



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES FINANCE & ADVOCACY  
COMMITTEE MEETING  
September 17, 2019**

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**PRESENT:** Tom Krueger, Becky Spratford, Shannon Rischow, Joyce Hagen-McIntosh

**ABSENT:** None

**STAFF:** Charity Gallardo, Arcadia McCauley

**VISITORS:** None

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**Meeting called to order by Spratford at 6:31 pm.**

**APPROVAL OF AGENDA:**

Spratford motioned to approve the agenda.

Seconded by Rischow.

Approved, all ayes.

**MOTION APPROVED.**

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

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

Krueger asked McCauley to get the committee up to date on the outstanding conversation from the old Development and Advocacy committee. McCauley reported on the work of the Community Engagement Team at the library. Currently they are working on making sure the policies about partnerships and sponsorships are up to date. They want to focus on increasing the Duelm fund. The brick program has been discontinued due to problems with multiple vendors. Currently, the Community Engagement Team is working on coming up with what their goals are. If we were to solicit donations, what would we like to use them for? One idea was repurposing the now vacated Facilities Manager space to create a "Wellness" space that could serve multiple purposes from a breast feeding/pumping room to a sensory friendly space, and more.

Gallardo mentioned looking into the idea of "dip" jars where people can use their credit cards to make small donations. This would be great now that we are fine free and some patrons still want to pay. But again, we need to have fundraising goals first.

The CE Team will work on the overall goals and the F&A committee will provide guidance once the CE Team comes back to them.

Krueger discussed the Levy letter that we send to the Village every November. He went over the basic timeline for the Levy process over the next few months and pointed out a few areas where the

letter could use some more clarification, specifically the committee wanted to move toward direct and formal authorization of the specific amount of money the Board is transferring from the operating budget to the Special Building Fund at the end of each fiscal year.

Krueger and Gallardo discussed the past practices for both the salary scale annual review and staff annual reviews/raises. The committee is not recommending an adjustment to the salary scale at this time because we are also trying to match the staff reviews with the budget year and move toward a new process for the distribution of merit increases. Gallardo will get back to the committee closer to budget time with firmer numbers and ideas about how to keep the salary scale accurate and adjusted for inflation.

**PUBLIC COMMENTS REGARDING MATTERS NOT ON THE AGENDA:** Gallardo wanted to let the committee know that they are looking at new accounting software, one that can work with our ILS so that bills do not have to be manually entered.

**ADJOURNMENT:** The meeting was adjourned by Spratford at 7:18pm.

Respectfully Submitted,

Becky Spratford, Trustee