

Regular Board Meeting
Thursday November 21, 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 November 21, 2013 in the Library's Board Room. President Beard designated Trustee Stavinoga to serve as Acting Secretary.

B. ROLL CALL

Trustees Present: Beard, Berger, Gimbel, Martel, Stavinoga
Trustees Absent: Fields, Poulson
Staff Present: Library Director Su Bochenski; Office Manager Amy Skrzypinski;
Marketing Associate Deb Keegan; Head of Adult Services Gail Inman.
Visitors Present: None

C. CONSENT AGENDA

ON A MOTION BY TRUSTEE GIMBEL AND SECONDED BY TRUSTEE STAVINOVA, 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 17, 2013 Board Meeting
- Approve Minutes of November 6, 2013 Special Board Meeting (Architect Interviews)
- Approve Financial Report for period ending 10/31/13
- Approve Disbursements for period 10/1/13 through 10/31/13 – Republic Bank NOW and Special COSTCO Purchases accounts
- Receive Reports of Standing Committees

D. LIBRARY DIRECTOR'S REPORT

Director Bochenski gave a brief update on the status of the proposed Lincoln/Devon TIF district public hearing and the Airoom parking proposal. She also reported that the library, SD74, and the Village participated in a meeting to discuss and identify ways to partner with each other. She stated that the library is experiencing some ongoing behavior problems with a group of 8th grade boys that use the library after school. Library employees are in contact with the parents and are at the point where they have requested that the boys be accompanied by a parent or adult guardian when visiting the library for a period of time. Head of Adult Service Gail Inman presented the highlights of her report and answered questions.

E. AUDIENCE TO VISITORS

There were no visitors.

F. REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Gimbel reported that the membership drive flyers were mailed and that donations were coming in. The next Friends meeting will be in January.

G. CORRESPONDENCE AND COMMUNICATIONS

Trustees acknowledged the legal memo from attorney Roger Ritzman regarding the 2013 levy.

H. UNFINISHED BUSINESS

a. **Review Marketing Plan draft**

Marketing Associate Deb Keegan presented the draft of the Marketing Plan and gave Trustees the opportunity to ask questions and make suggestions. The Marketing Plan is a goal of the Strategic Plan and the goal will be completed in advance of the December 31, 2013 deadline. After the Marketing Plan is finalized, the board and all staff will receive a copy.

b. **Library Master Building Plan – Proposal Review**

Trustees reviewed the draft proposal submitted by Product Architecture + Design. Director Bochenski reported that the library's legal counsel, Roger Ritzman, had reviewed the document and recommended the addition of a rider outlining additional terms and a completion date. Trustee Martel referred to 'Section C – Building Documentation' and requested that Director Bochenski attempt to obtain electronic CAD files from the most recent remodeling efforts by architect Molinaro. If such files are available and usable, Product Architecture + Design should bill a reduced amount for that section of work.

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE BERGER, AND WITH ALL TRUSTEES VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD DIRECTED LIBRARY DIRECTOR BOCHENSKI TO EXECUTE THE PROPOSAL WITH PRODUCT ARCHITECTURE + DESIGN IN AN AMOUNT NOT TO EXCEED \$36,000.

c. **Ordinance No. 2013-14/3 Providing for the Levying of Taxes for the Fiscal Year beginning July 1, 2013 and ending June 30, 2014**

Trustees considered the proposed 2013 levy, payable in 2014. As discussed in previous board meetings, Trustees took into account economic factors in Lincolnwood, the fiscal needs of the library, the current consumer price index (CPI), and previous levy increases. The proposed levy is a 1.7% increase over the prior year's tax extension.

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE GIMBEL, AND WITH ALL TRUSTEES VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED ORDINANCE NO. 2013-14/3 PROVIDING FOR THE LEVYING OF TAXES FOR THE LINCOLNWOOD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2013 AND ENDING JUNE 30, 2014 IN THE AMOUNT OF \$2,406,200 (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.)

I. NEW BUSINESS

a. **Libraries of Illinois Risk Agency (LIRA)**

Director Bochenski explained that a new property, liability, and workers compensation insurance program is being created with guidance from the Illinois Library Association (ILA). This program is similar to the library's current health insurance program, Wellness Insurance Network (WIN). Trustees reviewed the comparison quote for the new LIRA program and from our regular insurance broker, King Insurance Agency, Inc. Trustees discussed the pros and cons for switching to the new LIRA program. One of the significant drawbacks was the tight timeframe to make a three-year commitment. The board decided not to join LIRA at this time, but stated they would consider joining next year after the program was established and there was more time to consider the benefits. No board action was taken.

b. Lincoln Pointe Site Development Opportunity

Director Bochenski reported that the library has been approached by North Capital Group with a possible opportunity to use some space in the Lincoln Pointe development (formerly the Purple Hotel) for satellite library services. Trustees discussed possible uses for the space, and also considered the potential schedule, which could be at or around the same time library renovations may take place. Trustees agreed to continue discussing this potential opportunity at future board meetings. No board action was taken.

c. Staff Holiday Bonuses

Trustees discussed the tradition of giving holiday bonuses to all staff, and recognized that the bonuses were approved in June 2013 during the regular budget approval process. As was the case last year, bonuses will be provided in the regular payroll instead of gift cards. The amount of the bonuses is slightly higher than in past years to offset payroll taxes.

ON A MOTION BY TRUSTEE STAVINOGA AND SECONDED BY TRUSTEE BERGER, AND WITH ALL TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED AWARDING HOLIDAY BONUSES TO ALL STAFF AS FOLLOWS: MANAGEMENT TEAM MEMBERS \$250; FULL TIME STAFF \$187.50; PART TIME STAFF \$62.50.

J. BOARD ACTION CHART

No new items were added.

K. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

Trustees discussed the historical practice of cancelling the December board meeting, and decided to keep the meeting on the calendar this year. The meeting will be used primarily as a 'visioning' opportunity for the board to discuss the needs and desires of the community as it relates to the master planning project.

Due to the absence of two Trustees, the board deferred scheduling a Finance & Facilities Committee meeting to discuss the Fiscal Accountability Policy and a Library Services & Community Relations Committee meeting to discuss community communications until the next board meeting.

The following schedule of meetings was confirmed:

- Regular Board Meeting Thursday December 19, 2013 at 7:30PM
- Regular Board Meeting Thursday January 16, 2014 at 7:30PM
- Staffing & Personnel Committee Meeting: March 20, 2014 6:30PM – Director Evaluation

L. ADJOURNMENT

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE STAVINOGA, AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE MEETING WAS ADJOURNED AT 9:13PM.

/S/

Pamela Stavinoga, Acting Secretary