

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

Regular Board Meeting
Thursday November 20, 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 7:31PM on November 20, 2014 in the Library's Board Room.

B. ROLL CALL

Trustees Present: Beard, Berger, Fields, Gimbel, Martel, Poulsom, Stavinoga
Trustees Absent: None
Staff Present: Bochenski, Gulotta, Keegan, Levine, Thayer
Visitors Present: None

C. CONSENT AGENDA

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

- Approve Minutes of October 16, 2014 Regular Board Meeting
- Approve Financial Report for period ending 10/31/14
- Approve Disbursements for period 10/1/14 through 10/31/14 – Republic Bank NOW and Special COSTCO Purchases accounts
- Receive Reports of Standing Committees

D. PRESIDENT'S REPORT

President Beard said that she had been showing the renovation display case to a resident, explaining the upcoming plans, and the resident said the case was in a bad spot, hard to see and right by the doors. We may move the display to a better location, and we will definitely keep location in mind for display cases during the renovation.

E. LIBRARY DIRECTOR'S REPORT

Head of Community Engagement Deb Keegan, Head of Youth & Teen Services Gail Inman, and Director Bochenski presented the highlights of their written reports and answered questions. Deb Keegan also introduced new Community Engagement staff member Dominique Gulotta.

Director Bochenski reviewed the public computer use policy with the board, highlighting the following areas: "the library reserves the right to ask users to refrain from displaying computer images that are deemed to be inappropriate in a public setting, tantamount to sexual harassment, ..." and "Any use that is illegal, endangers library property, or intrudes upon or disregards the rights of other users is unacceptable and will result in loss of privileges and possible legal action."

F. AUDIENCE TO VISITORS

There were no visitors.

G. REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

The December Friends meeting has been cancelled. The Friends will not be holding a winter book sale this year because there are not enough book donations. A fundraising envelope for the Friends has been included in the winter library newsletter.

H. CORRESPONDENCE AND COMMUNICATIONS

The board acknowledged the legal memo from Ritzman regarding the Levy Ordinance reminder.

I. UNFINISHED BUSINESS

a) **Presentations from King Insurance and Associated Agencies regarding liability and property insurance**

The representative from King Insurance was unable to provide a quote for the library's liability and property insurance, and he reported that LIRA declined to bid on our account. Therefore he did not attend the meeting. Additionally, the representative from Associated Agencies submitted a written preliminary quote for all insurance except Directors & Offices and the Treasurer's Bond/Crime, but did not attend the meeting due to scheduling issues. The board discussed the Associated Agencies quote and compared it to the Cook & Kocher quote received at the October board meeting.

The board also discussed possibly raising the umbrella limit from \$6M to \$10M, but agreed that it would be excessive at this time.

ON A MOTION BY TRUSTEE POULSOM, SECONDED BY TRUSTEE STAVINOVA AND WITH ALL TRUSTEES PRESENT VOTING "YES," WHEN THE ROLL WAS CALLED THE BOARD APPROVED RETAINING COOK & KOCHER INSURANCE GROUP AS THE LIBRARY'S LIABILITY AND PROPERTY INSURANCE BROKER.

b) **Approve and Adopt Ordinance No. 2014/15-4 Providing for the Levying of Taxes...for the Fiscal Year Beginning July 1, 2014 and ending June 30, 2015**

Trustees considered the proposed 2014 levy, payable in 2015. As discussed in previous board meetings, the board took into account economic factors in Lincolnwood, the fiscal needs of the library, and the current consumer price index (CPI). The proposed levy is a 1.5% increase over the prior year's tax extension.

ON A MOTION BY TRUSTEE STAVINOVA, SECONDED BY TRUSTEE GIMBEL AND WITH ALL TRUSTEES PRESENT VOTING "YES," WHEN THE ROLL WAS CALLED THE BOARD APPROVED ORDINANCE NO. 2014/15-4 PROVIDING FOR THE LEVYING OF TAXES FOR THE LINCOLNWOOD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2014 AND ENDING JUNE 30, 2015 IN THE AMOUNT OF \$2,449,000 (Although not appended to these minutes, a copy of this Ordinance is posted in the library as well as available for inspection upon request to the Library Administration Office.)

c) **Master plan update**

Director Bochenski reported that we are still on track for our upcoming financial report presentation from Ehlers Inc. She provided preliminary numbers for the financing of the renovation project, which included the payment schedule and also the ability to continue to build the Special Reserve Fund. The board talked about our current practice of trying to maintain a 12-month operating reserve, and how that goal is connected to the tax objections the library has received from 2004-2010. Due to scheduling issues the board agreed to move the 12/2 Committee of the Whole meeting to December 10 at 5:00PM. Once the board agrees on a financing direction, then the design phase can begin, and we can kick off "community conversation" events to include the public in our planning and to ask for input and feedback.

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Bochenski also reported that she and Deb Keegan visited SD74 to meet with the superintendent along with the Village Manager and the Director of Parks & Recreation. Superintendent Joe Bailey explained a potential renovation of Lincoln Hall, primarily to improve the technology infrastructure and update the facility for better use. He asked us consider if there was any opportunity for partnerships during the renovation, possibly sharing space for certain activities.

J. NEW BUSINESS

a) **Staff year-end bonuses**

Trustees discussed the historical practice of giving end of year bonuses to staff. These bonuses cost around \$5,000 annually. Director Bochenski recommended that the practice be discontinued, as there is a provision in the Employee Compensation Program that allows for special compensation when appropriate. Additionally, the library provides a nice holiday party for staff and trustees as a gesture of recognition for everyone's hard work, and it also serves as a teambuilding activity. Based on general consensus, the library will not distribute holiday bonuses this year.

K. BOARD ACTION CHART

Trustee Stavinoga reported that she made a "surprise tour" of the library recently, visiting every department and talking to staff. One recommendation she had was to consider hiring a receptionist for busy times. Currently the Circulation staff waits on patrons and answer the phone at the same time, and it may be better customer service for staff to be able to focus on the in-person interaction. This item will be placed on the board action chart and staff will consider ways to address this idea, possibly without having to hire additional staff.

L. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

Trustees agreed to change the date of the previously scheduled December 2, 2014 Committee of the Whole meeting due to Trustee availability. Trustees also agreed to cancel the regularly scheduled December 18, 2014 board meeting.

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE FIELDS AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE BOARD APPROVED CANCELLING THE REGULARLY SCHEDULED DECEMBER 18, 2014 LIBRARY BOARD MEETING.

The following schedule of meetings was confirmed:

- December 10, 2014 5:00PM Committee of the Whole Meeting – Financial Report Presentation
- Regular Board Meeting: January 15, 2015 7:30PM

M. ADJOURNMENT

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE MEETING WAS ADJOURNED AT 9:09PM.

/S/

Dany R. Fields, Secretary