the ordinance. If the bid results were within the parameters, but over the borrowing targets, the Board could choose to handle it through one or more options, such as extend the repayment schedule by a year or reduce expenditures. Director Bochenski will work with Ms. Booker to run a cost scenario for the worst case (i.e. 5% interest rates each year) so the Board can understand the highest annual payment we can manage without significantly affecting library services.

Trustee Martel moved and Trustee Poulosom seconded that **THE BOARD APPROVE AND ADOPT THE REVISED DEBT CERTIFICATE ORDINANCE NO. 2015-16/4 AS PRESENTED, AT A MAXIMUM ISSUE SIZE NOT TO EXCEED \$2,600,000, WITH A REPAYMENT TIMEFRAME OF 14 YEARS, ANNUAL PAYMENTS NOT TO EXCEED \$275,000, AND THE INTEREST RATE NOT TO EXCEED 5%.** (Although not appended to these minutes, a copy of this ordinance is available for inspection upon request to the library administration office.)

**Ayes:** Beard, Gimbel, Martel, Poulosom, Stavinoga **Nays:** none **Abstain:** none **Absent:** Berger, George

6. APPROVE DEBT MANAGEMENT POLICY

Director Bochenski reviewed the Debt Management Policy and explained that no changes had been made since the Board first saw it at the March 3 meeting. Trustees reviewed section II.B, "Pay As You Go/Cash Funding", and held a lengthy discussion about whether amount in the policy, \$250,000, should be higher. Trustees considered amounts of \$500,000, \$750,000, and \$1,000,000, but no consensus was reached.

Trustee Martel moved and Trustee Poulosom seconded that **THE BOARD APPROVE THE DEBT MANAGEMENT POLICY AS PRESENTED.**

**Ayes:** Beard, Gimbel, Martel, Poulosom, Stavinoga **Nays:** none **Abstain:** none **Absent:** Berger, George

7. APPROVE REVISIONS TO FISCAL ACCOUNTABILITY POLICY

Trustees reviewed the proposed revision to the existing Fiscal Accountability Policy regarding the operating reserve goals. Ms. Booker stated that the average operating reserve goal she sees for her public accounts, including library districts, is six months. Ms. Booker reviewed the summary cash flow document provide by Ehlers, which shows the district reaching a six month reserve in FY18. Trustees recognized that the library has maintained a twelve month operating reserve for many years and would like to see that continue in the future, but recognized that due to the current large capital project, a twelve month reserve is a long-term goal.

Trustee Martel moved and Trustee Poulosom seconded that **THE BOARD APPROVE THE REVISIONS TO THE FISCAL ACCOUNTABILITY AS AMENDED, "THE LIBRARY'S GOAL IS TO MAINTAIN NO LESS THAN A 6-MONTH OPERATING RESERVE IN THE LIBRARY FUND, AND AIMS TO MAINTAIN A 12-MONTH RESERVE."**

**Ayes:** Beard, Gimbel, Martel, Poulosom, Stavinoga **Nays:** none **Abstain:** none **Absent:** Berger, George

8. AUTHORIZE CHANGE ORDER APPROVAL LIMITS AND PROCESS

Doug Lim from Gilbane explained that the base bids and alternates the board approved at the February 18 and March 3 meetings already include a certain amount of contingency, or "trade allowances." When asked what he sees as the average approval limits, Mr. Lim said that regardless of the budget, he generally sees a \$10,000-\$20,000 limit.

The board discussed the expectation that Director Bochenski will keep the board regularly updated as to construction progress on a weekly basis via email. Mr. Lim stated that the change order summaries would usually be available every two weeks. Trustee Martel specifically requested the change order or work directive summary log, and specified that he did not expect the detailed change orders, but the summary that site supervisor Walter Hadelor would be maintaining on a regular basis.

Trustee Martel moved and Trustee Stavinoga seconded that **THE BOARD APPROVE THE FOLLOWING CHANGE ORDER APPROVAL LIMITS AND PROCESS:**

- **The Library Director has authority to approve change orders for unforeseen circumstances and design error within the approved budget, including the contingency/trade allowance, in an amount of \$10,000 or less.**
- **For change orders for unforeseen circumstances and design error within the approved budget, including the contingency/trade allowance in excess of \$10,000, approval requires the consent of the Library Director and one Board Officer.**
- **For change orders in excess of \$25,000, and all owner-initiated/discretionary change orders, approval requires the consent of the Finance & Facilities Committee or the full Board.**

**Ayes:** Beard, Gimbel, Martel, Poulosom, Stavinoga **Nays:** none **Abstain:** none **Absent:** Berger, George

9. REPORTS

President Beard spoke about the project to relocate the donor bricks currently residing in the library entry vestibule. She stated that the area is being reconfigured to improve the traffic flow and access to the lobby, as well as reduce the heating and cooling loss we currently experience with our front doors. She said that while we cannot reuse the existing terra cotta tiles, every brick and every name will be accounted for in a new home on the library site. She reminded the board that while the original plan during the project design phase was to transition every brick to a new home on individual pavers at the library entrance, based on feedback from the Friends of the Library other options are being considered. As stated at the last board meeting, staff is sending a letter to as many original brick-purchasers as possible to explain the project and request feedback.

President Beard stated that the donor bricks are important to us and we are sensitive to the fact that they represent not only a monetary donation, but also a physical representation of library supporters. In spirit and in physical form these contributions will be a permanent part of the library. It is important to the Lincolnwood Library to honor and respect the donors who have contributed.

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Library Director Bochenski and Head of Youth and Teen Services Sharon Levine presented the highlights of their written reports and answered questions.

Director Bochenski reported that Builder's Risk insurance has been secured for the project. She reminded the board that she will be on vacation in April, and Head of Information Services Jenn Hunt will stand in for her at the April 21 Board meeting.

Head of Operations Amy Skrzypinski reported that the sale of furniture is going well, and the library is prepared to begin Phase 1 of the construction. Ms. Skrzypinski said that we are still waiting on an offer from Walder Education Pavilion for the majority of the items, and that they were the only organization interested in most or all of the items. After the offer comes in, any items not claimed by Walder will be offered to individual purchasers.

Trustee Martel requested that an item be added to the Board Action Chart, a regularly updated project cost summary, especially for the soft costs now that we have more information.

10. 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.*

Trustee Martel moved and Trustee Gimbel seconded that **THE BOARD ADJOURN TO CLOSED SESSION AT 8:19PM**. Voice vote carried.

11. RECONVENE OPEN SESSION

President Beard reconvened the meeting in open session at 9:01PM. Trustee Poulson reviewed the results of the evaluation with Director Bochenski.

Trustee Poulson moved and Trustee Martel seconded that **THE BOARD APPROVE A SALARY INCREASE OF 3% FOR LIBRARY DIRECTOR SUSAN BOCHENSKI AND TO SET THE FOLLOWING GOALS FOR THE NEXT EVALUATION PERIOD: 1) DELIVER THE CONSTRUCTION PROJECT ON BUDGET AND SCHEDULE; 2) KEEP THE COMMUNITY ENGAGED THROUGHOUT THE PROJECT; 3) KEEP STAFF ENGAGED THROUGHOUT THE PROJECT; AND 4) REDUCE THE SALARY LINE ITEM LONG TERM.**

**Ayes:** Beard, Gimbel, Martel, Poulson, Stavinoga **Nays:** none **Abstain:** none **Absent:** Berger, George

12. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were scheduled or confirmed:

- **Regular Board Meeting:** Thursday April 21, 2016 6:30PM
  - Location: Police/Fire Training Room, 6900 N Lincoln Ave, Lincolnwood IL 60712

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- **Finance & Facilities Committee Meetings**

Trustees scheduled regular Finance & Facilities Committee meetings for the duration of the construction project. The tentative dates are below and formal notice and agendas will be distributed in advance of every meeting. The committee meetings will be held in the library at 4000 W Pratt Ave, Lincolnwood IL 60712. Committee members are Trustees Berger, Martel, Poulosom, and Beard. President Beard designated the quorum of these meetings for the duration of the construction project as two committee members.

- Thursday May 5 6:30PM
- Thursday June 2 6:30PM
- Thursday July 7 6:30PM
- Thursday August 4 6:30PM
- Thursday September 1 6:30PM
- Thursday October 6 6:30PM
- Thursday November 3 6:30PM
- Thursday December 1 6:30PM

13. ADJOURNMENT

Trustee Stavinoga moved and Trustee Martel seconded that **THE MEETING BE ADJOURNED AT 9:15PM.**

Voice vote carried.

  
Secretary