

Regular Board Meeting
Thursday October 17, 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 7:30PM, on October 17, 2013, in the Library's Board Room.

B. ROLL CALL

Trustees Present: Beard, Fields, Gimbel, Martel, Poulsom, Stavinoga

Trustees Absent: Berger

Staff Present: Library Director Su Bochenski, Office Manager Amy Skrzypinski, Head of Community Relations/Assistant Director Julie Anne Nitz-Weiss, Head of Youth Services Sharon Levine, Head of Circulation/Accounting Vandana Sehgal, Marketing Associate Deborah Keegan

Visitors Present: Auditor Paul Inserra (left at 7:53PM)

C. CONSENT AGENDA

ON A MOTION BY TRUSTEE GIMBEL AND SECONDED BY TRUSTEE POULSOM, 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 19, 2013 Regular Board Meeting
- Approve Minutes of September 19, 2013 Special Board Meeting (B&A Hearing)
- Approve Financial Report for period ending 9/30/13
- Approve Disbursements for period 9/1/13 through 9/30/13 – Republic Bank NOW and Special COSTCO Purchases accounts
- Receive Reports of Standing Committees

D. FY2012-2013 LIBRARY AUDIT

Auditor Paul Inserra, of McClure, Inserra & Co., Chtd., reviewed the various components of the FY2012-2013 library audit with the Board and others in attendance. He responded to questions from Trustees and Library Director Bochenski. The presentation and review process resulted in the following key conclusions:

- As was the case with their previous audits of the library, McClure, Inserra & Co., Chtd. issued a clean opinion for the FY2012-2013 audit.
- The library's various fund balances and general financial position at the close of FY2012-13 remains extremely strong.

ON A MOTION BY TRUSTEE GIMBEL AND SECONDED BY TRUSTEE MARTEL, AND WITH ALL TRUSTEES IN ATTENDANCE VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED THE FY2012-2013 LIBRARY AUDIT AS PRESENTED.

E. ANNUAL LIBRARY WALKTHROUGH

Trustees agreed to delay the annual library walkthrough until the regular November board meeting.

BOARD OF TRUSTEES
LINCOLNWOOD PUBLIC LIBRARY DISTRICT
4000 W Pratt Ave • Lincolnwood • Illinois 60712

F. LIBRARY DIRECTOR'S REPORT

Library Director Bochenski discussed Illinois' Firearm Concealed Carry Act that passed in July. As pursuant to 430 ILCS 66/65 section (d), the library will post the provided signage indicating that concealed firearms are prohibited on library property. Head of Youth Services Sharon Levine, Head of Circulation/Accounting Vandana Sehgal, and Office Manager Amy Skrzypinski presented the highlights of their reports and answered questions.

G. PRESIDENT'S REPORT

President Beard encouraged the Trustees to start visiting other libraries for ideas for library building improvements. She, along with Trustee Fields, attended the Illinois Library Association (ILA) conference earlier in the week and shared the highlights. In particular she shared information about the "maker space," where kids (and adults) learn skills to make and fix items, with a focus on technology. She suggested that perhaps the library could partner with D74, with help from D219, to create programs that get kids interested in STEM activities to prepare them for high school and beyond. Libraries are becoming more and more about the experience, and she stated that "this is a great time to be the Lincolnwood Library."

H. AUDIENCE TO VISITORS

There were no visitors.

I. REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Gimbel reported that the October meeting has been cancelled. The Friends continue to work on their membership drive.

J. CORRESPONDANCE AND COMMUNICATIONS

There was no correspondance.

K. UNFINISHED BUSINESS

a) Proposed Airoom parking proposal

The public hearing was held on Thursday September 26. Trustees Beard, Martel, and Gimbel, and staff Bochenski and Nitz-Weiss attended the meeting. There were about 40 community members in attendance, and the public comment was overwhelmingly against the proposal. The traffic Commission voted unanimously not to approve the petition.

b) Library Master Building Plan – Prepare for Architect Interviews

Trustees will meet on Wednesday November 6, 2013 for interviews of the top three architecture firms, which will include a presentation and a question and answer session. Director Bochenski provided potential interview questions and noted board suggestions. All necessary documents (i.e. copies of proposals) will be given to the Trustees before the interview session.

c) 2013 Levy Discussion

The Board discussed the 2013 levy, which will not exceed 5% over last year's, and therefore will not require a Truth in Taxation Hearing. Trustees carefully considered economic factors in Lincolnwood, the fiscal needs of the library, the current consumer price index (CPI), and the amount of previous levy increases. There was no action taken, and the final vote on the levy will occur at the November 21st regular board meeting.

L. NEW BUSINESS

a) **Change in Staff Health benefits Plan Year – Amend Resolution**

ON A MOTION BY TRUSTEE FIELDS AND SECONDED BY TRUSTEE STAVINOVA, AND WITH ALL TRUSTEES VOTING “YES”, THE BOARD AMENDED RESOLUTION NO. 2012/13-6 TO DEFINE EMPLOYEE GROUP INSURANCE PLAN BENEFITS FOR THE PERIOD JULY 1, 2013 THROUGH DECEMBER 31, 2014.

b) **Change in Employee Handbook FSA Eligibility**

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE GIMBEL, AND WITH ALL TRUSTEES VOTING “YES”, THE BOARD APPROVED CHANGING THE FSA ELIGIBILITY IN THE EMPLOYEE HANDBOOK TO FULL TIME EMPLOYEES.

c) **Website Review – Initial Concept**

Director Bochenski presented preliminary components of the new website color scheme, layout, and navigation. There were no objections or suggestions for change or improvements to the colors or layout. Most of the discussion focused on main drop down title navigation, specifically the, “Read, Listen, & View” and “Research & Learning” categories. Staff will take all suggestions into consideration and make appropriate changes.

M. BOARD ACTION CHART

- Pratt/Crawford overhang area was replanted in September. This item was removed.
- Update on eating in the library: the staff has added a third day to the café schedule for children after school. The possibility of adding more days will depend on staffing and further staff discussion.
- No additional items were added.

N. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

Trustees agreed to delay discussing the cancelation of the regular December board meeting until the regular November board meeting.

The following schedule of meetings was confirmed:

- **Special Board Meeting Wednesday November 6, 2013 at 2:30PM (Architect Interviews)**
- **Regular Board Meeting Thursday November 21, 2013 at 7:30PM**

O. ADJOURNMENT

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE GIMBEL, AND WITH ALL TRUSTEES VOTING “YES”, THE MEETING WAS ADJOURNED AT 9:47PM.

/S/

Pamela Stavinoga, Acting Secretary