

Regular Board Meeting
Thursday October 16, 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 7:36PM on October 16, 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, Keegan, Inman, Sehgal, Thayer
Visitors Present: Paul Inserra, Jack Cook, Alan Devey

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 September 18, 2014 B&A Hearing
- Approve Minutes of September 18, 2014 Regular Board Meeting
- Approve Financial Report for period ending 9/30/14
- Approve Disbursements for period 9/1/14 through 9/30/14 – Republic Bank NOW and Special COSTCO Purchases accounts
- Receive Reports of Standing Committees

D. FY14 AUDIT PRESENTATION

With the consent of the board, the FY14 audit presentation was moved up in the agenda. Paul Inserra from McClure, Inserra & Company Chartered reviewed the various components of the FY2013-2014 library audit and responded to questions. The presentation and review process resulted in the following key conclusions:

- As was the case with their previous audits of the library, the library was issued a clean opinion for the FY2013-2014 audit.
- The library's various fund balances and general financial position at the close of FY2013-2014 remains extremely strong.

ON A MOTION BY TRUSTEE BERGER AND SECONDED BY TRUSTEE POULSOM, AND WITH ALL TRUSTEES IN ATTENDANCE VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED THE FY2013-2014 LIBRARY AUDIT AS PRESENTED.

E. PRESIDENT'S REPORT

President Beard reported that the renovation renderings along with other information is up in the library display case, and asked Trustees to continue to talk about the plans with Lincolnwood residents.

F. LIBRARY DIRECTOR'S REPORT

Head of Circulation Vandana Sehgal, Head of Adult Services Gail Inman, and Director Bochenski presented the highlights of their written reports and answered questions.

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During the review of Chapter 3: Personnel in the Standards for Public Libraries, Trustees noted that item six should be "yes," as library salaries and fringe benefits account for up to 70% of total operations budget (currently around 65%). Trustee Martel noted that he appreciated the process of staff reviewing the Standards and presenting to the Board.

Bochenski reported that there was a slip and fall accident in the library's Roehri Room in October, and the claim has been reported to our insurance company. She also reported that 33 kids were signed up for the Zombie Lock In on October 17, and it is a very popular program.

G. AUDIENCE TO VISITORS

No visitors spoke.

H. REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

The Friends met on October 1, 2014. Trustee Gimbel and Director Bochenski gave a brief overview of the renovation plans and showed the renderings. The overall response was positive. The group continues to discuss possible fundraising events.

I. CORRESPONDENCE AND COMMUNICATIONS

The board acknowledged the legal memo from Ritzman re: Performance Bonds/Payment Bonds.

J. UNFINISHED BUSINESS

a) **Review and Approve Ordinance 2014-15/3 Amending the Plan Providing for the Use of Monies that Accumulate in the Library's Special Reserve Fund**

Director Bochenski reported that the financial plan from Ehlers Inc. is progressing, and they have completed the preliminary set of projections using the most recent information available, and they are now honing in on the right mix of cash and debt for our project. We expect the report will be completed on schedule by the end of November. The board agreed to schedule a special meeting sometime in early December for the formal presentation and discussion of the report.

Trustees discussed Ordinance 2014-15/3 which amends the plan providing for the use of monies that accumulate in the library's Special Reserve Fund. Director Bochenski explained that since the master plan has been completed we need to update the ordinance to reflect the new estimates of possible needs and costs. Bochenski worked with library legal counsel to ensure the ordinance was accurate and appropriate.

ON A MOTION BY TRUSTEE POULSOM, SECONDED BY TRUSTEE BERGER AND WITH ALL TRUSTEES PRESENT VOTING "YES," WHEN THE ROLL WAS CALLED THE BOARD APPROVED ORDINANCE NO. 2014-15/3 AMENDING THE PLAN PROVIDING FOR THE USE OF MONIES THAT ACCUMULATE IN THE LIBRARY'S SPECIAL RESERVE FUND (Although not appended to these minutes, a copy of this ordinance is available for public inspection in the library.)

b) **2014 Levy Discussion**

The board discussed the upcoming 2014 levy (to be approved at the November 20, 2014 meeting). Trustees agreed that the budgeted CPI increase of 1.5% was still reasonable, but also discussed other options such as 1%. Director Bochenski will provide options to the board at the November meeting, and will also report on the Village, SD74, and SD219 levies.

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K. NEW BUSINESS

a) **Presentation from Cook & Kocher regarding liability and property insurance**

Jack Cook and Alan Devey from Cook & Kocher Insurance Group presented quotes for the library's liability and property insurance. Director Bochenski reported that she conducted multiple reference checks with other libraries that use Cook & Kocher and all had very positive feedback.

Trustee Martel requested that Director Bochenski find another insurance broker to present options, in addition to our current broker, King Insurance, who will present at the November board meeting. The board talked about the practice of blocked markets and the possibility that we might not be able to get another quote if the market has already been saturated. Because our current insurance is expiring on December 7, 2014, we will need to make a decision at the November 20 board meeting. The board also discussed setting a regular insurance review schedule, perhaps every three to five years.

b) **Adopt Resolution 2014/15-2 Defining Employee Group Insurance Plan Benefits for 2015**

Board members discussed the proposed resolution, which continues the current practice of contributing 100% of insurance plan benefits for the employee only. The library's provider, Wellness Insurance Network (WIN) will not be increasing our premium costs at all this year. Director Bochenski presented information regarding benefits contributions from many other Illinois public libraries for employee only as well as family coverage. Trustees asked Director Bochenski to continue to monitor the interest of staff members in employer contributions to family coverage.

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE FIELDS AND WITH ALL TRUSTEES PRESENT VOTING "YES," WHEN THE ROLL WAS CALLED THE BOARD APPROVED RESOLUTION 2014/15-2 DEFINING EMPLOYEE GROUP INSURANCE PLAN BENEFITS FOR JANUARY 1, 2015 THROUGH DECEMBER 31, 2015.

L. BOARD ACTION CHART

In order to reduce paper packets and improve library board communication and productivity, the library will follow the lead of the Village and purchase tablet computers for Trustees who want to use them. Trustees that request tablet computers will be asked to sign an agreement that provides for the return of the equipment at the completion of their term.

M. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following schedule of meetings was confirmed:

- Regular Board Meeting: November 20, 2014 7:30PM

N. ADJOURNMENT

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE GIMBEL, AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE MEETING WAS ADJOURNED AT 9:26PM.

/S/

Dany R. Fields, Secretary