

**Regular Board Meeting**  
**Monday February 27, 2017 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 7:01PM on February 27, 2017 in the library at 4000 W. Pratt Ave, Lincolnwood, IL 60712.

2. ROLL CALL

Trustees Present: Beard, Berger, George, Gimbel, Poulosom, Stavinoga  
Trustees Absent: Martel  
Staff Present: Bochenski, Keegan, Morgan, Sehgal, Skrzypinski  
Visitors Present: Ray Gilbert

3. CONSENT AGENDA

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

- Approve Minutes of January 23, 2017 Regular Board Meeting
- Approve Financial Report and Disbursements for period 1/1/2017-1/31/2017

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

4. AUDIENCE TO VISITORS

Ray Gilbert complimented the library on the recent renovation, and asked Trustees to consider a reduction in taxes in the future (8:02PM).

5. CONSTRUCTION UPDATE AND CHANGE ORDER APPROVAL

Director Bochenski reported that the renovation project was completed, and punch list items are currently being addressed. She stated that even though the final payments have not been made, the library will come in at or under the original \$5,250,000 budget. A construction wrap-up meeting will happen in March or April, either at a regular board meeting or as a special meeting, to review final payments, owner turnover, and to answer any remaining questions.

Director Bochenski reported that there are still leaks occurring in a few places, and the roofer, plumber, and glass contractor, along with the construction manager and architects, are working to make permanent repairs.

Trustees reviewed the three remaining change order requests:

- a. **AV Shelving.** Director Bochenski outlined the issue of the overcrowded AV wall and the need for additional shelving. Trustees discussed the options presented and agreed that Option 2, adding on to the existing lobby pinwheels, best met the library's needs.

Trustee Poulosom moved and Trustee Stavinoga seconded to **APPROVE THE PURCHASE OF ADDITIONAL AV SHELVING AS OUTLINED IN OPTION 2 PRESENTED AT A COST OF \$8,670.** **Aye:** Beard, Berger, George, Gimbel, Poulosom, Stavinoga **Nay:** none **Abstain:** none **Absent:** Martel

- b. **File cabinets in staff area.** Trustees discussed this request and asked Director Bochenski to include it in the fiscal year 2018 operating budget.

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

- c. **Outdoor lettering.** Trustees discussed this request and declined to approve it. The architects will need to find a solution that fits within the original signage budget.

6. FOIA, EMAIL AND DEVICES

Director Bochenski shared an article outlining potential new legislation regarding government emails sent or received on private devices and through private accounts. Trustees discussed the issue and Director Bochenski will provide updates as necessary if legislation changes.

7. FY18 AND FY19 TECHNOLOGY SUPPORT CONTRACT

Staff reviewed cost savings with the library's technology support vendor, Computer View Inc. (CVI), for the remainder of the current fiscal year 2017 and the next fiscal year, 2018. These cost savings represent a lower number of on-site hours, which are possible due to the computer and network upgrades made over the past two years. Based on this information, staff recommended and Trustees agreed, to contract with CVI for fiscal year 2018, and then the library will go out to bid for subsequent years. The fiscal year 2018 contract will be presented to the Board at the May budget review meeting.

8. REPORTS

Library Director Su Bochenski, Head of Operations Amy Skrzypinski, and Head of Access Services Vandana Sehgal presented the highlights of their written reports and answered questions.

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 for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.*

Trustee Gimbel moved and Trustee George seconded that **THE BOARD ADJOURN TO CLOSED SESSION AT 8:22PM.** Voice vote carried.

10. RECONVENE OPEN SESSION

President Beard reconvened the meeting in open session at 8:28PM. Trustee Berger moved and Trustee Poulos seconded that **THE BOARD APPROVE THE FOLLOWING DETERMINATIONS FOR CLOSED SESSION MINUTES AND RECORDINGS:**

<u>Closed session at</u>	<u>Reason</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
08/22/16 Regular Board Meeting	Review closed minutes	Approve and release
02/19/15 Regular Board Meeting	Review closed minutes	Destroy recording
03/11/15 Regular Board Meeting	Personnel	Destroy recording
03/19/15 Regular Board Meeting	Personnel	Destroy recording
05/26/15 Regular Board Meeting	Personnel	Destroy recording

Voice vote carried unanimously.

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

11. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS


Trustees discussed the process for the annual Director's evaluation, and Director Bochenski handed out copies of her self-evaluation. Trustees agreed to reschedule the March 6 meeting to March 13 due to Trustee availability.

The following meetings were scheduled or confirmed:

- Special Board Meeting: Monday March 13, 2017 7:00PM – Library Director Evaluation
- Regular Board Meeting: Monday March 27, 2017 7:00PM

12. ADJOURNMENT

Trustee Berger moved and Trustee Stavinoga seconded that **THE MEETING BE ADJOURNED AT 8:36 PM**. Voice vote carried unanimously.

  
Secretary