



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR MEETING**

January 15, 2019

- PRESENT:** Laurie Braun, Joyce Hagen-McIntosh, Tom Krueger, Angie Larson, Bridgette O'Connor, John Reardon, Becky Spratford
- ABSENT:** None
- STAFF:** Rachael Dabkey, Debbie Darwine, Charity Gallardo, Leslie Hartoonian, Chuck Johnson
- VISITORS:** Katie Allan, Tim Bjork
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Meeting called to order by Laurie Braun at 7:32 pm.

MOTION TO APPROVE THE AGENDA:

Motion made by O'Connor.

Seconded by Larson.

Approved, all ayes.

MOTION PASSED.

PUBLIC COMMENTS ON THE AGENDA: None.

UNFINISHED BUSINESS:

Construction Project: Progress report and status update

Gallardo reported that the Library construction project is in good shape. The service desk installation should be done by the end of the week. Burgeon Group is hoping to schedule delivery of the whirligig and leaf panels before the Open House. Krueger commended that the project is sticking to the budget expected. The contingencies and allowance money will be spent, but other areas are coming in under budget.

NEW BUSINESS:

Semi-Annual Review of Closed Session Minutes

Hagen-McIntosh took a look at minutes that have not been approved. They involved staffing decisions, such as hiring a new director. She recommended that the following closed session minutes be approved and remain closed:

July 18, 2017; March 6, 2018; March 13, 2018 (Personnel and Finance Committee); May 8th, 2018; May 16-17, 2018; May 29, 2018; June 19, 2018; April 3, 2008; May 15, 2008; May 19, 2008.

Motion made by Hagen-McIntosh to approve the remaining closed session minutes.

Seconded by Spratford.

**Approved, all ayes.
MOTION PASSED.**

COMMITTEE REPORTS:

Building and Grounds: Reardon mentioned the prospect of conducting an energy audit. Gallardo reported that an April 2017 energy audit report recommended upgrading exterior lights and power strips. Gallardo plans to request another energy audit once construction is complete.

Gallardo reported that she discussed the lights on at night with the electrical engineers, who are looking into the lighting wiring and whether it matches their design. At night, emergency lights are on a different system. Most likely rewiring would be needed to change which lights remain on at night. The Board discussed the merits of leaving on some lights on the 1st floor to be helpful to community.

Development & Advocacy: No report.

Finance: No report. Gallardo requested a meeting in February.

Friends of the Library Liaison: Krueger reported that they will be meeting January 23rd. FOL will be contributing personnel and financial help with Open House. They are accepting donations again.

RAILS/ILA Liaison: Hagen-McIntosh reported that Spratford and she will be attending ILA legislative meetups with Gallardo.

Personnel: Braun reported that the committee met regarding Gallardo's leave to start around March 19th, which is expected to last 10 weeks.

Planning: No report.

Policy: The Policy Committee will meet prior to the February Board meeting to have policies ready for Board review. The goal is to review and update as many policies as practical before the change in trustees in May.

Village Liaison: No report.

EXECUTIVE DIRECTOR'S REPORT:

Gallardo gave a cleaning request for proposal status update. The Library received two bids in December. Both companies quoted higher than the current costs, so the Library will prepare a cost comparison and recommendation for the Board to review and possibly budget for a change in the new fiscal year. Reardon also mentioned considering hiring cleaners on staff instead of an outside company.

Statistics for December are down due to the construction closure. Gallardo is looking into the self-check statistics to determine their accuracy. Also, when the gates were not installed an older door counter was used, which is less reliable.

The Library is changing towing companies, which may affect the efficacy of our towing policy. Gallardo is looking at revising the towing procedures. Discussion was had about how to get the word out about the updated procedures prior to implementing them.

Krueger commented he was pleased to see the outreach to District 105 at Hodgkins Elementary School and thanked staff for those efforts.

OMNIBUS MOTION:

A motion was made by Spratford to approve the Omnibus agenda consisting of December 18, 2018 Board Meeting Minutes, Personnel Committee Meeting Minutes from January 8, 2019, Treasurer's Report, Operating Warrant for January 15, 2019, and Resolution No. R01.15-A-2019. Hagen-McIntosh seconded.

ROLL CALL VOTE:

Hagen-McIntosh-aye.

Krueger- aye.

Larson – aye.

O'Connor- aye.

Reardon- aye.

Spratford- aye.

Braun- aye.

MOTION PASSED.

PUBLIC COMMENTS REGARDING MATTERS NOT ON THE AGENDA:

None.

TRUSTEE COMMENTS:

Braun reminded the outgoing trustees to attend in May and be prepared to conduct any unfinished business on that month's agenda. The Board discussed the upcoming Open House and Ribbon Cutting Reception arrangements.

EXECUTIVE SESSION: None.

ADJOURNMENT: Braun adjourned the meeting at 8:24 pm.

Submitted by:

Shelley Alicea

Administrative Assistant