

**Regular Board Meeting**  
**Thursday March 19, 2015 6:30PM**  
**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 6:32PM on March 19, 2015 in the Library's Board Room.

B. ROLL CALL

Trustees Present: Beard (left at 7:25PM), Berger, Fields, Gimbel, Martel, Poulsom, Stavinoga

Trustees Absent: None

Staff Present: Bochenski, Fardoux, Hunt, Levine, Sehgal, Thayer

Visitors Present: None

C. CONSENT AGENDA

ON A MOTION BY TRUSTEE FIELDS 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 February 19, 2015 Regular Board Meeting
- Approve Financial Report for periods ending 2/28/15
- Approve Disbursements for periods 2/1/15-2/28/15
- Receive Reports of Standing Committees

D. PRESIDENT'S REPORT

As a follow-up from the March 11, 2015 Staffing & Personnel Committee meeting, President Beard suggested that the board consider scheduling standing monthly Committee of the Whole meetings. These meetings would likely only have one or two agenda items, and would give the board an opportunity to have thoughtful discussions about important topics, especially as we get further into the renovation. She proposed possibly holding the meetings on Saturday mornings, but other Trustees expressed scheduling difficulties with weekends. Additionally, President Beard recommended that we schedule a retreat for all Trustees after the April 7, 2015 election to get the new board off to a good start.

E. LIBRARY DIRECTOR'S REPORT

Head of Youth & Teen Services Sharon Levine and Director Bochenski presented the highlights of their written reports and answered questions.

Director Bochenski reported that she and Trustees Beard and Stavinoga attended the March 17 Village of Lincolnwood Committee of the Whole meeting where the proposed parking plan by Airoom was discussed again. We provided copies of the library board resolution regarding this matter to the Village Trustees. Next steps will be for Airoom to determine if they want to move forward with this plan, or if they want to make changes and then bring it back to the Village. Director Bochenski will keep all library Trustees informed when Village meetings are scheduled to discuss this issue.

Director Bochenski asked the board to schedule a Finance & Facilities Committee meeting to review staff recommendations for accounting services and IT services, and to schedule a Staffing & Personnel Committee meeting to review the Employee Handbook revisions.

F. AUDIENSCE TO VISITORS

There were no visitors.

G. REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

As used book donations continue to drop, it has become apparent that there will not be enough materials to hold the traditional book sale in June 2015.

H. CORRESPONDENCE AND COMMUNICATIONS

Trustees acknowledged the following communications:

- Notice of 3/17/15 Village COW meeting re: Airoom parking proposal
- Notice of Bill Grigg (library accountant) retirement
- Memo from Ritzman re: 4/7/15 library trustee election

I. UNFINISHED BUSINESS

**a) Financial Report**

Trustees reviewed the next draft of the Financial Planning Report, paying special attention to the items that were added since the previous version: the EAV projection spreadsheets and the alternate cash flow spreadsheet. Director Bochenski pointed out that if the EAV continues to decline, the library will eventually reach the limiting tax rate, which is .6% for the operating fund. In 2014 the rate was .4205%.

The two cash flow scenarios included are:

- Total renovation cost of \$5.165M = \$3M from reserves; \$2.165M debt issue proceeds; 12 year repayment
- Total renovation cost of \$4.3M = \$3M from reserves; \$1.3M debt issue proceeds; 10 year repayment

Trustees agreed to read through the final version carefully and bring any questions or concerns to the next board meeting. Once the final costs are identified, Ehlers Inc. will prepare a cash flow spreadsheet and debt service schedule with input from the board.

**b) Renovation Next Steps**

Trustees reviewed the most recent floor plan and provided input and comment on the design. Some specific suggestions were to make sure that there is enough comfortable lounge-type seating, and that we include as much seating as possible in the café, perhaps with some wall benches. Trustee Martel requested that staff track changes of what we had vs. what we would gain, for example, how many comfortable seating areas will we be gaining.

Director Bochenski reported that Aaron Cook, the development manager for the Village of Lincolnwood, has confirmed that an ordinance was passed by the Village in 2007 "granting a zoning map amendment, lot consolidation, special use, variations and site plan approval" for the most recently completed parking lot project. If the renovation results in any changes to the library's site plan, the ordinance will need to be amended. We will know more after we are far enough along in the design process to submit a formal proposal to the Village.

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Trustee Martel briefly discussed the possibility of reducing the total renovation cost, and recognized that cost details would not be available until the schematic design is complete. He recommended that staff prioritize renovation projects in order to help with future discussions.

Director Bochenski explained the construction manager selection process, which will consist of staff and Trustees reviewing/rating the RFQ responses, and short-listing two to three firms who will interview with the entire board. Bochenski asked which Trustees would like to participate in the RFQ review, and Trustees Poulosom and Martel volunteered. The construction manager RFQ responses are due to the library by 1:00PM Friday March 20, and the interviews will take place on Wednesday April 1, 2015 beginning at 3:00PM.

The board reviewed the communication plan that was included in the packet and verified that our architects would be present at the April 20 Community Conversations. Trustee Martel requested that the newspaper ad for that event run for two weeks in advance.

Trustee Poulosom reported that she researched other architect fees, and the Niles Township contract included a 10% architect fee, compared to the 8% fee that the library architects are charging.

J. NEW BUSINESS

**Confirm and approve patron suspension**

Director Bochenski reviewed the situation that led to the suspension of a library patron for the period of one year and asked the board to confirm and approve the suspension. The specific library policy that the patron violated was "II. Prohibited Behavior: Specific Examples - 13. Physical, sexual, or verbal harassment of patrons or staff" as listed in the "Policies Governing Behavior in the Library and on Library Property".

ON A MOTION BY TRUSTEE BERGER, SECONDED BY TRUSTEE FIELDS AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE BOARD CONFIRMED AND APPROVED THE SUSPENSION OF CRUZ LOYD FROM LIBRARY PROPERTY FROM FEBRUARY 4, 2015 THROUGH FEBRUARY 4, 2016 AS PER 75ILCS 16/30-55.55.

K. ADJOURN TO CLOSED SESSION

*As pursuant to 5 ILCS 120/2 C (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.*

ON A MOTION BY TRUSTEE POULSOM, SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES PRESENT VOTING YES, THE BOARD ADJOURNED TO CLOSED SESSION AT 7:51PM FOR THE PURPOSE OF DISCUSSING THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES.

All attendees except library Trustees and Director Bochenski left the meeting.

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L. RECONVENE OPEN SESSION

Vice President Martel reconvened the meeting in open session at 7:55PM.

ON A MOTION BY TRUSTEE POULSOM, SECONDED BY TRUSTEE GIMBEL, AND WITH ALL TRUSTEES PRESENT VOTING YES WHEN ROLL WAS CALLED, THE BOARD APPROVED A SALARY INCREASE OF 3.5% FOR DIRECTOR SUSAN BOCHENSKI.

The board discussed the possibility of offering an early retirement incentive program or other program to help contain salary line costs. Trustees agreed to continue the conversation at the upcoming Staffing & Personnel Committee meeting on April 22, 2015.

M. BOARD ACTION CHART

Planning and conducting a board retreat after the April 7, 2015 election was added.

N. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were scheduled or confirmed:

- Special Board Meeting: Wednesday April 1, 2015 3:00PM (Construction Manager interviews)
- Finance & Facilities Committee: Thursday April 16, 2015 5:30PM
- Regular Board Meeting: April 16, 2015 6:30PM
- Staffing & Personnel Committee: Wednesday April 22, 2015 6:30PM

O. ADJOURNMENT

ON A MOTION BY TRUSTEE STAVINOVA, SECONDED BY TRUSTEE POULSOM, AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE MEETING WAS ADJOURNED AT 8:17PM.

/s/

Pamela Stavinoga, Acting Secretary