

Regular Board Meeting
Thursday June 19, 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 7:32PM on June 19, 2014 in the Library's Board Room.

B. President Beard appointed Trustee Stavinoga Acting Secretary due to the absence of Secretary Fields.

C. ROLL CALL

Trustees Present:	Beard, Berger, Gimbel, Martel, Poulsom, Stavinoga
Trustees Absent:	Fields
Staff Present:	Bochenski, Keegan, McCoy, Sehgal
Visitors Present:	None

D. CONSENT AGENDA

ON A MOTION BY TRUSTEE GIMBEL 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 May 15, 2014 Regular Board Meeting
- Approve Minutes of June 10, 2014 Special Board Meeting
- Approve Minutes of May 15, 2014 Finance & Facilities Committee Meeting
- Approve Minutes of May 21, 2014 Committee of the Whole Meeting
- Approve Financial Report for period ending 5/31/14
- Approve Disbursements for period 5/1/14 through 5/31/14 – Republic Bank NOW and Special COSTCO Purchases accounts
- Receive Reports of Standing Committees

E. PRESIDENT'S REPORT

President Beard reported on the great success of the Frozen outdoor movie on the last day of school, June 6, 2014. The police estimated around 500 attendees, and everyone had a great time.

F. LIBRARY DIRECTOR'S REPORT

Director Bochenski and Head of Circulation/Accounting Vandana Sehgal presented the highlights of their written reports and answered questions.

Director Bochenski shared a library success story with helping our community with technology. Technology Librarian Jenn Hunt successfully assisted an elderly patron who lives in Lincolnwood Place with installing and using Skype to talk to her ill sister in California. While the library cannot provide IT support for the entire community, we can make a difference in individual situations. Trustees suggested some ideas, such as a "tech squad," or partnering with the Lincolnwood "rescue rangers" program.

G. AUDIENCE TO VISITORS

There were no visitors.

H. REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

The book sale is currently underway and will end on Saturday June 21 at 2:00pm. The next Friends meeting is scheduled for Wednesday June 25 at 7:30pm at the library.

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I. CORRESPONDENCE AND COMMUNICATIONS

Trustees acknowledged the notification of June 19, 2014 Traffic Commission re: Revised Airoom Proposal and the memo regarding June 18, 2014 JRB Meeting re: Proposed Lincoln/Devon TIF District.

J. UNFINISHED BUSINESS

a) **Approve and Adopt Ordinance No. 2013-14/4: Ordinance Amending Budget and Appropriation Ordinance for the Fiscal Year 2013-2014**

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE POULSOM, AND WITH ALL TRUSTEES PRESENT VOTING "YES," WHEN THE ROLL WAS CALLED THE BOARD APPROVED AND ADOPTED ORDINANCE NO. 2013-14/4 AMENDING BUDGET AND APPROPRIATION ORDINANCE FOR THE FISCAL YEAR 2013-2014. [Although not appended to these minutes, this Ordinance is posted at the Library and available for public inspection.]

b) **Approve and Adopt Ordinance No. 2013-14/5: Ordinance Setting the Schedule of Regular Meetings of the Board of Library Trustees for the Fiscal Year Commencing July 1, 2014 and Ending June 30, 2015**

Trustee Gimbel identified an error in the document, the latter half of the fiscal year meetings had the incorrect year (should be 2015, not 2014). The document will be amended.

ON A MOTION BY TRUSTEE GIMBEL, SECONDED BY TRUSTEE MARTEL, AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE BOARD APPROVED AND ADOPTED ORDINANCE NO. 2013-14/5 SETTING THE SCHEDULE OF REGULAR MEETINGS OF THE BOARD OF LIBRARY TRUSTEES FOR THE FISCAL YEAR COMMENCING JULY 1, 2014 AND ENDING JUNE 30, 2015 AS AMENDED. [Although not appended to these minutes, this Ordinance is posted at the Library and available for public inspection.]

c) **Approve and Adopt Ordinance No. 2013-14/6: Ordinance Providing for the Payment of – and Ascertaining the Prevailing Rate of Wages for – Laborers, Mechanics, and Other Workers Employed in Performing Construction of Public Works**

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE POULSOM, AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE BOARD APPROVED AND ADOPTED ORDINANCE NO. 2013-14/6 PROVIDING FOR THE PAYMENT OF – AND ASCERTAINING THE PREVAILING RATE OF WAGES FOR – LABORERS, MECHANICS, AND OTHER WORKERS EMPLOYED IN PERFORMING CONSTRUCTION OF PUBLIC WORKS. [Although not appended to these minutes, this Ordinance is posted at the Library and available for public inspection.]

d) **Approve FY2014-2015 Working Budget (containing total proposed expenditures of \$2,983,600 [Library Fund 11: \$2,098,000; Special Reserve Fund 71: \$600,000; Building Maintenance Fund 80: \$155,900; FICA Fund 91: \$96,000; Insurance Fund 95: \$24,000; Audit Fund 96: \$9,700] and incorporating the proposed Staff Grade Levels and Employee Compensation Program) as recommended by the Committee of the Whole on 5/15/2014**

Director Bochenski reminded the board of the changes in process for budgeting for FY15. She explained that the anticipated tax revenue assumes the board will pass the .02% Building and Maintenance tax, and that we are now budgeting for transfers to the Special Reserve Fund.

ON A MOTION BY TRUSTEE BERGER, SECONDED BY TRUSTEE MARTEL, AND WITH ALL TRUSTEES PRESENT VOTING "YES," WHEN THE ROLL WAS CALLED THE BOARD APPROVED AND ADOPTED THE FY2014-2015 WORKING BUDGET (CONTAINING TOTAL PROPOSED EXPENDITURES OF \$2,983,600 [LIBRARY FUND 11: \$2,098,000; SPECIAL RESERVE FUND 71: \$600,000; BUILDING MAINTENANCE FUND 80: \$155,900; FICA FUND 91: \$96,000; INSURANCE FUND 95: \$24,000; AUDIT FUND 96: \$9,700] AND INCORPORATING THE PROPOSED STAFF GRADE LEVELS AND EMPLOYEE COMPENSATION PROGRAM) AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE ON 5/15/2014 [A copy of the approved FY15 working budget is appended to these minutes.]

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- e) **Approve Motion to Transfer \$400,000 from Library Fund 11 to Special Reserve Fund 71 as recommended by the Committee of the Whole on 5/15/2014.**

ON A MOTION BY TRUSTEE POULSOM, SECONDED BY TRUSTEE STAVINOVA, AND WITH ALL TRUSTEES PRESENT VOTING "YES," WHEN THE ROLL WAS CALLED THE BOARD APPROVED THE MOTION TO TRANSFER \$400,000 FROM LIBRARY FUND 11 TO SPECIAL RESERVE FUND 71 AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE ON 5/15/2014 BEFORE THE END OF THE FISCAL YEAR.

- f) **Approve and Adopt Resolution No 2013/14-4: Resolution Regarding Employer Pension Contribution Rates and Contribution Eligibility for the Year July 1, 2014 through June 30, 2015 as recommended by the Committee of the Whole on 5/15/2014**

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE BERGER, AND WITH ALL TRUSTEES PRESENT VOTING "YES," WHEN THE ROLL WAS CALLED THE BOARD APPROVED AND ADOPTED RESOLUTION NO 2013/14-4 REGARDING EMPLOYER PENSION CONTRIBUTION RATES AND CONTRIBUTION ELIGIBILITY FOR THE YEAR JULY 1, 2014 THROUGH JUNE 30, 2015 AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE ON 5/15/2014

- g) **Amend Fiscal Accountability Policy**

Director Bochenski explained that the board approved the Fiscal Accountability Policy in March 2014, and due to the recent change in staffing asked the board to revise the language in Section VIII.A – Credit Cards/Accounts in the following way: "LPLD may maintain a credit card account for use by the Library Director, ~~Assistant Director~~ Head of Community Engagement, Office Manager, and the Head of Technical Services in conducting LPLD business."

ON A MOTION BY TRUSTEE GIMBEL, SECONDED BY TRUSTEE POULSOM, AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE BOARD APPROVED UPDATING THE FISCAL ACCOUNTABILITY POLICY BY REPLACING THE TITLE "ASSISTANT DIRECTOR" WITH "HEAD OF COMMUNITY ENGAGEMENT" IN SECTION VIII.A CREDIT CARDS/ACCOUNTS.

- h) **Proposed Lincoln/Devon TIF district update**

Director Bochenski reported that the Joint Review Board (JRB) met June 18, 2014 and unanimously recommended approval of the Lincoln/Devon TIF District to the Village Board. Based on the non-action of the library board at the special board meeting on June 10, President Beard and Director Bochenski did not attend the JRB meeting. The Village has called a special board meeting on June 24 to take final action on the TIF district. It is anticipated that the Village will approve the creation of the TIF district.

- i) **Airoom parking proposal update**

Trustees reviewed the revised proposed parking plan from Airoom. This plan was being presented at a Traffic Commission meeting the same time as the library board meeting, and therefore no library representatives were present at the meeting. In reviewing the revised Airoom plan, Trustees noted that there was still parkway parking on the library side of Keystone Ave, which was specifically the part of the plan that is of most concern to the library. The library's single parking lot entrance is a known source of congestion, and building parkway parking on the library side of Keystone Ave prevents any potential expansion or improvements to the library site.

Trustees then reviewed the proposed plan sent by William Kruzel on June 18. The plan proposes that the property owner, Mr. Kruzel, lease a cleared parcel of land adjacent to the existing library parking lot to Airoom and the library to develop into a new parking lot. The board discussed the possibilities the Kruzel plan provided, and noted in particular the example of the additional access/egress point onto Keystone Ave.

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The additional access/egress point addresses the existing deficiencies in traffic flow and is an example of how the library could possibly consider expansion in the future. No decisions were made during the discussion, and all Trustees agreed that the Kruzel plan requires significant discussion and consideration, and if it was determined to be a possibility, it would likely be at least five years out due to the current master plan in process.

The board reaffirmed the opinion stated in Resolution No. 2013/14-3 regarding the Airoom request, specifically that the board does not support and strongly objects to parkway parking on the library side of Keystone Ave.

j) **Other Unfinished Business**

Director Bochenski brought up an unaddressed item from her Director's report. She reported that Lincolnwood resident David Spector is in the process of coordinating a significant donation (around \$12,000) as he reported to the board in April 2014. The donation is going directly to the Friends of the Lincolnwood Library, and then will be donated to the library from the Friends. Trustees agreed that the board will call a Development Committee meeting when the full donation has been received to discuss and determine use of the funds.

K. NEW BUSINESS

a) **Approve FY15 contract for IT support from Tech Pro Logic**

Director Bochenski explained that as per the recently approved fiscal accountability policy, the contract for our IT vendor must be approved by the board as the total cost is over \$20,000. Trustees had several questions regarding the contract and requested the following changes prior to signing:

- The contract should be signed by the vendor prior to consideration.
- Investigate the discrepancy between the stated cost on page 2 of \$43,700 and the payment options on page 3 which appear to be \$43,400. Additionally, remove all of the non-relevant payment options on page 3; the only information that should be included is the final cost and payment terms we have chosen.
- Include the supplemental document that explains Tier 1, Tier 2, and Tier 3 work.
- Include the supplemental document that contains the hourly rates.
- On bullet 9 on the second page, add the words "with prior authorization" to the end of the sentence, "Contract extendable by Library District for 60 days at 110% of prorated cost."

ON A MOTION BY TRUSTEE POULSOM, SECONDED BY TRUSTEE BERGER THE BOARD APPROVED THE CONTRACT FOR IT SUPPORT FROM TECH PRO LOGIC FOR A ONE YEAR TERM AT A COST NOT TO EXCEED \$45,000.

AYES: BEARD, BERGER, GIMBEL, POULSOM, STAVINOVA

NAYS: MARTEL

ABSENT: FIELDS

b) **Approve McClure Inserra & Co. to conduct the FY14 library audit**

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE STAVINOVA, AND WITH ALL TRUSTEES PRESENT VOTING "YES," WHEN ROLL WAS CALLED THE BOARD APPROVED MCCLURE INSERRA & CO. TO CONDUCT THE FY14 AUDIT.

c) **Approve and Adopt Ordinance No. 2013-14/7 Regarding Non Resident Cards**

Director Bochenski explained that as discussed during the General Policy review in January, in the past the library has regularly offered non-resident cards for sale, at a cost calculated using a formula provided by the Illinois State Library. However, no one is eligible to purchase a non-resident card from the Lincolnwood Public Library District. Simply put, according to Illinois Library Law, anyone living in a served community cannot purchase a non-resident card. People living in an unserved area would be allowed to purchase a card from the closest library. Lincolnwood is surrounded by served communities (our borders are Chicago and Skokie), which means we are not the closest public library for any unserved people. Therefore, instead of approving a motion to establish the cost for a non-resident card, the board should consider an ordinance that outlines the situation and provides for the one exception to the non-resident rule, which is that if someone owns property in Lincolnwood they are eligible for a card, even if they don't live there. A new ordinance does not need to be approved every year, but the board will need to reaffirm the ordinance annually for reporting purposes.

ON A MOTION BY TRUSTEE GIMBEL, SECONDED BY TRUSTEE MARTEL, AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE BOARD APPROVED AND ADOPTED ORDINANCE NO. 2013-14/7 REGARDING NON RESIDENT CARDS

L. BOARD ACTION CHART

No new items were added to the board action chart.

M. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

Trustees discussed the requested changes to the master plan, which will be completed by July 17. The board requested to see and review the documents in advance of the presentation by Product Architecture + Design, and so the board will schedule a Committee of the Whole meeting for the formal presentation. Director Bochenski will work with Product to coordinate the distribution of the documents in advance.

The following schedule of meetings was confirmed:

- Regular Board Meeting Thursday July 17, 2014 at 7:30PM

N. ADJOURNMENT

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE STAVINOVA, AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE MEETING WAS ADJOURNED AT 9:02PM.

/S/

Pamela Stavinoga, Acting Secretary