

Regular Board Meeting
Thursday June 20, 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 7:31PM on June 20, 2013 in the Library's Board Room.

B. ROLL CALL

Trustees Present: Beard, Berger, Fields, Gimbel, Martel (7:39), Poulosom, Stavinoga

Trustees Absent: None

Staff Present: Library Director Su Bochenski; Office Manager Amy Skrzypinski; Head of Youth Services Sharon Levine; Head of Technical Services Shao-Chen Lin.

Visitors Present: None

C. CONSENT AGENDA

ON A MOTION BY TRUSTEE BERGER AND SECONDED BY TRUSTEE POULSOM, 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 May 23, 2013 Board Meeting
- Approve Financial Report for period ending 5/31/13
- Approve Disbursements for period 5/1/13 through 5/31/13 – Republic Bank NOW and Special COSTCO Purchases accounts
- Receive Reports of Standing Committees

D. LIBRARY DIRECTOR'S REPORT

Library Director Bochenski referred to her own report and to the statistical reports for April 2013. She reported that due to the continual roof leaks, several quotes on roof replacement had been obtained. In addition to the roof needing replacement, the drains, stucco, and windows also need repair in order to fully address the leaks. A green roof may be possible, but it depends on a structural evaluation and report. In light of the information, the board directed the Director to not proceed with scheduling roof replacement, but to continue on the agreed Request for Qualification (RFQ) process for the board to select an architect to develop a master plan. The master plan will include mechanical, electrical, and plumbing projects as well as a space reutilization study and renovation recommendations.

Youth Services Sharon Levine; Head of Technical Services Shao-Chen Lin presented their reports and answered questions.

E. REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Gimbel reported that the Friends will next meet on Wednesday June 26. The books sale is currently underway, and will end on Saturday June 22. No summary of receipts was available.

F. CORRESPONDENCE AND COMMUNICATIONS

Trustees acknowledged the Memorandum from Roger Ritzman regarding the Prevailing Wage Act.

G. AUDIENCE TO VISITORS

There were no visitors.

H. UNFINISHED BUSINESS

a. **Proposed Lincoln-Devon TIF District**

Director Bochenski reported that the Village discussed the proposed TIF district at the June 18 Committee of the Whole meeting, and referred the discussion to the Village Board that same evening. No decisions were made. The public hearing was continued until September 3, 2013. The next official Joint Review Board meeting is scheduled for September 9, 2013, and President Beard and Director Bochenski plan to attend.

I. NEW BUSINESS

a. **Ordinance Amending Budget and Appropriation Ordinance**

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE STAVINOVA, AND WITH ALL TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED AND ADOPTED ORDINANCE NO. 2012-13/4: ORDINANCE AMENDING BUDGET AND APPROPRIATION ORDINANCE FOR THE FISCAL YEAR 2012-2013 AS PRESENTED. [Although not appended to these minutes, this Ordinance is posted at the Library and available for public inspection.]

b. **Ordinance Setting the Schedule of Regular Meetings of the Board**

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE BOARD APPROVED AND ADOPTED ORDINANCE NO. 2012-13/5: ORDINANCE SETTING THE SCHEDULE OF REGULAR MEETINGS OF THE BOARD OF LIBRARY TRUSTEES FOR THE FISCAL YEAR COMMENCING JULY 1, 2013 AND ENDING JUNE 30, 2014 AS PRESENTED. [Although not appended to these minutes, this Ordinance is posted at the Library and available for public inspection.]

c. **Ordinance Providing for the Prevailing Rate of Wages**

ON A MOTION BY TRUSTEE POULSOM AND SECONDED BY TRUSTEE BERGER, AND WITH ALL TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED AND ADOPTED NO. 2012-13/6: ORDINANCE PROVIDING FOR THE PAYMENT OF – AND ASCERTAINING THE PREVAILING RATE OF WAGES FOR – LABORERS, MECHANICS, AND OTHER WORKERS EMPLOYED IN PERFORMING CONSTRUCTION OF PUBLIC WORKS AS PRESENTED. [Although not appended to these minutes, this Ordinance is posted at the Library and available for public inspection. As required, notice regarding the Ordinance was published in the Lincolnwood Review and filed with the Illinois Secretary of State and the Illinois Department of Labor.]

d. **FY2014 Working Budget**

Trustee Stavinoga asked for an explanation of the Special Reserve Fund. President Beard explained that the monies in the fund are governed by Ordinance No. 2011-12/4 "Ordinance Providing for the Use of Monies that Accumulate in the Library's Special Reserve Fund" that was approved by the board on November 17, 2011. In summary, the Ordinance provides for savings and expenditures relating to improvements, repairs, renovations, or remodeling of the existing facility and grounds, as well as the purchase, demolition, and expansion of new property. A copy of this ordinance has been posted at the library since the date of approval and is available for inspection.

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ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE BERGER, AND WITH ALL TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED THE FY2013-2014 WORKING BUDGET (CONTAINING TOTAL PROPOSED EXPENDITURES OF \$2,633,800 [LIBRARY FUND 11: \$2,015,400; SPECIAL RESERVE FUND 71: \$350,000; BUILDING MAINTENANCE FUND 80: \$142,100; FICA FUND 91: \$93,000; INSURANCE FUND 95: \$23,700; AUDIT FUND 96: \$9,600] AND INCORPORATING THE PROPOSED STAFF GRADE LEVELS, SALARY RANGES AND POSITION CLASSIFICATION SCHEDULE FOR FY14 AND EMPLOYEE COMPENSATION PROGRAM FOR FY14) AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE ON 5/16/2013. [A copy of the approved FY13-14 working budget is appended to these minutes.]

e. Transfer from Library Fund to Special Reserve Fund

ON A MOTION BY TRUSTEE BERGER AND SECONDED BY TRUSTEE MARTEL, AND WITH ALL TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED A TRANSFER OF \$300,000 FROM LIBRARY FUND 11 TO SPECIAL REVENUE FUND 71 AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE ON 5/16/2013, WITH THIS ACTION TO TAKE PLACE BEFORE THE CLOSE OF THE 2012-13 FISCAL YEAR.

f. Resolution Regarding Employer Pension Contribution Rates and Contribution Eligibility

ON A MOTION BY TRUSTEE POULSOM AND SECONDED BY TRUSTEE STAVINOVA, AND WITH ALL TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED AND ADOPTED RESOLUTION NO. 2012/13-5: RESOLUTION REGARDING EMPLOYER PENSION CONTRIBUTION RATES AND CONTRIBUTION ELIGIBILITY FOR THE YEAR JULY 1, 2013 THROUGH JUNE 30, 2014 AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE ON 5/16/2013.

g. Resolution Defining Employee Group Insurance Plan Benefits

ON A MOTION BY TRUSTEE FIELDS AND SECONDED BY TRUSTEE POULSOM, AND WITH ALL TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED AND ADOPTED RESOLUTION NO. 2012/13-6: RESOLUTION DEFINING EMPLOYEE GROUP INSURANCE PLAN BENEFITS FOR THE YEAR JULY 1, 2013 THROUGH JUNE 30, 2014 AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE ON 5/16/2013.

h. Non-Resident Cards and Fees

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 VOTED TO CONTINUE ISSUING NON-RESIDENT CARDS DURING FY14 FOR THE ANNUAL FEE OF \$527 PER FAMILY/HOUSEHOLD, AS CALCULATED USING THE GENERAL MATHEMATICAL FORMULA PER SECTION 3050.60 OF THE ADMINISTRATIVE CODE.

i. Bank Account and Other Service Provider Signatories

ON A MOTION BY TRUSTEE POULSOM AND SECONDED BY TRUSTEE GIMBEL, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE BOARD VOTED TO APPROVE RESOLUTION NO. 2012/13-7 AFFIRMING BOARD OFFICERS AND LIBRARY DIRECTOR AND ASSISTANT DIRECTOR AS AUTHORIZED SIGNERS ON ALL BANK ACCOUNTS AND VARIOUS OTHER SERVICE PROVIDERS.

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j. Approve Section 125 Flexible Spending Account (FSA) Plan Amendment

ON A MOTION BY TRUSTEE POULSOM AND SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE BOARD VOTED TO APPROVE THE SECTION 125 FLEXIBLE SPENDING ACCOUNT PLAN AMENDMENT AS PRESENTED.

J. BOARD ACTION CHART

No additional items were added.

K. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

Trustee Beard suggested that the Library Services & Community Relations committee, chaired by Trustee Martel, think about meeting in the several months to discuss plans for presenting, talking about, and soliciting input from the community regarding the planned facility renovation. As the library is in the process of hiring a Marketing/PR Specialist, the board agreed that it would be a good idea to wait until that position was filled before holding the meeting, so that the new employee could attend.

It was noted that the agenda had the next meeting date listed incorrectly. The following schedule of meetings was confirmed:

- **Regular Board Meeting: July 18, 2013 7:30PM**

L. ADJOURNMENT

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE MEETING WAS ADJOURNED AT 8:38PM.

/s/

Dany R. Fields, Secretary