

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

Regular Board Meeting
Monday November 26, 2018 7:00PM
MINUTES

1. 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 7:03PM on November 26, 2018 in the library at 4000 W. Pratt Ave, Lincolnwood, IL 60712.

2. ROLL CALL

Trustees Present: Beard, Berger, George, Poulson, Stavinoga
Trustees Absent: Gimbel, Martel
Staff Present: Fardoux, Hunt, Kalmens, Renkosiak, Reynders, Sehgal, Wonch
Visitors Present: None

3. AUDIENCE TO VISITORS

Kevin Wonch introduced himself as a new librarian in the Youth and Teen Services department.

4. CONSENT AGENDA

Trustee Berger moved and Trustee George seconded to **APPROVE ITEMS ON THE CONSENT AGENDA AS PRESENTED:**

- Approve Minutes of October 22, 2018 Regular Board Meeting
- Approve Financial Report and Disbursements for period 10/1/18 - 10/31/18
- Accept FY19 Per Capita Grant Application

Aye: Beard, Berger, George, Poulson, Stavinoga **Nay:** none **Abstain:** none **Absent:** Gimbel, Martel

5. RATIFY SEPARATION AGREEMENT WITH FORMER EMPLOYEE

The Board was asked to ratify the separation agreement with former library employee Brooke Roothaan. The basic terms of the agreement were stated in advance of the ratification.

Trustee Stavinoga moved and Trustee Poulson seconded to **RATIFY THE SEVERANCE AGREEMENT WITH BROOKE Roothaan AS PRESENTED.**

Aye: Beard, Berger, George, Poulson, Stavinoga **Nay:** none **Abstain:** none **Absent:** Gimbel, Martel

6. DISCUSS DECEMBER 17, 2018 REGULAR BOARD MEETING

The Board briefly discussed the possibility of cancelling the December meeting as is often done, and decided to leave it on the schedule. The primary topic would be a further discussion of the retirement plan review.

7. RETIREMENT REVIEW UPDATE

Director Reynders gave a short presentation about IMRF, and presented the results of the cost study. Trustees asked questions and discussed the pros and cons of a defined benefit program in comparison to the defined contribution program the library currently provides.

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8. REPORTS

President Beard stated that after fifteen years of serving on the library Board of Trustees, she wanted to address an issue that she had been considering for many years. She stated that while she is not aware of any incidents of conflicts of interest that have occurred in the past, Trustees should consider the potential for future issues. The existing Conflict of Interest section in the library's bylaws does not address the situation of a Library Trustee serving as a voting member of an affiliated organization, such as the Friends of the Library. Trustees discussed this topic in some detail, and no specific action was taken.

Library Director Su Reynders and Head of Access Services Vandana Sehgal reviewed the highlights of their written reports and answered questions.

Trustee Poulson asked Director ^{Reynders}Bochenski to clarify the process for inclement weather closures. Director Bochenski responded that if the library does not open (or opens late or closes early), staff who are scheduled to work get paid for their scheduled time. She explained that the bare minimum skeleton staff would be about five employees, and the norm during the day is about fifteen employees. Trustees also reviewed statistics of the hourly door count for October.

Trustees discussed the increasing circulation of Lincolnwood items by non-residents, and asked Director Reynders to present circulation statistics that are divided by resident and non-resident. This will enable Trustees to discuss possible future limitations. This item will be added to the Board Action Chart.

Trustee Poulson requested that staff include electronic internal key card access with the security alarm replacement that is currently in the Capital Improvement Plan, scheduled for FY20, to be added to the Board Action Chart.

9. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were scheduled or confirmed:

- Regular Board Meeting: Monday December 17, 2018 7:00PM
- Regular Board Meeting: Monday January 28, 2018 7:00PM

10. ADJOURNMENT

Trustee Stavinoga moved and Trustee George seconded that **THE MEETING BE ADJOURNED AT 8:42PM**. Voice vote carried.


Secretary

APPROVED ON 12/17/18
INCLUDED IN 12/2018 BOARD PACKET