

Regular Board Meeting
Thursday September 19, 2013 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 19, 2013 in the Library's Roehri Room.

B. ROLL CALL

Trustees Present: Beard, Berger, Fields, Gimbel, Martel, Poulosom

Trustees Absent: Stavinoga

Staff Present: Library Director Su Bochenski; Head of Community Relations/Assistant Director Julie Anne Nitz-Weiss; Head of Technical Services Shao-Chen Lin; Marketing Specialist Deb Keegan.

Visitors Present: Klaudia Z.

C. CONSENT AGENDA

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

- Approve Minutes of August 15, 2013 Board Meeting
- Approve Financial Report for period ending 8/31/13
- Approve Disbursements for period 8/1/13 through 8/31/13 – Republic Bank NOW and Special COSTCO Purchases accounts
- Receive Reports of Standing Committees

D. AUDIENCE TO VISITORS

The "Audience to Visitors" was moved up in the agenda to prior to the staff reports at the request of President Beard. Klaudia Z., a local 4th grader, came to the board meeting to speak on behalf of her friends and herself. Claudia reported that she and her friends would like to eat in the library every day after school, and asked why it was not allowed. Trustees replied that food can be consumed in the library, but is restricted to certain places and time. This is because the library has had issues in the past with patrons not properly disposing of food items and wrappers, which caused ant problems. Trustees recognized the desire of kids to eat in the library every day after school, and promised to further investigate the issue to see if anything can be done immediately. Trustee Martel explained that part of the library's strategic plan is to make improvements to the building, and a designated café area would solve this problem for the long term.

E. LIBRARY DIRECTOR'S REPORT

Library Director Bochenski gave a presentation detailing the completed goals for the past six months and highlighting upcoming goals. Head of Community Relations/Assistant Director Julie Anne Nitz-Weiss and Head of Technical Services Shao-Chen Lin presented their reports and answered questions. New employee Deborah Keegan, Marketing Specialist, introduced herself and provided an overview of her background and experience.

F. PRESIDENT'S REPORT

President Beard encouraged Trustees to start thinking about the upcoming changes planned for the library facility. She recommended that Trustees stop into other libraries to get ideas, and to view the library's internal Pinterest page to see ideas that library staff are posting. She asked Trustees to start talking to their

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neighbors and community members about the planned renovation and the Board's vision to create an up-to-date library that serves the community.

G. REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Gimbel reported that the Friends are currently working on a membership drive.

H. CORRESPONDENCE AND COMMUNICATIONS

Trustees acknowledged the correspondence included in the packet:

- Notice of Traffic Commission Meeting Re: Airoom Proposal
- Correspondence from Anonymous Re: Library Suggestions
- Legal memo from Roger Ritzman, B&A Ordinance Reminder
- Legal memo from Roger Ritzman, Public Construction Bond Act

I. UNFINISHED BUSINESS

a. **Airoom Parking Proposal**

The public hearing to discuss the Airoom parking proposal has been scheduled for Thursday, September 26 at 7:00PM at Village Hall. Trustees reviewed the notes from the discussion at the August 15, 2013 library board meeting, and reaffirmed that they were concerned about: 1) The hindrance of future development of the library; 2) The safety of having the public sidewalk be sandwiched between cars parking nose to nose, especially because of the number of children who use the sidewalk after school and 3) The removal of green space and many full grown trees, especially considering the significant recent tree loss in the Village. The Board reaffirmed that they did not support nor want parkway parking on the southeast side of Keystone Avenue.

b. **Proposed Lincoln/Devon TIF District**

Director Bochenski reported that there was a continuance of the public hearing held on September 3, 2013 to November 19, 2013. The previously scheduled September 9, 2013 Joint Review Board (JRB) meeting was cancelled at the request of Tim Clarke, Community Development Officer because it was felt that the JRB meeting would be more fruitful if it was held after the public hearing is closed. A new JRB meeting is now scheduled for Tuesday, December 3, 2013. This new meeting will have two purposes: 1) as the required annual meeting to review all of the Village's TIF districts, and 2) consider any matter concerning the proposed Devon-Lincoln TIF District.). President Beard and Library Director Bochenski will attend the JRB meeting.

Bochenski reported that the Village is partnering with the City of Chicago and the Urban Land Institute (ULI) to perform a corridor study of both sides of Devon; from McCormick to Lincoln. Professional land use planners will be brought together to review the corridor, identify its strengths/weaknesses and ultimately develop goals and objectives to improve the corridor. The Village will likely wait until the conclusion of the ULI study before making any final decisions on the proposed Devon-Lincoln TIF District. The ULI report is scheduled to be completed before the November 19, 2013 continued public hearing.

c. **Library Master Building Plan – Schedule of Architect Interviews**

Director Bochenski reported that the Request for Qualifications (RFQ) was published on Friday September 6 by posting it on our website, publishing notice in the 9/12/2013 Lincolnwood Review, and sending it to several architects who have either worked with the library in the past, or were highly recommended by other Chicagoland libraries. Responses are due back by October 7.

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Trustees discussed the proposed process for interviewing and selecting the architect and agreed that President Beard will appoint two trustees to review all of the responses, and they, along with staff, will recommend three firms to move on to the interview stage. President Beard appointed Trustee Berger and Trustee Martel to review responses. Library Director Bochenski will coordinate with the appointees to discuss the procedures of the review process.

Trustees then chose Wednesday November 6, 2013 as the date that the three finalists will be interviewed by the full board. Interview times will be 2:30PM, 4:00PM, and 5:30PM. This schedule allows three 1-hour interviews with a 30 minute break between each. The interview meeting will be considered a Special Board Meeting, which will be open to the public and noticed appropriately. The board can select the winning architect at the interview meeting on November 6, or it can wait until the regularly scheduled board meeting on November 21.

J. NEW BUSINESS

- a. **Approve & Adopt Ordinance No. 2013-14/2 Providing for the Budget & Appropriations of the Lincolnwood Public Library District... for the Fiscal Year Beginning July 1, 2013 and Ending June 30, 2014**
Trustees discussed the ordinance and President Beard reported that no visitors were present at the public hearing held immediately prior to the board meeting.

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE POULSOM, AND WITH ALL TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED THE BOARD APPROVED ORDINANCE NO. 2013-14/2 PROVIDING FOR THE BUDGET & APPROPRIATIONS OF THE LINCOLNWOOD PUBLIC LIBRARY DISTRICT... FOR THE FISCAL YEAR BEGINNING JULY 1, 2013 AND ENDING JUNE 30, 2014 IN THE AMOUNT OF \$3,428,163. (Although not appended to these minutes, a copy of this Ordinance is available for public inspection in the library.)

- b. **Review and Adopt Treasurer's Certificate of Estimated Revenues for the Year Beginning July 1, 2013 and Ending June 30, 2014**

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE POULSOM, AND WITH ALL TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED THE BOARD APPROVED THE TREASURER'S CERTIFICATE OF ESTIMATED REVENUES FOR THE YEAR BEGINNING JULY 1, 2013 AND ENDING JUNE 30, 2014. (Although not appended to these minutes, a copy of this Certificate is available for public inspection in the library.)

- c. **Review and Adopt Resolution No. 2013/14-1 to Determine Estimate of Funds Needed for the 2013-2014 Fiscal Year from the Tax Levy**

Trustees discussed the purpose of this estimate, which is to determine if we will need to hold a Truth in Taxation Act (TITA) hearing this year. An 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 21, 2013 library board meeting. Trustees discussed various estimated levy amounts, and agreed that the library will **not** increase the levy more than 5% over the previous year's tax extension, thereby establishing that a TITA hearing will not be necessary. It was noted during the discussion that because this is a non-binding estimate it would be simpler for the library to adopt a round number, and continue to discuss and refine the actual levy request during upcoming board meetings in preparation for the final approval.

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ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE POULSOM, AND WITH ALL TRUSTEES PRESENT VOTING "YES" WHEN ROLL WAS CALLED, THE BOARD APPROVED RESOLUTION NO. 2013/14-1 TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR THE 2013-2014 FISCAL YEAR FROM THE TAX LEVY IN THE AMOUNT OF \$2,400,000. (This estimated amount is approximately 1.44% higher than the extension for last year's levy.)

d. Review and Approve the FY14 Per Capita Grant Application

ON A MOTION BY TRUSTEE FIELDS AND SECONDED BY TRUSTEE BERGER, AND WITH ALL TRUSTEES PRESENT VOTING "YES" THE BOARD APPROVED THE FY14 PER CAPITA GRANT APPLICATION AND DIRECTED THE LIBRARY DIRECTOR TO SUBMIT THE APPLICATION TO THE ILLINOIS STATE LIBRARY.

K. BOARD ACTION CHART

The "Board Action Chart" was moved up in the agenda to prior to the closed session at the request of Trustee Martel. Trustee Martel requested the addition of investigating policies and procedures regarding the eating of food at times and in locations other than what the library provides for currently.

L. ADJOURN TO CLOSED SESSION

As pursuant to 5 ILCS 120/2 C (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE BOARD ADJOURNED TO CLOSED SESSION AT 9:00PM FOR THE PURPOSE OF CONDUCTED THE LIBRARY DIRECTOR'S SEMI-ANNUAL PERFORMANCE EVALUATION.

All attendees except library Trustees and Director Bochenski left the meeting.

M. RECONVENE OPEN SESSION AND ADDITIONAL BOARD ACTION

President Beard reconvened the meeting in open session at 9:14PM. No board action was taken as a result of items discussed in closed session.

N. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

Trustees confirmed the schedule of upcoming meetings as follows:

- Regular Board Meeting: October 17, 2013 7:30PM
- Special Board Meeting – Architect Interviews: November 6, 2013 2:30PM
- Regular Board Meeting: November 21, 2013 7:30PM

O. ADJOURNMENT

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE MEETING WAS ADJOURNED AT 9:19PM.

/S/

Dany R. Fields, Secretary