

Regular Board Meeting
Thursday September 18, 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 7:32PM on September 18, 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, Phillips
Visitors Present: None

C. CONSENT AGENDA

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

- Approve Minutes of August 21, 2014 Regular Board Meeting
- Approve Minutes of August 21, 2014 Development Committee Meeting
- Approve Minutes of September 10, 2014 Finance & Facilities Committee Meeting
- Approve Financial Report for period ending 8/31/14
- Approve Disbursements for period 8/1/14 through 8/31/14 – Republic Bank NOW and Special COSTCO Purchases accounts
- Receive Reports of Standing Committees

D. PRESIDENT'S REPORT

President Beard reminded Trustees that September is library card sign-up month and encouraged everyone to refer people to the library to get a card. Trustees should also continue talking to residents about the upcoming renovation project. It's important to distribute the message as widely as possible and gather feedback from residents.

E. LIBRARY DIRECTOR'S REPORT

Director Bochenski presented the highlights of her written report and answered questions, and reviewed Office Manager Amy Thayer's written report.

Bochenski reported that we have received the working draft of the FY14 audit, and President Beard, Treasurer Berger, and staff are reviewing the draft. Our auditor, Paul Inserra, will formally present the audit for acceptance at the October board meeting. She also reported that after consultation with Ehlers Inc. and Treasurer Berger she will begin requesting redemption for CDARs that come due, in anticipation of the upcoming renovation project. After Ehlers Inc. completes the financial report we will have a better idea of how to structure our liquid asset investments. The plan is to deposit the funds into the Republic Bank Money Market account, which is covered for insurance purposes (over FDIC) through a collateralization agreement. The board briefly discussed the upcoming property and liability insurance non-renewals, and suggested that the library go out for a competitive bid on a regular basis. Due to the timing of the non-renewal, we will not go to competitive bid this year, but we will receive presentations in October and November from two brokers who will provide three different solutions. Bochenski

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reported that the staff health insurance premiums would likely see no increase for the upcoming calendar year.

F. AUDIENCE TO VISITORS

Head of Community Engagement Deb Keegan introduced new Library Associate Allison Phillips.

G. REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

The Friends have not met since the last library board meeting. The next scheduled Friends meeting is October 1, 2014 at 6:30PM.

H. CORRESPONDENCE AND COMMUNICATIONS

There was no correspondence.

I. UNFINISHED BUSINESS

a) **Airoom parking proposal update**

Director Bochenski reported that there will most likely not be any movement on the property north of the new paved parking lot for up to three years.

b) **Master plan update**

Director Bochenski reported that no public comment was received regarding the draft master plan that was posted on the website. Notice of the draft plan and request for public comment was published in the Fall newsletter, and it has been an agenda item on public regular, special, and committee meetings during the past year. Based on Trustee general consensus, the "master plan" portion of the project is now considered complete, and the master plan document can be moved from "draft" to "final".

The board discussed the next steps of the process, and reviewed a draft draw schedule that was provided to Ehlers Inc. to incorporate into the financial plan. The board had many concerns about the actual dates listed on the schedule and emphasized that there were still many decisions to be made before we can start planning the project on a calendar. The durations and costs listed on the schedule were acceptable.

Trustees agreed that now that the master planning portion of the project is complete, we should launch a public outreach initiative with the intent of distributing information about the plan to the community. It is important to include the point that this project is just one component of the full strategic plan. The renderings, especially of the interior, should be widely distributed. Suggested marketing ideas were:

- Host an event at the library (with food) that explains the project
- Use a display case in the lobby to showcase the renderings and other improvements
- Present information at public meetings, such as school or village board meetings
- Present information at library events, especially the new technology classes

J. NEW BUSINESS

a) **Approve & Adopt Ordinance No. 2014-15/2 Providing for the Budget & Appropriations of the Lincolnwood Public Library District...for the Fiscal Year Beginning July 1, 2014 and Ending June 30, 2015**

Trustees discussed the ordinance and reported that no visitors were present at the public hearing held immediately prior to the board meeting.

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ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE BERGER AND WITH ALL TRUSTEES PRESENT VOTING "YES," WHEN THE ROLL WAS CALLED THE BOARD APPROVED ORDINANCE NO. 2014-15/2 PROVIDING FOR THE BUDGET & APPROPRIATIONS OF THE LINCOLNWOOD PUBLIC LIBRARY DISTRICT...FOR THE FISCAL YEAR BEGINNING JULY 1, 2014 AND ENDING JUNE 30, 2015 IN THE AMOUNT OF \$4,446,789. (Although not appended to these minutes, a copy of this ordinance is available for public inspection in the library.)

b) Review & Adopt Treasurer's Certificate of Estimated Revenues for the Fiscal Year Beginning July 1, 2014 and Ending June 30, 2015

ON A MOTION BY TRUSTEE FIELDS, SECONDED BY TRUSTEE MARTEL AND WITH ALL TRUSTEES PRESENT VOTING "YES," WHEN THE ROLL WAS CALLED THE BOARD APPROVED THE TREASURER'S CERTIFICATE OF ESTIMATED REVENUES FOR THE FISCAL YEAR BEGINNING JULY 1, 2014 AND ENDING JUNE 30, 2015. (Although not appended to these minutes, a copy of this certificate is available for public inspection in the library.)

c) Review & Adopt Resolution No. 2014/15-1 to Determine Estimate of Funds Needed for the 2014-2015 Fiscal Year from the Tax Levy

Trustees discussed the purpose of this estimate, which is to determine if the library will need to hold a Truth in Taxation Act (TITA) hearing this year. A levy increase of 5% or more over the previous year's tax extension would require a TITA hearing. Director Bochenski reported that this estimate is not binding, and the actual amount of the levy will be formally approved at the November 20, 2014 board meeting. The board was in general consensus that the 2014 levy would not be in excess of 5% over the 2013 tax extension, and agreed upon the rounded estimate of \$2,400,000.

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE POULSOM AND WITH ALL TRUSTEES PRESENT VOTING "YES," WHEN THE ROLL WAS CALLED THE BOARD APPROVED RESOLUTION NO. 2014/15-1 TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR THE 2014-2015 FISCAL YEAR FROM THE TAX LEVY IN THE AMOUNT OF \$2,400,000.

d) Review and Approve the FY15 Per Capita Grant Application

Trustee Poulson pointed out that the "no" box on the primary county clerk's page (regarding PTELL) was not checked. Staff will update this prior to filing with the Illinois State Library.

During the discussion of the Per Capita Grant, trustees inquired about other grants that may be available for the renovation project. Director Bochenski explained that there is a construction grant available from the Illinois State Library, and she has already been researching the requirements. There are also other grants focused on sustainability, such as for energy-saving lighting and possibly the permeable pavers in the new parking lot.

ON A MOTION BY TRUSTEE POULSOM, SECONDED BY TRUSTEE FIELDS AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE BOARD APPROVED THE FY15 PER CAPITA GRANT APPLICATION AND DIRECTED THE LIBRARY DIRECTOR TO SUBMIT THE APPLICATION TO THE ILLINOIS STATE LIBRARY.

K. BOARD ACTION CHART

Trustee Poulson asked about the Trustee iPads that were discussed at a previous meeting. Director Bochenski said that there didn't seem to be enough positive interest at the time, but that we can certainly move forward with the request. Trustees Berger and Gimbel said they would probably not use

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them. Purchasing iPads for Trustees to use has been added to the action chart, and there will be an update at the October board meeting.

L. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following schedule of meetings was confirmed:

- Regular Board Meeting: October 16, 2014 7:30PM

M. ADJOURNMENT

ON A MOTION BY TRUSTEE FIELDS, SECONDED BY TRUSTEE POULSOM, AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE MEETING WAS ADJOURNED AT 8:44PM.

/S/

Dany R. Fields, Secretary