

Regular Board Meeting
Thursday February 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 Vice President Fields at 7:35PM, on February 21, 2013, in the Library's Roehri Room.

B. ROLL CALL

Trustees Present: Bartlett, Beard, Berger, Fields, Gimbel, Klatzco, Martel (arrived 7:50PM)

Trustees Absent: None

Staff Present: Library Director Su Bochenski. Office Manager Amy Skrzypinski; Assistant Director/Head of Community Relations Julie Anne Nitz-Weiss; Head of Adult Services Gail Inman; Adult Services Librarian Barbara Friedman; Adult Services Librarian Jamie King.

Visitors Present: None

C. CONSENT AGENDA

ON A MOTION BY TRUSTEE BARTLETT AND SECONDED BY TRUSTEE FIELDS, 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 January 17, 2013 Board Meeting
- Approve Financial Report for period ending 1/31/13
- Approve Disbursements for period 1/1/13 through 1/31/13 – Republic Bank NOW and Special COSTCO Purchases accounts
- Receive Reports of Standing Committees (none)

D. LIBRARY DIRECTOR'S REPORT

Library Director Bochenski referred to her own report and to the statistical reports for December 2012. She stated that she had been approached by a Lincolnwood resident about a possible donation to the library, and is investigating downloadable movie services as requested by the donor. Further details about the donation will be provided as the project progresses. Director Bochenski then gave a "state of the library" presentation which highlighted successes in the past 12 months, and outlined upcoming work for the next three months. A highlight of the report was the percentage of Lincolnwood residents who hold a library card, which increased from 29% of the Lincolnwood population at the end of June 2011 to 39% at the end of December 2012.

Head of Adult Services Gail Inman and Assistant Director/Head of Community Relations Julie Anne Nitz-Weiss presented the highlights of their reports and answered questions.

E. REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

The Friends of the Library has not met since the last library board meeting, so there was no report.

F. CORRESPONDENCE AND COMMUNICATIONS

There was no correspondence.

G. AUDIENCE TO VISITORS

There were no visitors.

H. UNFINISHED BUSINESS

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

President Beard and Director Bochenski reviewed the status of the proposed Lincoln-Devon TIF district. Board President Kendra and Director Bochenski attended the continuation of the Joint Review Board (JRB) meeting on February 6, where the library's concerns were formally shared with the other taxing districts. The outcome of the February 6 JRB meeting was a unanimous vote for a "provisional disapproval". This disapproval allows for an additional 30 days to work with the Village to address our concerns. The library's representing legal counsel, Hinshaw, along with SD74, SD219, and library representatives will be communicating with the Village to discuss an Intergovernmental Agreement (IGA) regarding the proposed TIF district, with the intent of addressing the concerns of the taxing bodies. Trustees discussed possible terms to include in the IGA, and prioritized the following: 1) no revenue sharing between the Lincoln-Devon TIF and any other adjacent districts; 2) early termination of existing TIF districts after all financial obligations are met.

Library Director Bochenski attended the Village public hearing on February 19, and due to the continuation of the JRB meeting, the public hearing was continued until April 16, 2013. The JRB will meet again on March 6 for what we anticipate will be the final JRB vote to either recommend or not recommend the TIF proposal to the Village board. President Beard and Director Bochenski will continue to attend meetings, communicate with the Village and other taxing bodies, and vote on behalf of the library at the JRB meeting.

I. NEW BUSINESS

a) **Consider moving the May 16, 2013 Board Meeting to May 23, 2013**

Director Bochenski explained that due to the timing of the trustee election this year, the new trustee terms will start on May 20, 2013. The new trustees will need to take the oath of office, and the board will also need to elect officers sometime between May 20 and June 22. The regularly scheduled May board meeting was May 16, which is prior to the start of the new term. Either the May meeting needs to be rescheduled, or the board could wait until the regularly scheduled June 21 meeting to complete these items. Trustees agreed to change the date of the meeting, and Director Bochenski will inform the trustee candidates of the change.

ON A MOTION BY TRUSTEE GIMBEL AND SECONDED BY TRUSTEE KLATZCO, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE BOARD APPROVED CHANGING THE DATE OF THE MAY BOARD MEETING TO THURSDAY MAY 23, 2013 AT 7:30PM.

b) **Proposed process for interior library renovation**

In preparation for the interior library renovation, Trustees discussed their preferred process to select an architect. Director Bochenski reported the information that the library's lawyer provided regarding this process. If the library has an established relationship with an architect, we could choose to simply use them. The process for evaluating other architects requires a Request for Qualification (RFQ) process. If we distribute an RFQ, then the library would evaluate and rank the respondents, eventually selecting the firm the library wishes to use. After the architect is selected, the specific project planning would begin. After some discussion, Trustees agreed to proceed with

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the RFQ process, and directed Library Director Bochenski to work with Trustee Martel during preparation and review of the RFQ prior to its publication.

c) Cole Taylor CDAR increase

Director Bochenski reviewed the current structure of the library's CD investments and the amount of each CD. Trustees reviewed the CDARS Service handout from Cole Taylor Bank, which explains that each CD is fully covered by FDIC insurance. As the library is saving money to pay for the upcoming interior renovation, there are more funds on hand than usual. In order to increase interest income, Trustees discussed either increasing the amount of each CD, or increasing the number of CDs. Trustees agreed to increase the amount of each CD at the renewal date of each CD.

ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BARTLETT, AND WITH ALL TRUSTEES PRESENT VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD APPROVED THE INCREASE OF FUNDS IN EACH COLE TAYLOR CD FROM \$125,000 TO \$225,000.

J. ADJOURN TO CLOSED SESSION

As pursuant to 5 ILCS 120/2 C (21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

Trustees agreed to take a short recess before adjourning to closed session.

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE KLATZCO, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE BOARD ADJOURNED TO CLOSED SESSION AT 8:50PM FOR THE PURPOSE OF REVIEWING AND MAKING DETERMINATIONS REGARDING THE MINUTES OF PREVIOUSLY HELD CLOSED SESSIONS.

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

K. RECONVENE OPEN SESSION AND ADDITIONAL BOARD ACTION

President Beard reconvened the meeting in open session at 9:06PM.

ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BERGER, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE BOARD MADE DETERMINATIONS ABOUT THE MINUTES OF PREVIOUSLY HELD CLOSED SESSIONS AS FOLLOWS:

<u>Closed Session at:</u>	<u>Reason for Closed Session</u>	<u>Determination Made</u>
11/19/09 Regular Board Meeting	Possible land acquisition	Not released for public view
01/28/10 Regular Board Meeting	Possible land acquisition	Not released for public view
06/23/11 Regular Board Meeting	Possible land acquisition	Not released for public view
07/21/11 Regular Board Meeting	Possible land acquisition	Not released for public view
08/16/12 Regular Board Meeting	Review of closed minutes	Approved and released for public view

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ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE KLATZCO, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE BOARD MADE DETERMINATIONS, IN COMPLIANCE WITH PUBLIC ACT 93-0523, ABOUT THE RECORDINGS OF PREVIOUSLY HELD CLOSED SESSIONS AS FOLLOWS:

<u>Closed Session at:</u>	<u>Approved Date:</u>	<u>Determination Made</u>
08/19/10 Regular Board Meeting	09/16/10	Destroy recording
02/17/11 Regular Board Meeting	03/17/11	Destroy recording
02/17/11 Staffing & Personnel	03/17/11	Destroy recording
04/21/11 Regular Board Meeting	08/18/11	Destroy recording
05/19/11 Regular Board Meeting	08/18/11	Destroy recording
06/23/11 Regular Board Meeting	08/18/11	Destroy recording
07/21/11 Regular Board Meeting	08/18/11	Destroy recording
08/18/11 Regular Board Meeting	02/16/12	Destroy recording

L. BOARD ACTION CHART

No new items were added to the Board Action Chart.

M. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following schedule of meetings was confirmed:

- Staffing & Personnel Committee Meeting: March 21, 2013 6:30PM
 - The purpose of this meeting is for the Committee to conduct the annual evaluation of the Library Director.
- Regular Board Meeting: March 21, 2013 7:30PM
- Committee of the Whole Meeting: May 16, 2013 7:30PM
 - The purpose of this meeting is to review the proposed FY14 budget prior to final approval at the June board meeting.
- Regular Board Meeting: May 23, 2013 7:30PM
 - The reason for this change is to accommodate the start date of the new trustee term, which is May 20, 2013.

N. ADJOURNMENT

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE MEETING WAS ADJOURNED AT 9:12PM.

/s/

Christopher M. Martel, Secretary