

Regular Board Meeting
Thursday March 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 7:37PM on March 21, 2013, in the Library's Board Room.

B. ROLL CALL

Trustees Present: Bartlett, Beard, Berger, Fields, Gimbel, Klatzco, Martel (arrived 7:39PM)

Trustees Absent: None

Staff Present: Library Director Su Bochenski; Office Manager Amy Skrzypinski; Head of Youth Services Sharon Levine; Youth Services Intern David Schousboe

Visitors Present: Linda Poulson

C. CONSENT AGENDA

ON A MOTION BY TRUSTEE BERGER AND SECONDED BY TRUSTEE KLATZCO, 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 February 21, 2013 Board Meeting
- Approve Financial Report for period ending 2/28/13
- Approve Disbursements for period 2/1/13 through 2/28/13 - 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 January 2013. She made special note that usage of the library has increased, and on three occasions in the past month there have been between 50-70 attendees at programs.

Head of Youth Services Sharon Levine presented the highlights of her report and answered questions. She introduced David Schousboe, who has been interning with the Youth Services department this semester.

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. The Friends next meeting is scheduled for Wednesday March 27, 2013.

F. CORRESPONDENCE AND COMMUNICATIONS

There was no correspondence.

G. AUDIENCE TO VISITORS

No audience was requested by visitors.

H. UNFINISHED BUSINESS

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

President Beard and Director Bochenski reported that they attended three additional meetings with Lincolnwood Village staff regarding the proposed Lincoln-Devon TIF district. Two of the meetings (2/26/13 and 3/4/13) were held as per the resolution passed at the 2/6/13 Joint Review Board (JRB) meeting, *"...seeks to meet and confer with the municipality during the next 30 days to seek additional information in the hope that the JRB may resolve its concerns relating to the qualification of the proposed plan or a revised version thereof."* During these two meetings with Village representatives, the library, along with School District 74 and School District 219, discussed possible modifications to the proposed TIF district, possible early closure of other TIF districts once financial obligations were met, and possible guidelines about how TIF funds could be spend and shared among contiguous TIF districts.

The third meeting was the final continuation of the JRB on March 6, 2013. After much discussion about the previously discussed negotiations, no further action was taken, which means that the unanimous disapproval from the February 6, 2013 JRB stands. Disapproval from the JRB creates a requirement for a supermajority vote by the Village board in order to approve the proposed TIF district. The Village is continuing the public hearing regarding the proposed TIF at the Village Hall on Tuesday April 16 at 7:30PM. This hearing continuance is to allow Lincolnwood residents to further review the proposed TIF and provide comments.

As the Joint Review Board has taken action, library Trustees directed the Library Director to cancel official representation of the library by the legal firm Hinshaw & Culbertson LLP effective March 7, 2013.

b) **Approve Special Reserve Fund Expenditure for new book drop**

Trustees discussed the proposal presented by Office Manager Amy Skrzypinski for the purchase of a new book drop. Primary concerns with the existing book drop are the rusting and leaking that is occurring, along with the need for a larger unit. The new book drop will fit within the current concrete bollards, and features a longer depository opening for easier use. Trustee Gimbel commented that cars still can hit the bollards when backing up, and several ideas were discussed, including the possibility of a curb, or perhaps signs in front of the parking spaces directly across from the drop. Office Manager Skrzypinski will investigate those options. Trustee Martel questioned whether the new book drop was a large enough increase to handle capacity on holidays. The new proposed book drop is the largest available that will still fit into our existing bollards. If additional capacity is needed in the future, the library will likely need to investigate adding a second book drop.

ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BARTLETT, AND WITH ALL TRUSTEES PRESENT VOTING "YES" WHEN ROLL WAS CALLED, THE BOARD APPROVED THE PURCHASE OF A NEW OUTDOOR BOOK DROP FROM THE SPECIAL RESERVE FUND IN THE AMOUNT OF APPROXIMATELY \$6,340.00.

I. NEW BUSINESS

There was no new business.

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J. 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 FIELDS AND SECONDED BY TRUSTEE MARTEL, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE BOARD ADJOURNED TO CLOSED SESSION AT 8:28PM FOR THE PURPOSE OF COMPLETING THE LIBRARY DIRECTOR'S ANNUAL EVALUATION.

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 8:49PM.

ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE BERGER, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE BOARD MADE DETERMINATIONS ABOUT THE LIBRARY DIRECTOR'S ANNUAL EVALUATION AS FOLLOWS:

- 1) BASED ON DIRECTOR BOCHENSKI'S AVERAGE RATING OF 2.73%, THE BOARD APPROVES A SALARY INCREASE OF 3%, AS PER THE GUIDELINES PROVIDED IN THE "EMPLOYEE COMPENSATION PROGRAM FOR FY2013-2013."
- 2) A "CHECK IN" EVALUATION IN SEPTEMBER 2013 WILL BE CONDUCTED BY THE STAFFING & PERSONNEL COMMITTEE.
- 3) THE EVALUATION FORM USED FOR SUBSEQUENT LIBRARY DIRECTOR EVALUATIONS BE MODIFIED AS SUCH: COMBINE #7 "DEVELOPMENT AND FUNDRAISING" AND #8 "PROFESSIONAL DEVELOPMENT" INTO #6 "PUBLIC AWARENESS AND RELATIONS."

L. BOARD ACTION CHART

No new items were added to the Board Action Chart. Director Bochenski reported that item #1 - Grant Room repainting and item #4 - New book drop will be removed from the chart next month due to completion.

M. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following schedule of meetings was confirmed:

- **Regular Board Meeting: April 18, 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 the date change is to accommodate the start date of the new trustees, which is May 20, 2013. This change was approved at the February 21, 2013 board meeting.

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N. ADJOURNMENT

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE MEETING WAS ADJOURNED AT 9:00PM.

/S/

Christopher M. Martel, Secretary