



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

**February 19, 2019**

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**PRESENT:** Laurie Braun, Joyce Hagen-McIntosh, Tom Krueger, Angie Larson, Bridgette O'Connor, John Reardon, Becky Spratford

**ABSENT:** None

**STAFF:** Rebecca Bartlett, Rachael Dabkey, Shelley Alicea, Charity Gallardo, Chuck Johnson, Arcadia McCauley

**VISITORS:** Dan Eallonardo, Elizabeth Crewe, Katie Allan, Siobhan Greene, Shannon Rischow

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**Meeting called to order by Braun at 7:30 pm.**

**MOTION TO APPROVE AGENDA:**

**A motion made by Hagen-McIntosh.**

**Seconded by O'Connor.**

**Approved, all ayes.**

**MOTION PASSED.**

**PUBLIC COMMENTS ON THE AGENDA:** None.

**UNFINISHED BUSINESS:**

**Construction update with Dan Eallonardo of Independent Construction Services**

Eallonardo reported that the contractor is wrapping up the work. Architect has issued a certificate of substantial completion to the contractor. Architect is generating a punch list and the contractor is expecting a reduction in retention payment. Contractor wants to be done by the March board meeting. There are outstanding cost items, related to additional work required on fire alarm, electrical, and data connections. Eallonardo expects a portion of the contingency will be used for the last few things, but will not exceed the contingency amount.

The contractor did not submit a check request last month, so there are two checks in the list for this month. The total is about 94% of total contract value. The final payment is the next payment. The manuals have been given to the architect, who expects to review for two weeks, then give them to the Library, before payment can be made. The performance at payment bond is at least 3 and up to 5 years, which covers any future issues with construction after final payment.

**NEW BUSINESS:**

**Gallardo's leave**

During Gallardo's upcoming leave, Rebecca Bartlett will perform interim duties in finance, liaising with Board of Trustees, and handle any emergency decisions that need to be made for the Library. We are finalizing the updating of the signers on accounts, adding Tom Krueger and Shelley Alicea as

additional signers.

## **COMMITTEE REPORTS:**

**Building & Grounds:** No report.

**Development & Advocacy:** The committee met January 22<sup>nd</sup>. Looking at donors to name different areas and items within the library. The Library will put an announcement in Book Report in summer.

**Finance:** O'Connor reported that they met on February 6<sup>th</sup> and walked through budget, discussed historical approach to line items. The committee provided budget guidance for next fiscal year. The next meeting is March 7<sup>th</sup>.

**Friends of the Library:** The group met January 23<sup>rd</sup>, working to reach out. The group mailed out a letter out to previous members of the group to revitalize the group activities. The annual grant requests will be reviewed in July. The next meeting will be April 2<sup>nd</sup>.

**RAILS/ILA Liaison:** No report.

**Personnel:** No report.

**Planning:** No report.

**Policy:** With the amount of work to be done before Gallardo's leave, the committee decided to pause reviewing the policies and resume in the summer. There is a regular review cycle of all policies with the Board.

**Village of La Grange Liaison:** No report.

## **EXECUTIVE DIRECTORS REPORT:**

### **Lighting System Update**

The contractor's subcontractor electrician worked with Eallonardo to identify every relay on our panel. The first floor lights that were not to design, were corrected. Second floor lights were not connected to relay at all. The Library is waiting on a proposal for correcting second floor light issues. The training with Leviton is the final step, figuring out the configuration and when things go off automatically, then reconfiguring how we want it.

### **HVAC System Update**

The HVAC system controller software needs to be upgraded by Johnson Controls. They are coming Feb 25<sup>th</sup> to reinstall the software and resolve the boiler issue. Gallardo will be talking with them about the HVAC fan controllers which are in the capital plan with 2020 to find out current state of equipment and expected lifespan. Gallardo will have the technician look at the system and document the issues as well as determine what updates are needed.

### **Minimum Wage Legislation**

The state legislation on minimum wage was passed today with stepped increases to \$15/hour by 2025. The Board discussed monitoring the situation and that the Library's current salary scale will

remain in compliance for the near future. The Board is committed to evaluating the salary scale annually to remain competitive and pay fair wages within budgetary constraints.

### **Appropriation Ordinance**

Gallardo reported that we need to pass an appropriation ordinance or resolution. The Library's attorney will draft a document for a supplemental appropriation for current fiscal year, and an annual one to be used going forward. Usually this is done 60 days prior to the tax levy. The appropriation ordinance usually would be certified in September or October.

The Board will need to provide a resolution for a supplemental appropriation for this fiscal year. It is a legal document that allows the Library to have the authority to spend available funds. The Board will need to approve a total construction project budget as well as the supplemental appropriation to include the funds used for the construction project.

### **Potential Intergovernmental Agreement for Library Services for School District 107**

The superintendent of Pleasantdale School District 107 reached out to see if an agreement is possible to offer their students temporary non-resident cards at a reduced rate while their school libraries are under construction this year. The Board instructed Gallardo to pursue what an agreement would look like.

### **Annual report on Community Engagement**

Community Engagement Manager Arcadia McCauley reported on program success in the past year. A major communication initiative was the renovation starting in June and closure in December. The Open House was successful. Over 300 people attended that event. 126 people participated in the promotion. Ribbon-Cutting was a great event also for welcoming community partners. 150 people attended that event.

McCauley commented on community partnerships over the last year. Boy Scout troop #14 planted plants that attract butterflies. Interfaith Community Partners expanded their services with home-bound delivery. The Library worked with La Grange Business Association to participate in Farmer's Market event (May to October) and Skeletober.

McCauley reported 120% jump in usage of Instagram to connect to the Library. There were many different articles in the local press coverage. McCauley reported that the Tyler Duelm Memorial Fund donors are listed on a display. The 2018 Annual Report highlighted new services and statistics.

The Board thanked McCauley for the great improvements in social media and events.

### **OMNIBUS MOTION:**

A motion was made by Krueger to approve the Omnibus agenda consisting of January 15, 2019 Board Meeting Minutes, January 15, 2019 Special Board Meetings, January 22, 2019 Development & Advocacy Meeting Minutes, Treasurer's Report, Operating Warrant February 19, 2019 and Resolution No. R02.19-A-2019.

### **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:**

Krueger wanted to thank the staff on behalf of the Board. Congratulations on a positive experience for all who came to the Open House/Ribbon-Cutting event. It is important to the community members to see the Library as part of the community. Krueger suggested that we have annual Open House.

**EXECUTIVE SESSION:**

Started 9:15pm and ended 10:25pm. No action taken.

**ADJOURNMENT:** Braun adjourned the meeting at 10:26pm.

Submitted by:

Shelley Alicea

Administrative Assistant