

Regular Board Meeting
Monday, September 23, 2024, 6:03 PM
MINUTES

1) Call to Order and Roll Call

The regular meeting of the Board of Library Trustees of the Lincolnwood Public Library District was called to order by President Doniger at 6:03 PM on September 23, 2024 in the Library at 4000 W. Pratt Ave, Lincolnwood, IL 60712.

Trustees Present: Doniger, Hedstrom, Kapusta, Silber, Silver, Sloan
Trustees Absent: Talaganis
Staff Present: Horvath, Lempke, Melone, Sehgal, Tomzik
Visitors Present: None

2) Public Comment

There were no public comments.

3) Consent Agenda

Trustee Silver moved and Trustee Kapusta seconded to **APPROVE ITEMS ON THE CONSENT AGENDA AS PRESENTED:**

- a. Approve Minutes of August 26, 2024 Special Board Meeting
- b. Approve Minutes of August 26, 2024 Regular Board Meeting
- c. Approve Financial Report and Disbursements for period 8/1/24 – 8/31/24
- d. Approve recommendations from the Board Policy Committee for changes to the Alcohol Policy; Information & Readers' Advisory Policy; and Employee Handbook

Aye: Doniger, Hedstrom, Kapusta, Silber, Silver, Sloan **Nay:** None **Abstain:** None **Absent:** Talaganis

4) Approve Final FY25 Budget & Appropriation Ordinance No. 2024-25/2

Trustee Kapusta moved and Trustee Silver seconded to **APPROVE FINAL FY25 BUDGET & APPROPRIATION ORDINANCE NO. 2024-25/2.**

Aye: Doniger, Hedstrom, Kapusta, Silber, Silver, Sloan **Nay:** None **Abstain:** None **Absent:** Talaganis

5) Approve Treasurer's Certificate of Estimated Revenues for FY25

Trustee Silver moved and Trustee Kapusta seconded to **APPROVE TREASURER'S CERTIFICATE OF ESTIMATED REVENUES FOR FY25.**

Aye: Doniger, Hedstrom, Kapusta, Silber, Silver, Sloan **Nay:** None **Abstain:** None **Absent:** Talaganis

6) Approve Recommended Change to the Fiscal Accountability Policy

Trustee Kapusta moved and Trustee Silver seconded to **APPROVE RECOMMENDED CHANGE TO THE FISCAL ACCOUNTABILITY POLICY AS AMENDED.**

Aye: Doniger, Hedstrom, Kapusta, Silber, Silver, Sloan **Nay:** None **Abstain:** None **Absent:** Talaganis

7) Preliminary Levy Discussion

The Board discussed the tax levy. Last month the Board approved an estimate of tax funds needed for the FY 2024-2025 levy.

8) Reports

- a. President Doniger spoke about how much she was enjoying the different programs. She also commended the Marketing Department on the work they did for Library Card Sign-Up Month.
- b. Library Director Lempke shared that the library will be working with a construction company to make several improvements to the Library, including fixing the fence as well as working on the lighting throughout the library.
- c. Departmental statistics for the month of August 2024 were included in the board packet.

9) Adjourn to Closed Session

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

Trustee Silver moved and Trustee Kapusta seconded to **ADJOURN TO CLOSED SESSION AT 6:24 PM.**
 Voice vote carried.

10) Reconvene to Open Session

President Doniger reconvened the meeting to open session at 6:32 PM.

Trustee Sloan moved and Trustee Kapusta seconded that **THE BOARD APPROVE THE DETERMINATIONS FOR THE CLOSED SESSION MINUTES AND RECORDINGS.** Voice vote carried.

Closed Session Written Minutes to Review on September 23, 2024

Make determinations about written minutes of closed sessions that have not yet been approved and/or released.

| <u>Closed Session at:</u> | <u>Reason for Closed Session</u> | <u>Recommendation</u> |
|--------------------------------|--|-----------------------|
| 03/20/14 Regular Board Meeting | Personnel | Do not release |
| 04/02/14 Special Board Meeting | Personnel | Do not release |
| 04/17/14 Regular Board Meeting | Personnel | Do not release |
| 03/11/15 Regular Board Meeting | Personnel | Do not release |
| 05/26/15 Regular Board Meeting | Personnel | Do not release |
| 03/17/16 Regular Board Meeting | Personnel | Do not release |
| 05/05/16 F&F Committee Meeting | Personnel | Do not release |
| 06/02/16 F&F Committee Meeting | Personnel | Do not release |
| 03/13/17 Regular Board Meeting | Personnel | Do not release |
| 03/27/17 Regular Board Meeting | Personnel | Do not release |
| 02/26/18 Regular Board Meeting | Review Closed Minutes and Personnel | Do not release |
| 06/04/18 Regular Board Meeting | Personnel | Do not release |
| 08/13/18 Special Board Meeting | Personnel | Do not release |
| 08/27/18 Regular Board Meeting | Review Closed Minutes and Personnel | Do not release |
| 09/24/18 Regular Board Meeting | Personnel | Do not release |
| 03/12/19 Special Board Meeting | Personnel | Do not release |
| 03/25/19 Regular Board Meeting | Personnel | Do not release |
| 04/22/19 Regular Board Meeting | Personnel | Do not release |

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

| Closed Session at: | Reason for Closed Session | Recommendation |
|----------------------------------|---|-----------------------|
| 06/18/19 Special Board Meeting | Personnel | Do not release |
| 06/24/19 Special Board Meeting | Personnel | Do not release |
| 07/08/19 Special Board Meeting | Personnel | Do not release |
| 07/09/19 Special Board Meeting | Personnel | Do not release |
| 07/22/19 Regular Board Meeting | Personnel | Do not release |
| 08/05/19 Special Board Meeting | Personnel | Do not release |
| 08/19/19 Special Board Meeting | Personnel | Do not release |
| 08/26/19 Regular Board Meeting | Review Closed Minutes and Personnel | Do not release |
| 11/25/19 Regular Board Meeting | Personnel | Do not release |
| 01/27/20 Special Board Meeting | Personnel | Do not release |
| 02/24/20 Regular Board Meeting | Review Closed Minutes | Do not release |
| 08/24/20 Regular Board Meeting | Review Closed Minutes | Do not release |
| 11/09/20 Special Board Meeting | Patron Security & Safety | Do not release |
| 11/09/20 Special Board Meeting | Personnel | Do not release |
| 12/14/20 Regular Board Meeting | Personnel | Do not release |
| 02/22/21 Regular Board Meeting | Review of Closed Minutes | Do not release |
| 06/8/21 Special Board Meeting | Personnel | Do not release |
| 08/23/21 Regular Board Meeting | Review of Closed Minutes | Do not release |
| 09/27/21 Regular Board Meeting | Personnel | Do not release |
| 10/5/21 Special Board Meeting | Personnel | Do not release |
| 11/22/21 Regular Board Meeting | Personnel | Do not release |
| 02/28/22 Regular Board Meeting | Review of Closed Minutes | Do not release |
| 08/22/22 Regular Board Meeting | Review of Closed Minutes | Do not release |
| 09/19/22 Regular Board Meeting | Personnel | Do not release |
| 10/3/22 Special Board Meeting | Personnel | Do not release |
| 10/24/22 Regular Board Meeting | Personnel | Do not release |
| 11/28/22 Regular Board Meeting | Personnel | Do not release |
| 02/27/23 Regular Board Meeting | Review of Closed Minutes and Personnel | Do not release |
| 05/1/23 Special Board Meeting | Personnel | Do not release |
| 05/8/23 Special Board Meeting | Personnel | Do not release |
| 05/22/23 Regular Board Meeting | Personnel | Do not release |
| 06/3/23 Special Board Meeting | Personnel | Do not release |
| 06/22/23 Special Board Meeting | Personnel | Do not release |
| 08/21/2023 Special Board Meeting | Review of Closed Minutes | Do not release |
| 10/12/23 Special Board Meeting | Personnel | Do not release |
| 10/23/23 Special Board Meeting | Personnel | Do not release |
| 02/26/2024 Regular Board Meeting | Review of Closed Minutes | Do not release |
| 08/26/2024 Special Board Meeting | Personnel | Do not release |

Closed Session Recordings to Review

Make determinations about recordings of closed sessions for which the written minutes have been approved and/or released. Recordings may be destroyed if the written minutes have been approved and at least 18 months have passed since the meeting was held. All of the minutes for the recordings listed below have been approved.

| <u>Closed Session Recording at:</u> | <u>Reason for Closed Session</u> | <u>Recommendation</u> |
|-------------------------------------|---|-----------------------|
| 09/19/22 Regular Board Meeting | Personnel | Destroy |
| 10/3/22 Special Board Meeting | Personnel | Destroy |
| 10/24/22 Regular Board Meeting | Personnel | Destroy |
| 11/28/22 Regular Board Meeting | Personnel | Destroy |
| 02/27/23 Regular Board Meeting | Personnel/Review of Closed Session Minutes | Destroy |


11) Schedule of Upcoming Board and Committee Meetings

The following meetings were scheduled or confirmed:

- Regular Board Meeting: October 28, 2024 6:00 PM

12) Adjournment

Trustee Hedstrom moved and Trustee Sloan seconded that **THE MEETING BE ADJOURNED AT 6:34 PM.**
Voice vote carried.


Secretary