

Regular Board Meeting
Thursday May 19, 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 6:32PM on May 19, 2016 in the Police/Fire Training Room at 6900 N Lincoln Ave.

2. ROLL CALL

Trustees Present: Beard, George, Gimbel, Martel (7:09) Poulosom, Stavinoga
Trustees Absent: Berger
Staff Present: Hunt, Keegan, Skrzypinski
Visitors Present: Georgia Talaganis

3. CONSENT AGENDA

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

- Approve Minutes of April 21, 2016 Regular Board Meeting
- Approve Minutes of May 5, 2016 Regular Board Meeting
- Approve Financial Report and Disbursements for period 4/1/2016-4/30/2016

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

4. AUDIENCE TO VISITORS

Georgia Talaganis, President of the Friends of the Library, stated that the preferred location of the transitioned donor brick names would be on the glass wall in the renovated lobby vestibule.

5. DONOR BRICK TRANSITION APPROVAL

President Beard recommended the glass wall option as discussed at the April 12 and April 21 meeting, and stated that she felt this option would continue to recognize and honor library donors. She directed Trustees to review the donor letter feedback as included in the packet. Trustees briefly discussed the feedback and cost of the recommended option.

Trustee Gimbel moved and Trustee George seconded that **THE BOARD APPROVE THE TRANSITION OF THE DONOR BRICK NAMES TO THE INTERIOR GLASS WALL IN THE RENOVATED LOBBY VESTIBULE.**

Voice vote carried unanimously.

Director Bochenski stated that she will stay in contact with Georgia Talaganis during the design phase and provide updates as appropriate. Director Bochenski will begin to work with the architects on designing the layout of the new wall.

6. CONSTRUCTION UPDATE

Trustees reviewed the construction project to date and the overall budget. Director Bochenski reported that there have been a few small changes orders to date, and one large one. The large one was to relocate the main electrical ground at a cost of around \$4,000. Overall we are tracking well with the budget and there have been no major problems with construction to date. Director Bochenski reported

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that we are saving \$25,000 because Nicor is not charging us for the gas line installation because it was less than 60 feet to bring the gas line to the building.

7. POLICY REVISION REVIEW AND APPROVAL

The Board reviewed the proposed changes to the Behavior, General, and Meeting Room policies and requested the following amendments:

- Behavior policy p. 1 section I, verify if “parking lot” is differentiated from “grounds,” remove if appropriate
- Behavior policy p. 2 section II.2, add a reference to putting bikes in bike racks

Director Bochenski pointed out that the previous policy on tutors not using the library would be lifted, and the library is considering setting aside one of the meeting rooms after school for tutors. Staff will monitor usage and report any issues with this model. Trustees briefly discussed the new holiday structure, with remaining open on Easter Sunday, and closing all day on December 24 and December 30 instead of the current half days.

Trustee Poulosom moved and Trustee Stavinoga seconded that **THE BOARD APPROVE THE BEHAVIOR, GENERAL, AND MEETING ROOM POLICIES AS AMENDED.** Voice vote carried unanimously.

The new policies will be implemented as appropriate, depending on construction progress.

8. REPORTS

Trustee Martel arrived. President Beard had no report. Director Bochenski reported that she had been in contact with Trustee Berger and he is doing well and hopes to resume board service soon. Head of Information Services Jenn Hunt and Head of Operations Amy Skrzypinski presented the highlights of their written reports and answered questions. Trustees inquired why the library did not file for E-Rate, and the answer is that the library does not currently filter all public computers, which is a requirement in order to receive the E-Rate funding. The Board had a brief discussion about filtering, and recognized that filters on the public computers and the library-provided wireless would not affect patrons viewing content on their own devices through their own internet access connections.

9. FY17 BUDGET PROPOSAL – REPORT FROM FINANCE & FACILITIES COMMITTEE

President Beard gave a brief recap of the May 5 committee meeting, and stated that the committee had recommended that the Board approve the FY17 proposed budget. However, there was a discussion at the committee meeting regarding the planned staffing changes for FY17 and the “reduce the salary line item long term” goal that was set for the Library Director in March 2105 and again in March 2017. The committee agreed to bring the discussion back to the full board.

Director Bochenski provided an overview of the past two years of salary history, and also reviewed the cash flow spreadsheets that were created by Ehlers in preparation for the debt certificate sale. She reported that by FY18 the library’s salary and benefit line should be around \$1,200,000 in order to meet the Board’s goal of maintaining and growing the operating reserve. The FY16 salary and benefits line in the Library Fund is \$1,285,000, and through planned staffing changes was expected to be \$1,257,00 in FY17, and \$1,207,000 in FY18.

Trustees discussed the original intent of creating the “reduce the salary line item long term” goal and President Beard stated that her recollection was that we were planning for the renovation and were making sure that our largest expense items was on track for the life of our debt certificates.

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Trustees focused on full-time vs part-time employment, the options available to the library, and the pros and cons of each type of employment. Director Bochenski stated that full-time vs part-time is not only about the cost, but that the library needs a certain amount of hours to run the library, for both front line desk support and back office responsibilities.

President Beard stated that the Board needed to give the Library Director clear direction regarding the salary line goals. Trustee Martel suggested that the Board review the “reduce the salary line item long term” goal and either confirm or change it as appropriate.

The Board agreed that the budget needed to be passed at the June 16 meeting, but that continued discussions regarding the timing and method of controlling the salary line item long term could continue past the start of the new fiscal year. The Board agreed to discuss this issue again at the July 21, 2016 regular board meeting. Trustees requested that Director Bochenski bring the past ten years of salary and benefits data as well as historical FTE broken out by full and part time employees.

No closed session was held.

10. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were scheduled or confirmed:

- Finance & Facility Committee: Thursday June 2, 2016 6:30PM
 - Held at the library at 4000 W Pratt Ave, Lincolnwood IL 60712

- Regular Board Meeting: Thursday June 16, 2016 6:30PM
 - Held at the Police/Fire Training Room at 6900 N Lincoln Ave, Lincolnwood IL 60712

11. ADJOURNMENT

Trustee Stavinoga moved and Trustee Martel seconded that **THE MEETING BE ADJOURNED AT 8:34 PM.** Voice vote carried unanimously.


Secretary