



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

**March 12, 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, Charity Gallardo, Leslie Hartoonian, Chuck Johnson, Debbie Darwine, Arcadia McCauley

**VISITORS:** Katie Allan, Dennis Walsh, Shannon Rischow, Elizabeth Crewe

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

**MOTION TO APPROVE AGENDA:**

A motion was made by Hagen-McIntosh to approve the agenda.

Seconded by Larson.

Approved, all ayes.

**MOTION PASSED.**

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

**UNFINISHED BUSINESS:**

**Construction Project**

O'Connor presented the total construction project budget. The contractor has not completed the punch list, so the Library is retaining the final 5%, until this is completed. Gallardo reported that it looks as though the construction project may extend out past fiscal year close. Eallonardo will continue to facilitate the project progress, while Gallardo is on leave. Final sign offs on the bills will be done by Bartlett.

**MOTION TO APPROVE CONSTRUCTION BUDGET:**

A motion was made by O'Connor to approve the construction project budget as presented.

Reardon seconded the motion.

**ROLL CALL VOTE:**

**Hagen-McIntosh-** aye.

**Krueger-**aye.

**Larson-**aye.

**O'Connor-**aye.

**Reardon-**aye.

**Spratford-**aye.

**Braun-**aye.

**MOTION PASSED.**

**NEW BUSINESS:**

**Supplemental Appropriation Resolution**

The supplemental appropriation presented will give the Library the legal authority to spend the funds for the construction project previously appropriated, since it was not included in the levy submitted to the Village of La Grange, last year.

For the next fiscal year, the library will need to file another supplemental after May 1<sup>st</sup>, 2019.

**MOTION TO APPROVE SUPPLEMENTAL APPROPRIATIONS RESOLUTION:**

O'Connor made a motion to pass the NO. R03-12-A-2019 Supplemental Appropriations Resolution. Spratford seconded.

**ROLL CALL VOTE:**

**Hagen-McIntosh-aye.**

**Krueger-aye.**

**Larson-aye.**

**O'Connor-aye.**

**Reardon-aye.**

**Spratford-aye.**

**Braun-aye.**

**MOTION PASSED.**

**Draft intergovernmental agreement with Pleasantdale School, District 107**

Gallardo asked the Board for guidance on specific terms that are needed for this agreement.

Gallardo has shared the draft agreement with Dave Palzet at the school. He responded that maybe 20 children would need to use our services over this summer.

Krueger commented that the consensus of the Board seems to be that staff should go ahead with changes. Gallardo and Walsh will look at wordsmithing the limitations of the agreement and come back to the Board in final form for approval at the April Board Meeting.

**Draft Operating Budget FY 2019-20**

O'Connor presented and explained the changes to the budget from last year. The first line item discussed was fines received. Gallardo explained that because of new auto-renewing feature of SWAN, fine income has been decreasing dramatically. The Board should talk about fines free or similar arrangements in the future. Braun commented that the consensus is to encourage staff is to come up with a plan to implement this idea and come back to the Board with possibilities. Member Services would continue to collect other libraries fines from other libraries items', only our card holders would have amnesty from fines. O'Connor explained that the investment income is because rates are increasing. O'Connor presented that salaries line item has increased over last year's budget. In the Finance Committee meeting, they discussed different approaches salary raises versus merit increases. Spratford noted that the increased budget will provide room for growth in staff, if needed. Spratford said that the addition of organizational health budget indicates to staff that wellness matters to the Library, not just staff development. O'Connor presented the materials budget and noted that the Library is 12% on materials, which is the State standard. Gallardo had added a line for Library of Things to provide flexibility on this line item.

O'Connor presented that there is more consolidation of separate line items in supplies to enable

flexibility to spend money on a variety of different departmental items.

O'Connor presented that the contractual and consulting line items have been adjusted. Cleaning services possibility is to allow for a cleaning service to be hired. It is possible to reallocate those funds if hiring a staff member instead of hiring a service.

Braun strongly recommends that trustees become involved in the budget discussions, which also sets the direction of the new fiscal year. New board members will be looking to larger issues in the future. She shared a suggestion that in the future it might be a good idea to have a full board workshop discussion on the budget.

### **COMMITTEE REPORTS:**

**Building and Grounds** – No report.

**Development and Advocacy** – No report. McCauley reported that Tyler Duelm donations are coming in.

**Finance** – No report.

**Friends of Library liaison** – No report.

**RAILS Liaison** – Hagen-McIntosh reported that Gallardo and McCauley attended an Advocacy Day event, but no representatives were present.

**Personnel** – No report.

**Planning** – No report.

**Policy** – No report.

**Village Liaison** – No report. Braun commented that there was a nice showing of LGBA people at the ribbon cutting event.

### **EXECUTIVE DIRECTOR'S REPORT:**

Gallardo reported that Rebecca, Shelley and she met with L&A about fiscal year close. They will be meeting Sikich in July to complete the audit. Rebecca and Laurie will meet to set the Board agenda for April and May. Board members will need to attend the May meeting for 30 minutes at least to finish the reorganization meeting, which will happen before the regular Board Meeting.

There is a suggestion from Rose Nasif about the coffee and the choice of Grounds to Grow on for composting, she is concerned about reducing waste. Larson commented on the recycled items are being offered with the coffee. Spratford said that the Library is currently more responsible in its choices, than most libraries.

### **ADULT AND TEEN SERVICES DEPARTMENT REPORT:**

Darwine presented her report on programming in the Adult and Teen Services Department. She highlighted several programs, including teen and adult book discussions. O'Connor commented that

it is great that people in community know that they can get help and talk to staff at the Library. The staff develop partnerships with business and organizations for different programs, including those in the local area.

**OMNIBUS MOTION:**

O'Connor made a motion to approve the Omnibus Agenda, consisting of Minutes of Regular Board Meetings from February 19, 2019; Nominating Committee Meeting Minutes from January 15, 2019; Finance Committee Meeting Minutes February 6, 2019; Treasurer's Report; Operating Warrant for February 19, 2019; Disposal Resolution No. R03.12-A-2019.

Spratford seconded the motion.

**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:** None.

**MOTION TO GO INTO EXECUTIVE SESSION FOR DIRECTOR'S ANNUAL REVIEW:**

Spratford motioned to go into closed session.

Larson seconded the motion.

**ROLL CALL VOTE:**

**Hagen-McIntosh-aye.**

**Krueger-aye.**

**Larson-aye.**

**O'Connor-aye.**

**Reardon-aye.**

**Spratford-aye.**

**Braun-aye.**

**MOTION PASSED.**

**The Board entered executive session at 9:05pm.**

**The Board returned to open session at 10:42pm.**

Spratford announced the Board reviewed Gallardo's performance in closed session.

**MOTION TO ADJUST SALARY OF DIRECTOR:**

O'Connor motioned to give Gallardo a 2% raise on her base salary and a 1.5% bonus effective May 1, 2019.

Spratford seconded the motion.

**ROLL CALL VOTE:**

Hagen-McIntosh – aye  
Krueger – aye  
Larson – aye  
O'Connor – aye  
Reardon – aye  
Spratford – aye  
Braun – aye

**ADJOURNMENT:** Braun adjourned the meeting at 10:44 pm.

Respectfully submitted,

Shelley Alicea