

**Finance & Facilities Committee Meeting**  
**Thursday April 18, 2019 6:30PM**  
**MINUTES**

1. CALL TO ORDER

The meeting of the Finance & Facilities Committee of the Board of Library Trustees of the Lincolnwood Public Library District was called to order by President Beard at 6:30PM on April 18, 2019 in the Library at 4000 W. Pratt Ave, Lincolnwood, IL 60712.

2. ROLL CALL

Trustees Present: Beard, Berger (left 8:00pm), George (arrived 6:44pm), Gimbel, Martel, Poulosom  
Trustees Absent: Stavinoga  
Staff Present: Fardoux, Hunt, Renkosiak, Reynders  
Visitors Present: John Keister, Iris Bass, Sheri Doniger, Mary Silber, Georgia Talaganis

3. AUDIENCE TO VISITORS

No visitors spoke during the audience to visitors.

4. LIBRARY DIRECTOR SEARCH – INFORMATION GATHERING SESSION

John Keister, from John Keister & Associates LLC, introduced himself and gave an overview of the library director search process. He reviewed the timeline, which includes posting the position by the end of April, with potential candidate reviews and interviews in June/July. He solicited input from current and newly elected Trustees regarding the selling point of the Library and of the Lincolnwood community, as well as qualities they are looking for in a new library director. He recommended that there be a staff component of the interview process.

Mr. Keister reported results of his conversations with staff, and said that they were uniformly positive.

Trustees generally agreed that the minimum salary base to be listed on the job posting would be \$85,000, negotiable based on qualifications. Trustees agreed that Trustee Poulosom would be the point of contact for the Board of Trustees. Director Reynders reported that Chris Renkosiak, Head of Marketing, would be the point of contact on staff.

Next steps will be for Mr. Keister to complete and post the position and website, and begin reviewing applicants.

5. REVIEW OF DRAFT FY20 BUDGET, INCLUDING FACILITY WALKTHROUGH

Trustees agreed to postpone or reschedule the facility walkthrough due to time constraints.

Director Reynders presented an overview of the budgeting process and the overall budget, which includes salary merit increases, salary grades, compensation plan, retirement contribution, health insurance contribution, capital projects, and operating expenses.

Trustees reviewed the individual budget lines and asked questions. Trustees requested additional funds in the Trustee Development line, in order to provide the newly elected Trustees with more training and conference opportunities.

BOARD OF TRUSTEES  
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Director Reynders informed the Board that health insurance in 2020 is anticipated to increase 6-8%, and dental by 2-4%, which are slightly higher increases than originally presented. Director Reynders informed the Board of one additional capital project for FY20, a top-of-rack network switch for \$4,300. These new costs will be incorporated into version 2.0 of the budget.

6. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were scheduled or confirmed:

- Regular Board Meeting: Monday April 22, 2019 7:00PM
- Regular Board Meeting: Monday June 3, 2019 7:00PM (seat new Trustees)
- Regular Board Meeting: Monday June 24, 2019 7:00PM

7. ADJOURNMENT

Trustee Martel moved and Trustee George seconded that **THE MEETING BE ADJOURNED AT 8:35PM.**  
Voice vote carried.

  
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Secretary