

Regular Board Meeting
Thursday May 23, 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 7:57PM on May 23, 2013 in the Library's Board Room.

B. ROLL CALL

Trustees Present: Beard, Berger, Fields, Gimbel, Martel, Poulson, Stavinoga

Trustees Absent: None

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

Visitors Present: Craig Klatzco

C. SWEARING IN OF NEWLY ELECTED TRUSTEES BERTHA GIMBEL, LINDA POULSON, AND PAMELA STAVINOVA

Secretary Martel administered the oath of office to newly elected trustees Gimbel, Poulson, and Stavinoga.

D. BOARD OF TRUSTEES VACANCY – APPROVE APPOINTMENT OF FORMER TRUSTEE DANY R. FIELDS

ON A MOTION BY TRUSTEE GIMBEL AND SECONDED BY TRUSTEE POULSON, AND WITH ALL TRUSTEES IN ATTENDANCE VOTING "YES" WHEN THE ROLL WAS CALLED, DANY R. FIELDS WAS APPOINTED TO FILL THE REMAINING TWO-YEAR BOARD VACANCY LEFT BY TRUSTEE KLATZCO.

E. SWEARING IN OF NEWLY APPOINTED TRUSTEE DANY FIELDS

Secretary Martel administered the oath of office to newly appointed Trustee Fields.

F. ELECTION OF BOARD OFFICERS

On behalf of the Nominating Committee, Trustee Martel presented a recommended slate of board officers for the next two-year period as follows: President – Trustee Kendra L. Beard; Vice President – Trustee Christopher M. Martel; Treasurer – Trustee James E. Berger, Secretary – Trustee Dany R. Fields. There were no additional nominations from the floor.

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES IN ATTENDANCE VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD VOTED TO ELECT THE PROPOSED SLATE OF OFFICERS.

Seeing no further business, President Beard dissolved the Nominating Committee.

BOARD OF TRUSTEES
LINCOLNWOOD PUBLIC LIBRARY DISTRICT
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G. CONSENT AGENDA

ON A MOTION BY TRUSTEE BERGER AND SECONDED BY TRUSTEE MARTEL, 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 April 18, 2013 Board Meeting
- Approve Minutes of May 16, 2013 Committee of the Whole Meeting as amended:
 - Under item C. in the third paragraph, change the date from "November 2012" to "November 2013" (packet C1)
 - Under item G., change the adjournment time from 9:39PM to 9:50PM (packet C2)
- Approve Financial Report for period ending 4/30/13
- Approve Disbursements for period 4/1/13 through 4/30/13 – Republic Bank NOW and Special COSTCO Purchases accounts
- Receive Reports of Standing Committees

H. LIBRARY DIRECTOR'S REPORT

Library Director Bochenski referred to her own report and to the statistical reports for March 2013. She noted that the library plans to move ahead with the creation of a new website as specified in the strategic plan, and will ensure that the website design is flexible enough to allow for a change of logo and/or colors as a result of any rebranding projects undertaken.

Adult Services Gail Inman and Head of Community Relations/Assistant Director Julie Anne Nitz-Weiss presented their reports and answered questions. Of special note was the presentation that Ms. Nitz-Weiss gave on May 22 at a Lincolnwood Chamber of Commerce event, highlighting the services that businesses in Lincolnwood can utilize, namely our online resources, remote printing, and computing equipment at the library.

I. REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Gimbel reported that the Friends met on Wednesday March 22, 2013. They discussed a possible raffle, as well as a village-wide mailing for membership. The book sale begins on Saturday June 15 and runs through Saturday June 22 at 2:00PM. Trustee Berger suggested advertising Friends membership at the book sale.

J. CORRESPONDENCE AND COMMUNICATIONS

Trustees acknowledged the following correspondence:

- Letter of Resignation from former Trustee Craig Klatzco
- Letter to Village Manager Tim Wiberg regarding proposed TIF District
- Thank you letter to David Spector & Family for their library donation
- Chronology for Annual Financial Ordinances, memo from Roger Ritzman

Trustee Stavinoga identified an error in the thank you letter to David Spector and Family. The year in the date of the letter erroneously reads "1013" instead of "2013." Staff will correct the error and send Mr. Spector a corrected copy.

BOARD OF TRUSTEES
LINCOLNWOOD PUBLIC LIBRARY DISTRICT
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K. AUDIENCE TO VISITORS

Visitor and former library Trustee Craig Klatzco reported that the Village of Lincolnwood plans to continue meetings and discussions regarding an Intergovernmental Agreement (IGA) for the proposed Lincoln-Devon TIF district. He also stated that he misses serving on the library board and wishes us the best of luck.

L. UNFINISHED BUSINESS

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

Director Bochenski reported that no additional meetings have taken place regarding the proposed TIF district since the last library board meeting in April 2013. She recounted the contents of an email received on May 22, 2013 from Village Manager Tim Wiberg that stated that the Village board discussed a potential IGA at the May 21, 2013 Village Committee of the Whole meeting. Due to a small number of Village trustees available to discuss the matter, the item was tabled until June 18, 2013.

The next official Joint Review Board meeting is scheduled for June 10, 2013, and President Beard and Director Bochenski plan to attend.

M. NEW BUSINESS

a. **President's Appointment to Standing Board Committees**

After a short discussion, President Beard made the following appointments to standing board committees:

Development

Bertha Gimbel (Chair)
Pamela Stavinoga
Dany Fields

Finance & Facilities

Jim Berger (Chair)
Linda Poulson
Chris Martel

Staffing & Personnel

Dany Fields (Chair)
Linda Poulson
Bertha Gimbel

Library Services & Community Relations

Chris Martel (Chair)
Pamela Stavinoga
Jim Berger

b. **Request for Authorization to Close the Library on Friday August 9, 2013 for Staff In-Service Day**

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE BERGER, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE BOARD APPROVED CLOSING THE LIBRARY ON FRIDAY AUGUST 9, 2013 FOR STAFF IN-SERVICE DAY.

c. **Report from May 16, 2013 Committee of the Whole/Discussion of FY14 Budget**

Director Bochenski reported that she had revised the FY14 proposed budget based on the discussion at the May 16 Committee of the Whole meeting, as well as some additional quotes that have been received, and additional information received from our accountant. These changes were in the supplemental board packet and include:

- Add \$30,000 to Graphic Design and Public Information Services (46350) for a rebranding project
- Delete the Interlibrary Delivery Service (46380) account line

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

- Add \$8,000 to Computer Equipment and Technology Project Purchases (47220) for the purchase of tablets and software for Trustee use
- Add \$4,000 to Contingencies (87299) on the spreadsheet to correct the error
- Merge the “Books-Adult –Circulating” (46001) and “Books-Adult-Reference” (46002) into a single line, “Books-Adult” (46001). Over the past 5 years our print non-circulating collection has been dramatically reduced, primarily due to the availability of online information resources.
- Implement staffing changes as discussed:
 - Marketing/PR Specialist position
 - Programming Assistant position
 - Assistant Head of Youth & Teen Services position
 - Technology Team positions
 - Maintain the Technical Services department structure
- Add \$19,500 to Grounds Maintenance (87030) for replacing the defective underground flagpole light with an above ground one \$4,500; complete the perimeter edging pavers project \$13,000; parking lot maintenance \$2,000. (This line is in the Building & Maintenance Fund)

The board will vote on the FY14 budget and supporting documents at the June 20, 2013 regular board meeting.

N. BOARD ACTION CHART

Director Bochenski reported that the large screen display has been purchased and is being prepared for installation. She also reported that item #1, the replanting of the back rain gardens has been completed, and that item will be removed. President Beard requested that a new item be added; an expanded Poetry Slam event with a possible competition element. The event could be run more like a real poetry slam, with lower lights, in the evening, with prizes.

O. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following schedule of meetings was confirmed:

- **Regular Board Meeting: June 20, 2013 7:30PM**

P. ADJOURNMENT

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES PRESENT VOTING “YES”, THE MEETING WAS ADJOURNED AT 8:15PM.

/S/

Dany R. Fields, Secretary