



Governance Policy

Table of Contents:

BYLAWS.....	3
ARTICLE I - NAME.....	3
ARTICLE II - OBJECT.....	3
ARTICLE III - MEMBERS	3
OATH OF OFFICE.....	3
SWEARING IN CEREMONY.....	3
MAY ORGANIZATIONAL MEETING.....	3
VACANCY	4
OFFICERS AND DUTIES	4
NOMINATING COMMITTEE	4
TERM OF OFFICE	4
OFFICER VACANCY	4
ARTICLE IV - OFFICERS AND DUTIES	4
PRESIDENT.....	4
VICE PRESIDENT	5
SECRETARY	5
TREASURER.....	5
ARTICLE V - COMMITTEES.....	5
STANDING COMMITTEES	6
TERM OF SERVICE	6
SPECIAL COMMITTEES	6
COMMITTEE CHARGES.....	6
Building and Grounds.....	6
Finance.....	6
Metropolitan Library System Liaison	7
Personnel	7
Policy	7
Friends of the Library	7
Development and Advocacy.....	8
Planning	8
Village Liaison	8
ARTICLE VI - MEETINGS	8
REGULAR MEETINGS	8
SPECIAL MEETINGS.....	9
QUORUM	9
ORDER OF BUSINESS.....	9
RECORDING MEETINGS.....	9
REMOTE ATTENDANCE.....	9
ARTICLE VII - LIBRARY DIRECTOR.....	11
EVALUATION OF THE LIBRARY DIRECTOR.....	11



ARTICLE VIII - DISBURSEMENTS.....	12
INVOICES	12
ACCOUNTS PAYABLE APPROVAL LISTING.....	12
CHECKS.....	12
ARTICLE IX - AMENDMENTS.....	12
ARTICLE X - RULES OF ORDER.....	12
COMMITTEES - 2011-2012.....	12
BUILDING AND GROUNDS.....	12
DEVELOPMENT and ADVOCACY	12
FINANCE	13
FRIENDS OF THE LIBRARY LIASION	13
METROPOLITAN LIBRARY SYSTEM LIAISON	13
POLICY.....	13
VILLAGE LIAISON	13
MINUTES OF EXECUTIVE SESSIONS.....	13
OFFICERS 2011-2012.....	14
PRESIDENT	14
VICE PRESIDENT	14
TREASURER	14
SECRETARY.....	14
TRUSTEE.....	14
TRUSTEE.....	14
TRUSTEE.....	14
TRUSTEE DUTIES, FUNCTIONS AND RESPONSIBILITIES	14
TRUSTEES FOUR YEAR TERMS of OFFICE	15
2009-2013	15
2011-2015	16
TRUSTEES FOUR-YEAR TERM RESOLUTION	16
LIBRARY AFFILIATIONS	16
MISSION STATEMENT	17
VISION	17
LONG RANGE PLAN	17



BYLAWS

ARTICLE I - NAME

The name of this organization shall be the Board of Library Trustees of the Village of La Grange, Illinois.

ARTICLE II - OBJECT

The object of this Board shall be to hold and administer library property and funds and formulate policies and guide the direction of the library's affairs.

ARTICLE III - MEMBERS

OATH OF OFFICE

Members shall be the duly-elected or appointed Library Board Trustees. Within 60 days after their election, the trustees shall take the oath of office and meet to organize the board. The required oath may be taken and subscribed to before the Secretary or the Secretary Pro Tem of the library board or the Village Clerk or any other person authorized to administer oaths.

Oath of Office for Library Trustees: "I (name) do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Trustee of the La Grange Public Library to the best of my ability."

SWEARING IN CEREMONY

The swearing in ceremony for the newly elected Village Library Trustees shall take place at an organizational meeting convened prior to the regular May meeting, providing this is within sixty days after their election. If no regular meeting is scheduled within sixty days after their election, a special meeting shall be called by the President of the Board.

MAY ORGANIZATIONAL MEETING

The first action taken at the May organizational meeting immediately after the swearing-in ceremony shall be the election of a President and a Secretary and such other officers as the board may deem necessary and the board shall further provide in the bylaws of the board as to the length of the terms in office. The organizational meeting shall take place immediately after the swearing-in ceremony. This meeting shall be presided over by the President of the Board and consist of the remaining Trustees and the newly elected Trustees. In the event that the President has retired, a President Pro Tempore shall be elected to preside at this meeting. The purpose of the



organization meeting is to act on the recommendations of the Nominating Committee.

VACANCY

Any vacancy occurring shall be filled by appointment by the remaining Trustees until the next annual Village election, at which election a Trustee shall be elected to fill the unexpired term of the vacancy.

OFFICERS AND DUTIES

The officers of the Board shall consist of a President, a Vice President, a Secretary and a Treasurer. No Trustee shall hold more than one office.

NOMINATING COMMITTEE

A Nominating Committee, appointed by the President at the regular March meeting, shall consist of two members and shall present a slate of nominees at the April meeting. Nominations may also be made from the floor. Consent of all nominees must be obtained before their name is placed in nomination. The election shall be held annually at the May organizational meeting, following election of Library Trustees. If there shall be more than one nominee for any office, a majority of votes cast shall be necessary for election.

TERM OF OFFICE

Officers of the Board shall serve a term of one year, or until their successors have been elected and shall not serve more than two consecutive terms, except the President and Treasurer who may serve three consecutive terms.

OFFICER VACANCY

Any vacancy occurring between annual elections shall be filled by appointment by the President, with the approval of the Board. If the Presidency becomes vacant, the Vice President shall become President for the remainder of the term.

ARTICLE IV - OFFICERS AND DUTIES

PRESIDENT

1. Set the Agenda with the Library Director
2. Preside at meetings of the Board
3. Appoint all standing and special committees
4. With the Treasurer, approve and sign all vouchers authorizing payment from funds of the Library.
5. Communicate frequently with the Library Director on all matters of library operations and policy
6. Conduct and manage the annual review of the Library Director



7. Monitor the progress and performance of standing and special committees
8. Be chairman of the Personnel Committee

VICE PRESIDENT

1. Perform all duties of the President in his/her absence
2. Be responsible for submitting the annual report required by state law
3. Be responsible for the annual progress report to the citizens of La Grange in June
4. Perform such other duties as may be assigned to him/her by the President

SECRETARY

1. Be responsible for accurate minutes of the proceedings of the Board
2. Answer correspondence as assigned
3. Notify Trustees and Library Director of meetings
4. Serve as Open Meetings Act Officer for the Library

TREASURER

1. Be chief financial officer of the Board, with duties and responsibilities ordinarily assigned to a treasurer, including, but not necessarily limited to, the following:
2. Have custody of the general funds of the Library unless some other person is specifically named as Deputy Treasurer by the Library Board as permitted by Illinois Law
3. Have custody of funds received by the Library Board as gifts or as the result of sale of gifts received in kind and of any working cash fund authorized by the Library Board under Illinois Law
4. Be responsible for the maintenance of proper financial accounts and records either under the Treasurer's direct supervision or under the supervision of some other person designated by the Library Board
5. Be responsible for the preparation of payment vouchers and checks, where applicable. All bills of the Library shall be validated by the Library Director or some other person designated by the Board. Payment shall be made by draft or check signed by a person or persons designated by the Board.
6. Be the Chairman of the Finance Committee.

ARTICLE V - COMMITTEES

At the start of each new fiscal year, the President will appoint trustees to serve on committees.



STANDING COMMITTEES

There shall be Standing Committees consisting of one or more Trustee(s) as follows:

1. Building and Grounds
2. Finance
3. Metropolitan Library System Liaison
4. Personnel
5. Policy
6. Friends of the Library Liaison
7. Development and Advocacy
8. Planning
9. Village Liaison

TERM OF SERVICE

The term of service of members of Standing Committees shall be until the end of the fiscal year in which they were appointed or until their successors are appointed.

SPECIAL COMMITTEES

Special Committees may be appointed by the President. The term of Service shall be until the end of the fiscal year in which they were appointed.

COMMITTEE CHARGES

Building and Grounds

This committee shall be comprised of three trustees, with one designated as the chairperson by the President at the start of the fiscal year. This committee has the responsibility for recommending and directing maintenance, repairs, improvements and alterations in the Library building and grounds and all of the portions of the policy governing the use thereof. They must obtain competitive bids for Board approval for items over \$20,000.00. Any competitive bid shall be made in accordance with any applicable law or regulation regarding public bidding.

Finance

This committee shall be comprised of three trustees, with the Treasurer serving as chairperson. The Finance committee has supervision of all financial matters relating to the library. They are charged with drawing the annual budget and the levy, require that all financial records be properly kept, and invest properly and advantageously in all funds. This committee is also responsible for drafting and revising the library's investment policy. Specifically this committee must:



1. Prepare the annual library tax levy and review with the Library Board, for presentation to the Village Board in December.
2. Prepare and present the Annual Budget for adoption by the Library Board at its April meeting.

Metropolitan Library System Liaison

This committee shall be comprised of one trustee. This committee is charged with keeping the Board informed of Metropolitan Library System services and issues.

Personnel

This committee shall be comprised of three trustees, with the President serving as chairperson. This committee is charged with the preparation of the annual review of the Library Director for discussion among the full board to occur at the February Board meeting, assisting the Library Director in the preparation of his or her annual statement of goals and objectives for the coming year. The Library Director is responsible for the annual review of all other library employees. Employer-employee difficulties that arrive at an impasse may be heard by this committee. This committee shall also assist the Director in interpreting those parts of the policy dealing with personnel, and lead the search when the Board is hiring a new Library Director.

Policy

This committee shall be comprised of three trustees, with one designated as the chairperson by the President at the start of the fiscal year. This committee shall be responsible for dealing with all matters relating to library policies. Specifically this committee shall regularly:

1. Make recommendations to the Board in consultation with the Library Director on the day-to-day library operation policy
2. Make other recommendations on policy for the well being of the Library
3. Review policies on an ongoing basis according to a schedule determined by the Chairman and the Library Director.
4. Consult with the Library Director and make a recommendation to the Board annually on the holidays and days of closing for the ensuing calendar year

Friends of the Library

This committee is comprised of one trustee and is charged with serving as the Board liaison to the Friends of the Library. This committee will represent the Library Board of Trustees at official Friends of the Library meetings, and work with the Library's Marketing



and PR Coordinator to foster cooperation between the Library and the Friends.

Development and Advocacy

This committee shall be comprised of three trustees, with one designated as the chairperson by the President at the start of the fiscal year. This committee shall work to identify, develop, expand and advance major sources of non-tax revenue for the Library, primarily through gifts, bequests, and special fundraising activities. It shall be responsible for developing, reviewing, and proposing policies relating to the acceptance of gifts, and recognition of donors.

This committee, working with the Library Director, is also charged with developing and implementing an advocacy plan for the Library. This committee shall keep the Board apprised of new and revised legislation concerning library statutes both at the State and Federal level. The committee will also participate in local, state, and national library advocacy efforts.

Planning

This committee shall be comprised of three trustees, with one designated as the chairperson by the President at the start of the fiscal year. This committee is charged with working with the Library Director to regularly evaluate the Library's progress on the Long Range Plan and to make recommendations for adjustments. This committee shall also take a leadership position in any new strategic planning process. This committee shall also be responsible for nominating a new slate of Board officers, annually at the April Board meeting.

Village Liaison

This committee is comprised of one trustee and is charged with keeping the Board informed of Village of La Grange services and issues. This committee will also act as the representative of the Library Board to the Village on any Library-related issues.

ARTICLE VI - MEETINGS

REGULAR MEETINGS

The regular meetings of the Board shall be held on the third Tuesday of each month at 7:30 p.m., in the La Grange Public Library, unless otherwise ordered. All meetings shall be held in accordance with the Illinois Open Meetings Act and the Illinois Freedom of Information Act and any applicable law of regulation regarding meetings.



SPECIAL MEETINGS

Special meetings may be called by the President and must be called at the written request of any two of the Trustees. All notices shall state the object of the meeting.

QUORUM

A quorum for the transaction of business shall consist of four or more Trustees.

ORDER OF BUSINESS

The order of business shall be as follows:

1. Call to Order & Roll Call
2. Public Comments regarding items on the agenda
3. Minutes Approval
4. Communications
5. Report of the Library Director
6. Financial Report
7. Reports of Committees
8. Unfinished Business
9. New Business
10. Public Comments regarding matters not on the agenda
11. Executive Session (if needed)
12. Adjournment

RECORDING MEETINGS

The Open Meetings Act gives the public the right to tape record the Board's public meetings. Recording may take place subject to the following.

1. The Trustees or the Library Director can direct a reporter or an audience member to place their recording device in an unobtrusive position near the Library Board.
2. The person(s) recording the meeting may also use a directional microphone.

REMOTE ATTENDANCE

It is the policy of the La Grange Public Library that any member of the Board of Trustees may attend and participate in any open or closed meeting of the Board of Trustees from a remote location via telephone, video or internet connection, provided that such attendance and participation is in compliance with this policy and any other applicable laws.

Prerequisites A member of the Board of Trustees may attend a meeting from a remote location if the member meets the following conditions: a quorum is physically present throughout the meeting and a majority of a quorum of the Board of Trustees votes to approve the remote attendance:



1. The member should notify the Secretary or President at least 24 hours before the meeting so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements will result in denial of a request for remote attendance.
2. The member must assert one of the following three reasons why he or she is unable to physically attend the meeting.
 - a. The member cannot attend because of personal illness or disability; or
 - b. The member cannot attend because of employment purposes or the business of the La Grange Public Library; or
 - c. The member cannot attend because of a family or other emergency.

Voting Procedures After a roll call establishing that a quorum is physically present, any member present may move that a member be permitted to participate remotely, specifying the reason entitling the absent member to participate remotely. All of the members physically present are permitted to vote on whether remote participation will be allowed. The motion must be approved by a vote of a majority of the quorum.

Adequate Equipment Required The member participating remotely and other members of the Board of Trustees must be able to communicate effectively, and members of the audience must be able to hear all communications. Before approving remote attendance at any meeting, the Board of Trustees shall provide equipment adequate to accomplish this objective.

Minutes Any member participating remotely shall be considered an off-site participant and counted as present by means of video or audio conference, for that meeting if the member is allowed to participate. The meeting minutes shall also reflect and state specifically whether each member is physically present, present by video, or present by audio means.

Rights of Remote Member A member permitted to participate remotely will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The remote member shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any remote member shall be called during any vote taken, and his or her vote counted and recorded by the Secretary and placed in the minutes for the corresponding meeting. A member participating remotely may leave a meeting and return as in the case of any member.



Meetings The term meeting as used herein refers to any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purposes of discussing public business.

Closed Meetings A quorum of the Board of Trustees must be physically present at any closed meeting. Members participating remotely shall otherwise be entitled to participate in closed meetings by video or audio conference, in the same manner as at an open meeting.

Committees, Boards and Commissions This policy shall apply to all committees, boards and commissions established by authority of the Board of Trustees. However, when remote attendance is possible only by audio connection and an off-site member will be unable to view visual exhibits or demonstrations which may influence a decision by the committee, board or commission, remote attendance should not be approved.

ARTICLE VII - LIBRARY DIRECTOR

The Library Director shall be chief administrator with the ultimate responsibility for all services, book selection, personnel management and physical facilities. It is the responsibility of the Library Director to follow the policies established by the Library Board.

In the absence of the Library Director, emergencies will be handled by the Librarian-in-Charge. The Director is responsible for establishing a Librarian-in-Charge procedure.

EVALUATION OF THE LIBRARY DIRECTOR

1. The Director will complete and discuss with the board president an evaluation form agreed upon by the Board. This meeting will take place no later than 60 days prior to the start of the fiscal year.
2. The Board of Trustees will meet no later than 30 days prior to the start of the fiscal year to discuss their evaluation using the form Board of Trustees Evaluation of the Library Director relative to the position description and the form completed by the Director in Step 1.
3. At the regular meeting of the Board of Trustees immediately prior to the start of the fiscal year; the trustees will discuss with the director the results of their evaluation discussion and their recommendations. Any salary changes will be effective on the first payroll following the start of the fiscal year.



ARTICLE VIII - DISBURSEMENTS

INVOICES

Each disbursement shall be supported by an invoice or other evidence of the propriety of the disbursement. Each invoice shall be signed by two persons: the appropriate department head and the Library Director. In the event of an administrative expense, the invoice shall be signed by the Library Director or the Business Manager. One copy of the invoice shall be filed at the Library.

ACCOUNTS PAYABLE APPROVAL LISTING

An Accounts Payable Approval Listing, itemizing all disbursements for each accounting period, will be signed by the Library Director, and copies will be submitted to the Treasurer and all trustees for review prior to the regular meeting of the board. The original copy of the Accounts Payable Approval Listing shall be approved by majority vote of a quorum of the board, signed by all trustees present, and filed at the Library.

CHECKS

Disbursements (other than petty cash) made from library funds, of which the Treasurer of the Library Board is custodian, shall be made by check signed by two persons, one of whom shall be either the Treasurer or President of the Board, and the other, or the Library Director.

ARTICLE IX - AMENDMENTS

These Bylaws may be amended at any regular meeting or at any special meeting called for that purpose by a majority vote of the entire Board.

ARTICLE X - RULES OF ORDER

Robert's Rules of Order shall govern the parliamentary procedure of the Board.

COMMITTEES - 2011-2012

BUILDING AND GROUNDS

- a. Caroline Coryell, Chairperson
- b. Mary Nelson
- c. John Reardon

DEVELOPMENT and ADVOCACY

- a. Becky Spratford, Chairperson
- b. Caroline Coryell
- c. Mary Nelson
- d. Bridgette O'Connor



FINANCE

- a. Bridgette O'Connor, Chairperson
- b. Caroline Coryell
- c. Becky Spratford

FRIENDS OF THE LIBRARY LIASION

Caroline Coryell

METROPOLITAN LIBRARY SYSTEM LIAISON

Bill Coffee

PERSONNEL

- a. Jane Byczek, Chairperson
- b. Becky Spratford
- c. Bridgette O'Connor

POLICY

- a. Bill Coffee, Chairperson
- b. Mary Nelson
- c. John Reardon

PLANNING

- a. Mary Nelson, Chairperson
- b. Bill Coffee
- c. John Reardon

VILLAGE LIAISON

Becky Spratford

MINUTES OF EXECUTIVE SESSIONS

1. Confidential minutes of executive sessions are kept at the library in a locked cabinet are not available to the public. Only the Board President and Secretary will have keys to the cabinet.
2. Copies of the most recent executive sessions(s) should be handed out by the Board Secretary to the board members at a regular board meeting for the approval of their accuracy.
3. The Board Secretary will then file a copy of the approved, confidential minutes at the library.
4. Every six months or whenever necessary (or as state law requires) the Board shall review the confidential minutes to determine if they can be made available in the public domain.



5. Trustees can approve a modified set of minutes for release to the public with regular board minutes and retain a detailed set of the minutes in confidential files.

OFFICERS 2011-2012

PRESIDENT

Jane Byczek, 445 South Spring Avenue

VICE PRESIDENT

Bill Coffee, 320 South Madison Avenue

TREASURER

Bridgette O'Connor, 315 South Catherine Avenue

SECRETARY

Caroline S. Coryell, 115 South Spring Avenue

TRUSTEE

Mary Nelson, 1200 Carriage Lane

TRUSTEE

John Reardon, 115 South Brainard Avenue

TRUSTEE

Becky Spratford, 440 South Kensington Avenue

TRUSTEE DUTIES, FUNCTIONS AND RESPONSIBILITIES

The following listing stems from library law but is essentially more closely allied to the traditions of service which have come to be generally agreed upon among library trustees. It is based on a study of the publications which constitute the basic literature of library trusteeship. These publications have in almost every case been developed by trustees, for trustees.

1. Attend Board and committee meetings.
2. Employ a competent and qualified Library Director at an adequate salary.
3. Provide an adequate and qualified staff to work with the Library Director.
4. Establish conditions of employment and provide for the welfare of the staff.
5. Study the programs and needs of the library in relation to the community keeping informed on community changes, trends, needs and interests.



6. Determine the purposes and objectives of the library and re-examine them periodically.
7. Determine and adopt written policies to govern the operation and program of the library and assign their execution to the Library Director and the staff.
8. Study, adopt and implement a clear cut policy in the areas of Collection Development and Internet Use.
9. Establish rules and regulations governing the use of the library upon the recommendation of the Library Director.
10. See that accurate records are kept on file at the library.
11. Secure adequate funds from the appropriating agency, and from new sources if necessary, to carry out the library's program and to make the objectives for constantly improved service a reality.
12. Administer gifts of money and property according to the terms of bequests.
13. Assist in the preparation of an annual budget.
14. Establish, support and participate in a vital advocacy program for the library.
15. Report regularly to the governing officials and to the general public.
16. Coordinate library activities with those of public officials, civic groups and other community organizations.
17. Contribute special knowledge of the community to library staff members so they can effectively serve the community which supports the library.
18. Know state, local and federal library laws.
19. Actively support state and national library legislation which improves and expands library service.
20. Know and understand the resources available through the Illinois State Library and Metropolitan Library System and study the advantages of participation in the system.
21. Keep abreast of public library standards and library trends.
22. Arrange, aid, encourage and attend regional, state and national trustee meetings and workshops for a fuller utilization of trustee talent and experience.
23. Affiliate with professional organizations.
24. Review "Serving Our Public: Standards for Illinois Public Libraries" on a regular basis.

TRUSTEES FOUR YEAR TERMS of OFFICE

2009-2013

1. Jane Byczek
2. Bill Coffee
3. Mary S. Nelson
4. Becky S. Spratford



2011-2015

1. Caroline Coryell
2. Bridgette O'Connor
3. John Reardon

TRUSTEES FOUR-YEAR TERM RESOLUTION

BE IT RESOLVED by the Board of Library Trustees of the La Grange Public Library, Village of La Grange, Cook County, Illinois, that pursuant to Section 4-3.1 of Chapter 81, Illinois Revised Statutes (1981), the terms of Library Trustees of the La Grange Public Library shall be four (4) years.

LIBRARY AFFILIATIONS

1. Illinois Library Association
2. Library Administrators' Conference of Northern Illinois (LACONI)
3. Metropolitan Library System



MISSION STATEMENT

The La Grange Public Library provides the community the inspiration and the means to learn, explore, and connect throughout their lives.

VISION

La Grange Public Library is a welcoming gateway to the community, providing inspirational and creative services that exceed expectations. As the cornerstone of La Grange, the Library actively participates in bringing the Village together. Our community understands and values how the library fits into their lifestyles and enriches their daily lives.

LONG RANGE PLAN

Initiative: Partner with the Community

Goals and Objectives:

- Increase Community Involvement in Library
 - Increase Friends membership and participation in library activities
 - Develop structured volunteer program
- Provide Community Resources for Patrons
 - Provide civic information
 - Provide information about local organizations
- Collaborate with Community Organizations
 - Work collaboratively with community organizations
 - Work with nearby libraries for collaborative programming

Initiative: Enhance Customer Service and Convenience

Goals and Objectives:

- Focus on Customer Service
 - Emphasize a proactive approach to customer service
 - Adapt current policies and procedures to enhance patron experience
- Improve Convenience for Patrons
 - Use technology to respond to patron needs
 - Add amenities to create a more welcoming environment

Initiative: Enrich Collections and Services

Goals and Objectives:

- Enhance Collections
 - Examine collection management procedures to improve efficiency
 - Create a plan to develop and evaluate collections
- Expand Services
 - Increase service to targeted populations
 - Provide responsive programming



Initiative: Create Awareness

Goals and Objectives:

- Increase Recognition of the Library in the Community
 - Develop a library brand
 - Design interactive website
 - Explore exterior signage
- Promote Collections and Services
 - Create and improve print support materials
 - Create and improve electronic support materials
 - Use staff to promote collections and services
 - Develop interior signage strategy

Initiative: Manage Resources

Goals and Objectives:

- Evaluate Budget and Fundraising Opportunities
 - Develop a fundraising plan
 - Prioritize budget according to strategic initiatives
 - Ensure sound investments
- Redirect and Prioritize Staff Time
 - Re-examine workflow patterns
 - Utilize volunteers more strategically
 - Create a culture of enhanced cooperation
- Address Technology Needs
 - Revise the Library's Technology Plan
 - Explore ways to offer more technology for patron use
 - Increase IT assistance
- Evaluate Use of Building and Plan for Current and Future Needs
 - Explore ways to improve usability and enhance the aesthetic experience
 - Improve exterior convenience and safety