

**Regular Board Meeting**  
**Thursday March 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 7:52PM on March 20, 2014 in the Library's Board Room. The delayed start was due to the Staffing & Personnel Committee meeting running late.

B. ROLL CALL

Trustees Present: Beard, Berger, Fields, Gimbel, Martel, Poulsom, Stavinoga  
Trustees Absent: None  
Staff Present: Bochenski, Levine, Keegan, Thayer  
Visitors Present: Georgia Talaganis, April Vanderporten

C. CONSENT AGENDA

ON A MOTION BY TRUSTEE GIMBEL AND SECONDED BY TRUSTEE POULSOM, 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 20, 2014 Board Meeting
- Approve Minutes of March 6, 2014 Finance & Facilities Committee Meeting
- Approve Financial Report for period ending 2/28/14
- Approve Disbursements for period 2/1/14 through 2/28/14 – Republic Bank NOW and Special COSTCO Purchases accounts
- Receive Reports of Standing Committees

D. PRESIDENT'S REPORT

President Beard reported that she, along with Trustee Stavinoga and staff Bochenski, Cody, and Hunt, attended the Public Library Association conference in Indianapolis March 11-March 15. She said that while she has attended this conference in the past, she got more out of this one than any other. The primary reason was the "big ideas" approach and the excellent sessions.

E. LIBRARY DIRECTOR'S REPORT

Director Bochenski reported that the polling place at the library on March 18 went well. We signed up or renewed 23 cardholders, including Lincolnwood Mayor Turry and his wife. Director Bochenski highlighted two upcoming events at the library; 1) Poetry Slam on Saturday April 26 and 2) Mini golf in the library to kick off summer reading on June 1. Trustees are encouraged to attend these significant events. Bochenski informed Trustees that we are heading into budget season, and that a Finance & Facilities Committee meeting will be scheduled for May. Trustee Martel commented that stacking multiple meetings on the same evening was easier for him to attend. Head of Youth & Teen Services Sharon Levine presented the highlights of her report and answered questions.

F. AUDIENCE TO VISITORS

Lincolnwood resident and Friends of the Library president Georgia Talaganis reported that she attended a Village Board meeting on March 18 to discuss the ongoing Airoom parking proposal. The Village board considered a recommendation from the Zoning Board of Appeals to change language on a 1995

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ordinance which prohibits parking on Keystone Ave, but the matter was not put to a vote. Village Manager Tim Wiberg has requested a meeting with Mrs. Talaganis and other community members who spoke at the Village Board meeting to further discuss the issue and attempt to come to some kind of agreement. April Vanderporten suggested that the use of a mediator may be helpful. Mrs. Talaganis said that she will keep the library informed when she is notified of the meeting date.

G. REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Georgia Talaganis, Friends of the Library President, reported that due to poor weather there was not a quorum at the February meeting. She said the Friends are planning on supporting summer reading, and also sponsoring a mini-golf hole. The next Friends meeting is scheduled for March 26 at 7:30, and everyone is welcome.

H. CORRESPONDENCE AND COMMUNICATIONS

Trustees acknowledged the following correspondence:

- Legal memo regarding use of medical marijuana
- Letter from Village regarding Crawford Ave construction project

I. UNFINISHED BUSINESS

**a. Fiscal Responsibility Policy recommendation from Finance & Facilities Committee**

Treasurer Berger asked Director Bochenski to review the background and significant points of the proposed Fiscal Accountability Policy. She reminded Trustees that this new policy incorporates the previous Investment Policy, and adds structure and guidelines for library expenditures. Of note:

- Financial transaction staff signature limit increase from \$500 to \$1,000 (Director and Assistant Director)
- Library Director is authorized to approve routine operating and maintenance contracts up to \$20,000. All contracts over \$20,000 and all non-routine contracts at any cost must be approved by the Board.
- A credit card account is allowed, only for use by named staff positions (Director, Assistant Director, Office Manager, and Head of Technical Services).
- No specific target emergency fund balance was set, but all fund balances must be reviewed annually during the budget review.

ON THE RECOMMENDATION OF THE FINANCE AND FACILITIES COMMITTEE, AND WITH ALL TRUSTEES PRESENT VOTING "YES" WHEN ROLL WAS CALLED, THE BOARD APPROVED THE FISCAL ACCOUNTABILITY POLICY AS PRESENTED.

**b. Master Plan Building Update**

Director Bochenski reported that the master plan project is proceeding on schedule. As directed by the Board at the February board meeting, Product Architecture + Design is pricing out the components of Scheme C. The MEP plan has been completed. The final master plan will be presented to the board at the April 17, 2014 Board meeting. Trustees should expect to review and discuss the plan in April, May, and June with the possibility of making decisions to include in the FY15 budget.

**c. Proposed Lincoln/Devon TIF district update**

The Village discussed potential Intergovernmental Agreement (IGA) points on March 18. They have requested another subcommittee meeting on March 31 with the elected officials (Kendra Beard is

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the library's representative) to discuss those points. The Village Board will discuss the TIF again at the public hearing at the April 1, 2014 Village Board meeting. Director Bochenski reported that SD74 and SD219 are planning to give a joint presentation against the proposed TIF at the 4/1 meeting if an IGA is not reached. Library Trustees discussed the 4/1 meeting and agreed that the library should represent itself and not join SD74 and SD219 in their presentation. Library Trustees agreed that if the Village offers an IGA the library is interested in participating. It is possible that the Village will close the public hearing on 4/1, which then requires the Village to make a final decision regarding the proposed TIF within 90 days.

**d. Other Unfinished Business – Shoppes at Lincoln Pointe development opportunity**

Trustees had previously discussed a possible opportunity at the Lincoln Pointe development site (former Purple Hotel) at the November 2013 library board meeting. During that discussion Trustees discussed possible uses for the space but no action was taken. Director Bochenski reported that the developer, Neal Stein, has contacted the library and requested a meeting on April 10 to discuss building out the library's potential space. He plans to have his architect in attendance to assist with the discussion and design. Trustees discussed whether or not there was a true need for a satellite library space in our small community, and agreed that the answer was no. Additionally, Trustees were concerned about the additional resources that a second space would require. All Trustees recognized and thanked Mr. Stein's generosity in offering this possibility. Director Bochenski will contact Mr. Stein and let him know of the board's decision.

**J. NEW BUSINESS**

**Review Public Comment Policy**

As part of the regular policy review, Trustees reviewed the existing Public Comment Policy. In agreement with the staff recommendations, Trustees did not recommend any changes or updates to the policy. The board reaffirmed that the existing policy, approved and adopted by the board on March 17, 2011, meets the library's needs.

**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 FIELDS AND SECONDED BY TRUSTEE BERGER, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE BOARD ADJOURNED TO CLOSED SESSION AT 8:44PM FOR THE PURPOSE OF DISCUSSING THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF A SPECIFIC EMPLOYEE, INCLUDING CONDUCTING THE LIBRARY DIRECTOR'S ANNUAL EVALUATION.

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

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L. RECONVENE OPEN SESSION AND ADDITIONAL BOARD ACTION

President Beard reconvened the meeting in open session at 9:35PM.

ON A MOTION BY TRUSTEE MARTEL AND SECONDED BY TRUSTEE GIMBEL, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE BOARD APPROVED A SALARY INCREASE OF 3% FOR DIRECTOR BOCHENSKI, BASED ON HER TOTAL RATING OF 2.73 AS PER THE GUIDELINES PROVIDED IN THE "EMPLOYEE COMPENSATION PROGRAM FOR FY2013-2014."

M. BOARD ACTION CHART

Trustee Martel requested that the Master Plan include a 5-10 page narrative, a "proof of concept," that assesses the existing space, projects future needs, and explains how the design meets those needs.

N. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following schedule of meetings was confirmed:

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

O. ADJOURNMENT

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE FIELDS, AND WITH ALL TRUSTEES PRESENT VOTING "YES," THE MEETING WAS ADJOURNED AT 9:45PM.

/S/

Dany R. Fields, Secretary