

**Regular Board Meeting**  
**Thursday February 20, 2014 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 7:30PM on February 20, 2014 in the Library's Board Room.

B. ROLL CALL

Trustees Present: Beard, Berger, Fields, Gimbel, Poulsom, Stavinoga  
Trustees Absent: Martel  
Staff Present: Bochenski, Thayer, Hunt, Nitz-Weiss, Keegan, Inman, Sehgal  
Visitors Present: April Vanderporten, Tiffany Nash, Dan Pohrte

C. CONSENT AGENDA

ON A MOTION BY TRUSTEE POULSOM AND SECONDED BY TRUSTEE BERGER, AND WITH ALL TRUSTEES VOTING "YES" WHEN THE ROLL WAS CALLED, THE ITEMS ON THE CONSENT AGENDA WERE APPROVED AS FOLLOWS:

- Approve Minutes of January 16, 2014 Board Meeting
- Approve Financial Report for period ending 1/31/14
- Approve Disbursements for period 1/1/14 through 1/31/14 – Republic Bank NOW and Special COSTCO Purchases accounts
- Receive Reports of Standing Committees

D. PRESIDENT'S REPORT

President Beard reported that she attended the February 12, 2014 meeting of elected officials of Lincolnwood taxing bodies to talk about the proposed Lincoln/Devon TIF district. She explained that because the Joint Review Board (JRB) voted to not recommend the proposed TIF district (in February 2013) the Village board would need a super-majority of votes to approve the TIF, meaning 5 out of the 6 board members would need to vote yes (the 7<sup>th</sup> board member recused himself). She said that the meeting was conducted with a spirit of cooperation, and it is likely to be a close vote. In general, the taxing bodies agreed that they want to see the TIFs be shorter in duration, and less TIFs overall. It is possible that the Village will close the public hearing at the March 4, 2014 board meeting, and if that occurs, the Village has 90 days to take action on the proposed TIF district.

E. LIBRARY DIRECTOR'S REPORT

Director Bochenski reported that the annual NIMEC electricity pricing bid and contract signing would be held on Tuesday February 25. NIMEC has informed us that we should expect a 15%-20% increase in cost this year due to the increased demand for electricity because of the harsh winter. Bochenski also gave an update regarding the issue of children jaywalking after school to and from the library. Library legal counsel has stated that the library is not liable for incidents that occur off of library property. The Lincolnwood Police Department and library staff continue to encourage children to use the crosswalks and practice safe street crossings. Head of Adult Services Gail Inman and Head of Circulation/Accounting Vandana Sehgal presented the highlights of their reports and answered questions. Of note was the planned implementation of electronic timesheets through our payroll vendor, Paylocity, beginning July 1, 2014.

F. AUDIENCE TO VISITORS

In response to Director Bochenski's report regarding the after school children, April Vanderporten stated that Lincoln Hall sells snacks to kids after school.

G. REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustees acknowledged the notice of FY14 Per Capita Grant award, and Director Bochenski noted that the per capita amount increased this year by about \$3,000 due to some restored state funding. Trustees also acknowledged the notice of 2/19/14 Zoning Board Public Hearing regarding the Airoom parking proposal.

H. CORRESPONDENCE AND COMMUNICATIONS

There was no correspondence.

I. UNFINISHED BUSINESS

**a. Library Master Building Plan – Update – Product Architecture + Design presentation**

This agenda item was moved up to immediately after the consent agenda in order to allow the architects to leave after their presentation was completed. Tiffany Nash and Dan Pohrte from Product Architecture + Design gave a PowerPoint presentation that included several general floor plan drawings as well as potential elevation ideas for the front of the building. They reported that the library will unquestionably need a new roof but did not report any other major structural issues that need immediate repair. The insulation on the current roof is very compressed and we are losing quite a bit of heat, leading to high electric bills.

Trustees agreed that Scheme C best met the needs of the community in terms of collection size, space needed for working/studying, and program/event space. One of the features would be the ability to have more multipurpose or "swing" space in the library, so that during the extremely busy after school period there would be more space available for the children. Tiffany and Dan explained that the next steps would be for them to work with staff to expand the details of Scheme C and begin creating the pricing schedule that will be included in the final master plan document.

**b. Review General Policies – Summer Sundays**

Trustees briefly discussed the possibility of remaining open on Sundays during the summer and agreed that it served the community to do so. The change will take effect in the summer of 2014. Included is the change to the opening time on all Sundays, from 12:30pm to 1:00pm. Staff will work to identify the best start date for the change and will inform the board and the community well in advance.

Director Bochenski reviewed another major change to the policy, which was the discontinuation of selling non-resident cards. The reason for this change is that the Public Library District Act provides that "A person residing outside of a public library service area must apply for a non-resident library card at the public library closest to the person's principal residence" (75 ILCS 16/30 – 55.60); and given the proximity of the boundaries/service areas of nearby public libraries, there are no "nonresidents", i.e., there are no persons in the vicinity of the library district residing in areas without public library service (e.g. Chicago, Niles, Skokie, Morton Grove, Evanston). In place of the usual non-resident fee calculation resolution, the board will now pass a resolution adopting a policy for non-resident cards, which will reiterate the library's position.

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Another change is the switch from the current "opt-in" procedure for parents/guardians to allow their child internet access at the library to an "opt-out" procedure. This means that when a parent/guardian signs their child up for a library card it will come with access to the computers in the youth area, including the internet. Parents/guardians may at any time request that their child's card be blocked from using the computers. Director Bochenski noted that the wireless access in the library does not require library card sign in, so all patrons, including children, with wireless-enabled devices can already access the internet.

ON A MOTION BY TRUSTEE BERGER AND SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES VOTING "YES", THE BOARD APPROVED THE CHANGES TO THE GENERAL POLICIES GOVERNING LIBRARY USE AS PRESENTED, INCLUDING THE CHANGE IN HOURS TO REMAIN OPEN ON SUNDAYS IN THE SUMMER AND CHANGING THE OPENING TIME ON ALL SUNDAYS TO 1:00PM.

**c. New Website – Update**

The new website will be launched on Monday March 3 in the evening. Trustees are encouraged to let Director Bochenski know if they have any suggestions or spot any errors.

**d. Airoom Parking Proposal – Update**

Director Bochenski reported that at the February 19 Zoning Board meeting the board voted to recommend eliminating the restrictive language in the 1995 village ordinance. This means that the Airoom parking proposal will continue, with the next meeting anticipated to be the March 18, 2014 Village Board meeting.

**e. Proposed Lincoln/Devon TIF District – Update**

President Beard provided an update on this topic under the President's Report agenda item.

J. NEW BUSINESS

**Network evaluation proposal – Special Reserve Fund**

Trustees discussed the staff recommendation of hiring a consultant to perform a detailed network evaluation. Staff and Trustees agreed that such an evaluation should be done before the master plan is completed so that all recommendations and costs can be included in the owners section of the document. Trustee Berger noted that the recommended service provider, Client First, also provides service to the Village of Lincolnwood.

ON A MOTION BY TRUSTEE POULSOM AND SECONDED BY TRUSTEE STAVINOVA, AND WITH ALL TRUSTEES VOTING "YES" WHEN THE ROLL WAS CALLED, THE BOARD DIRECTED LIBRARY DIRECTOR BOCHENSKI TO EXECUTE AN AGREEMENT WITH CLIENT FIRST TO CONDUCT A NETWORK/IT EVALUATION AT A COST NOT TO EXCEED \$3,950 FROM THE SPECIAL RESERVE FUND.

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K. 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.

ON A MOTION BY TRUSTEE FIELDS AND SECONDED BY TRUSTEE BERGER, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE BOARD ADJOURNED TO CLOSED SESSION AT 8:56PM FOR THE PURPOSE OF REVIEWING AND MAKING DETERMINATIONS REGARDING THE MINUTES AND RECORDINGS OF PREVIOUSLY HELD CLOSED SESSIONS.

All attendees except library Trustees, Director Bochenski, and Office Manager Thayer left the meeting.

L. RECONVENE OPEN SESSION AND ADDITIONAL BOARD ACTION

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

ON A MOTION BY TRUSTEE FIELDS AND SECONDED BY TRUSTEE POULSOM, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE BOARD MADE DETERMINATIONS ABOUT THE MINUTES OF PREVIOUSLY HELD CLOSED SESSIONS, AND IN COMPLIANCE WITH PUBLIC ACT 93-0523 ABOUT THE RECORDINGS 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
08/15/13 Regular Board Meeting	Review of closed minutes	Approved & released for public view
09/19/13 Regular Board Meeting	Library Director Mid-Year Evaluation	Approved & released for public view

<u>Closed Session at:</u>	<u>Approved Date:</u>	<u>Determination Made</u>
08/16/12 Regular Board Meeting	02/21/13	Destroy recording

M. BOARD ACTION CHART

No new items were added.

N. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following schedule of meetings was confirmed:

- Finance & Facilities Committee Meeting: March 6, 2014 7:30PM – Fiscal Responsibility Policy
- Staffing & Personnel Committee Meeting: March 20, 2014 6:30PM – Director Evaluation
- Regular Board Meeting Thursday March 20, 2014 at 7:30PM

O. ADJOURNMENT

ON A MOTION BY TRUSTEE FIELDS, SECONDED BY TRUSTEE POULSOM, AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE MEETING WAS ADJOURNED AT 9:10PM.

/S/

Dany R. Fields, Secretary