

**Regular Board Meeting**  
**Thursday April 18, 2013 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 7:37PM on April 18, 2013 in the Library's Board Room.

B. ROLL CALL

**Trustees Present:** Beard, Berger, Fields, Gimbel, Klatzco, Martel

**Trustees Absent:** Bartlett

**Staff Present:** Library Director Su Bochenski; Office Manager Amy Skrzypinski; Head of Circulation/Accounting Vandana Sehgal; Head of Technical Services Shao-Chen Lin; Head of Adult Services Gail Inman; Adult Services Librarian Jenn Hunt; Head of Community Relations/Assistant Director Julie Anne Nitz-Weiss.

**Visitors Present:** None

C. CONSENT AGENDA

Library Director Bochenski gave a brief overview of the library's finances as of March 31, 2013. The target operations reserve is \$1.8M (12 months), and the target special reserve is \$1.5M. Therefore, the total target reserve is approximately \$3.3M, and the library currently has \$3.9M in reserve. This will allow the library to transfer additional funds into the Special Reserve Fund for use as specified by Ordinance No. 2011-12/4 at the end of the fiscal year. The library has received 92% of the anticipated revenue, and has expended 70% of the working budget, which means we are currently running about 5% below budget.

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

- Approve Minutes of March 21, 2013 Board Meeting
- Approve Minutes of March 21, 2013 Staffing & Personnel Committee Meeting
- Approve Financial Report for period ending 3/31/13
- Approve Disbursements for period 3/1/13 through 3/31/13 - Republic Bank NOW and Special COSTCO Purchases accounts
- Receive Reports of Standing Committees (none)

D. LIBRARY DIRECTOR'S REPORT

Library Director Bochenski referred to her own report and to the statistical reports for February 2013. She informed the board of two recent articles published in the Lincolnwood Review, one about the catfish naming contest, and the other about the influx of children in the library after school. She reported that Lincolnwood resident David Spector is in the process of purchasing \$2,500 - \$3,000 worth of individual computing devices (iPads, Nooks, Kindles) to donate to the library. Trustees thanked Mr. Spector and his family for their generous donation.

Office Manager Amy Skrzypinski, Head of Circulation/Accounting Vandana Sehgal, and Head of Technical Services Shao-Chen Lin presented their reports and answered questions. There was some

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discussion about the continuing leaks in the roof, especially after the severe weather on April 18. Staff will continue to have leaks repaired as they occur, but a new roof, either traditional or an energy-efficient alternative, will be part of the master renovation plan. Head of Adult Services Gail Inman introduced Adult Services Librarian Jenn Hunt.

E. REPORT FROM THE FRIENDS OF THE LIBRARY REPRESENTATIVE

Trustee Gimbel reported that the Friends met on Wednesday March 27, 2013. They discussed a possible raffle, and also requested that Director Bochenski create a new wish list. After some discussion, it was agreed that Director Bochenski will attend an upcoming Friends meeting to talk about ideas for future donations, including saving up for a larger donation for the upcoming planned renovation.

F. CORRESPONDENCE AND COMMUNICATIONS

There was no correspondence.

G. AUDIENCE TO VISITORS

No audience was requested by visitors.

H. UNFINISHED BUSINESS

a. **Proposed Lincoln-Devon TIF District**

Trustee Beard and Library Director Bochenski attended another Joint Review Board (JRB) meeting on April 8, 2013 at the Village Hall. The meeting consisted of 1) approving the minutes of the previous meeting and 2) general discussion about the proposed TIF and next steps. At the 4/8 meeting, they confirmed again that the action taken at the February 6 JRB meeting stands (unanimous disapproval). This means that if no further JRB action is taken, when the Village board takes action, it will require a supermajority vote to pass it. However, it is possible for the JRB to revisit the decision at any time between now and when the Village Board takes action. At the close of the 4/8 meeting, the plan was for staff from the taxing districts to meet with Village staff to continue negotiating terms for an Intergovernmental Agreement (IGA). If an IGA is successfully negotiated that modifies the proposed TIF to an extent that makes it acceptable to the taxing districts, the JRB could potentially revisit the recommendation vote.

On April 16, 2013, Trustee Beard, Trustee Klatzco, and Library Director Bochenski attended the continued Public Hearing conducted by the Village of Lincolnwood. The Village voted to continue the Public Hearing until June 18. The Village can continue the Public Hearing as long as needed, but once the hearing is officially closed, the Village board must make a decision on the proposed TIF within 90 days. Trustees discussed the request made at the 4/16 meeting by Village Trustees to convene a subcommittee consisting of two elected representatives from each taxing district. The subcommittee would allow staff and legal counsel from taxing bodies to attend, but they would be asked to sit in the audience and only speak to answer specific questions. Library Trustees reviewed the multiple groups currently meeting to discuss the TIF issues 1) the official JRB consisting of staff and elected officials, 2) the IGA negotiations group consisting of staff and elected officials, and 3) the new proposed subcommittee group consisting of elected officials with staff as support only. All library Trustees agreed that meeting with the boards of the other Lincolnwood taxing districts (i.e. the Village and District 74) was a good idea, specifically as a mechanism for future communications about broad issues that affect the community. However, Trustees also agreed that convening yet another group to discuss the

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same issues regarding the proposed TIF district that are already being addressed by two other groups would not be effective or efficient, and would likely complicate the issue even further. Additionally, Trustees recognized that Trustee Beard already participates in all of the discussions and meetings regarding the proposed TIF and possible IGA. Therefore, Trustees directed Library Director Bochenski to draft a letter with Trustee Beard declining the offer to participate in the TIF subcommittee, but expressing interest in joint board meetings of some type in the future. The board further directed Trustee Beard and Library Director Bochenski to continue to negotiate terms of an IGA, and specified that any IGA must be brought to the full library board for approval.

**b. April 9, 2013 Unofficial Election Results**

Trustees recognized and congratulated incumbent Bertha Gimbel, and newcomers Linda Poulosom and Pamela Stavinoga. The newly elected Trustees will be sworn in at the May 23, 2013 board meeting.

**c. Statements of Economic Interest from Trustees and Staff**

Director Bochenski reminded Trustees to complete the Statement of Economic Interest by the deadline of May 1, 2013.

**I. NEW BUSINESS**

**a. Library Board of Trustees Vacancy**

The board congratulated Trustee Klatzco on his election to the Village Board of Trustees. Trustee Klatzco explained that he will be resigning his library trustee seat effective May 7, 2013, which will leave a vacancy on the library board. Trustees identified two plans of action regarding the appointment of a candidate to fill the remainder of Trustee Klatzco's term (two years, through April 2015). The first plan of action was for the board to ask Trustee Fields to consider filling the vacancy through appointment. Trustee Fields responded that she will consider the request, and convey her decision to President Beard. If Trustee Fields is not interested in the appointment, then the board will follow library bylaws and state statutes by advertising the vacancy, conducting interviews, and then appointing a candidate.

**b. Appointment of Nominating Committee to Develop Slate of Board Officers for Next Two-Year Period**

As per the library bylaws, President Beard appointed Trustees Berger, Klatzco, and Martel to serve on a Nominating Committee. The committee was directed to present a slate of board officers for the upcoming two-year period (May 2013 – April 2015). This slate will be presented at the May 23, 2013 library board meeting.

**c. Special Limited Approval for Library Director to be Second Signature on Checks Over \$500**

Director Bochenski explained that with the changes in the Board of Trustees due to the election, there will be a transition period between when new officers are elected (May 23, 2013) and when new signature cards can be completed for our primary checking account. After May 20, there will be only two Trustee signatories remaining, Trustee Beard and Trustee Martel. Director Bochenski asked the board to consider giving the Library Director special approval to be the second signature on checks over \$500 in time-sensitive situations (such as our health insurance or pension plan). This special approval would only be used if one of the remaining signatories is unavailable for an extended period of time (over 5 days), and would be discussed in advance with the one available signatory. Trustees discussed the request, and agreed that in the

interests of transparency and public accountability, checks over \$500 would still require two signatures by Trustees. No action was taken.

**d. Renew Contract with William E. Grigg for Accounting Services for 7/2013-6/2014**

Director Bochenski confirmed that there were no price increases with the new FY14 contract. Trustees had a brief discussion about next steps should William E. Grigg terminate services with the library at some point in the future. Director Bochenski reported that the library would solicit bids for a new accounting service, and William E. Grigg would provide some transition support. CCS recently went through the same scenario, and services were transitioned smoothly.

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE KLATZCO, AND WITH ALL TRUSTEES PRESENT VOTING "YES" WHEN ROLL WAS CALLED, THE BOARD APPROVED RENEWING THE CONTRACT WITH WILLIAM E. GRIGG FOR ACCOUNTING SERVICES FROM JULY 2013 THROUGH JUNE 2014.

**e. Accept and Execute Engagement Letter from McClure Inserra & Co. to Conduct the FY13 Library Audit**

Director Bochenski confirmed that there were no price increases with the FY13 audit proposal. Trustees discussed the practice of regularly soliciting for audit services, and Director Bochenski reported that the last solicitation occurred in 2010, and the library bylaws stipulate that proposals should be solicited every 10<sup>th</sup> year (or sooner as needed). Therefore, the next solicitation should occur no later than 2020.

ON A MOTION BY TRUSTEE KLATZCO, SECONDED BY TRUSTEE MARTEL, AND WITH ALL TRUSTEES PRESENT VOTING "YES" WHEN ROLL WAS CALLED, THE BOARD APPROVED ACCEPTING THE ENGAGEMENT LETTER FROM MCCLURE INSERRA & CO. TO CONDUCT THE FY13 LIBRARY AUDIT.

**f. Recognition and Thanks for Library Trustee Service of Charlene Bartlett, Dany Fields, and Craig Klatzco**

President Beard thanked the outgoing Trustees for their service to the library, and read aloud the resolutions for Trustee Fields and Trustee Klatzco (Trustee Bartlett was absent). Outgoing Trustees were presented with Certificates of Appreciation.

ON A MOTION BY TRUSTEE GIMBEL, SECONDED BY TRUSTEE MARTEL, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE BOARD APPROVED:

- RESOLUTION 2012/13-2 RECOGNIZING TRUSTEE CHARLENE BARTLETT
- RESOLUTION 2012/13-3 RECOGNIZING TRUSTEE DANY FIELDS
- RESOLUTION 2012/13-4 RECOGNIZING TRUSTEE CRAIG KLATZCO

**g. Other New Business**

Trustee Klatzco shared that District 74 is discontinuing the practice of "early release Mondays" beginning in Fall 2013.

**J. BOARD ACTION CHART**

Trustee Klatzco requested that a new item be added to the Board Action Chart; purchase and install a large display screen for the lobby. This screen would be used to advertise the library's services, materials, and programs. The suggestion was made that perhaps this could be an item that the Friends could fund.

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K. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following schedule of meetings was confirmed:

- **Committee of the Whole Meeting: May 16, 2013 7:30PM**
  - The purpose of this meeting is to review the proposed FY14 budget prior to final approval at the June board meeting.
- **Regular Board Meeting: May 23, 2013 7:30PM**
  - The reason for the date change is to accommodate the start date of the new trustees, which is May 20, 2013. This change was approved at the February 21, 2013 board meeting.

L. ADJOURNMENT

ON A MOTION BY TRUSTEE MARTEL, SECONDED BY TRUSTEE GIMBEL, AND WITH ALL TRUSTEES PRESENT VOTING "YES", THE MEETING WAS ADJOURNED AT 9:03PM.

/S/

Dany Fields, Secretary