

**Regular Board Meeting**  
**Monday March 27, 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 March 27, 2017 in the library at 4000 W. Pratt Ave, Lincolnwood, IL 60712.

2. ROLL CALL

Trustees Present: Beard, Berger, George, Martel, Poulsom, Stavinoga  
Trustees Absent: Gimbel  
Staff Present: Bochenski, Fardoux, Hunt  
Visitors Present: Wally Hadelers, Dan Pohrte

3. CONSENT AGENDA

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

- Approve Minutes of February 27, 2017 Regular Board Meeting
- Approve Minutes of March 13, 2017 Regular Board Meeting
- Approve Financial Report and Disbursements for period 2/1/2017-2/28/2017

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

4. AUDIENCE TO VISITORS

No visitors spoke.

5. CONSTRUCTION UPDATE AND CHANGE ORDER APPROVAL

Director Bochenski reported that the library is in the last stages of wrapping up the renovation project, and reviewed the remaining items on the punch list. She gave a preliminary accounting of the budget, which shows the project coming in around \$79,000 under the original \$5,250,000 budget. Wally Hadelers from Gilbane provided more information about select punch list items and answered questions, primarily regarding roof leaks and the operable glass partitions in Room C. Dan Pohrte from Product Architecture + Design reviewed the project overall and then proposed a final solution for the exterior signage. Trustees agreed to refurbish one set of our previous outdoor lettering, and purchase one set of new letters for an additional cost of \$880, which comes in under budget for the full signage allowance.

6. UPDATED LIBRARY FISCAL ORDINANCE CALENDAR

Director Bochenski reported that since we changed our regular Board meetings from the third Thursday of the month to the fourth Monday, it has affected our regular calendar. The fiscal ordinance calendar was updated to move certain action items up one month up to meet our deadlines. The Board acknowledged the calendar update.

7. STATE OF ECONOMIC INTERESTS REMINDER

President Beard reminded Trustees to complete the Statement of Economic Interests for the Cook County Clerk by the deadline of May 1, 2017.

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

8. REVIEW AND APPROVE SUCCESSION PLAN ✓

Director Bochenski informed the Board that the Emergency Succession Plan, which provides guidelines for handling any planned or unplanned absences of the Library Director, has been updated. Trustees reviewed the document and agreed to review it in more detail and consider approval at the April 24, 2017 Board Meeting.

9. REPORTS

Library Director Su Bochenski, Head of Youth & Teen Services Sharon Levine, Assistant Head of Youth & Teen Services Emily Fardoux, and Head of Information Services Jenn Hunt presented the highlights of their written reports and answered questions.

Sharon Levine announced her retirement (effective September 1, 2017) and presented Emily Fardoux as her replacement. The Board thanked Sharon Levine for her long service to the library and welcomed Emily Fardoux as the new manager.

Trustees discussed the crowd of children in the library after school and the library's stepped disciplinary action plan, which include verbal warnings, one-on-one counseling with written behavior expectations, being asked to leave for the day, parental/guardian warnings, and Restricted Access. Restricted Access means the child is required to have an adult or guardian with them when they use the library.

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 Stavinoga seconded that **THE BOARD ADJOURN TO CLOSED SESSION AT 8:56PM**. Voice vote carried.

11. RECONVENE OPEN SESSION

President Beard reconvened the meeting in open session at 9:11PM.

12. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were scheduled or confirmed:

- Regular Board Meeting: Monday April 24, 2017 7:00PM

13. ADJOURNMENT

Trustee Martel moved and Trustee Poulos seconded that **THE MEETING BE ADJOURNED AT 9:16 PM**. Voice vote carried unanimously.



Secretary