



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

September 18, 2018

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, Leslie Hartoonian, Chuck Johnson, Arcadia McCauley

VISITORS: Dan Eallonardo, Craig Meadows, Dan Berg

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

MOTION TO APPROVE AGENDA:

A motion made by Hagen-McIntosh.

Seconded by Reardon.

Approved, all ayes.

MOTION PASSED.

PUBLIC COMMENTS ON THE AGENDA: None.

UNFINISHED BUSINESS:

Construction update with Dan Eallonardo of Independent Construction Services

Eallonardo discussed an updated construction schedule, which places the end of most construction in November. The flooring may take up to 30 days past that and could place the completion date in December. He indicated that if the Board approves a closure of the building during certain periods, this action might shorten the time to complete the project. He discussed the allowance authorization with the Board, which consists of costs that are associated with additional scope of work, some of which was not known before opening up the walls of the area.

Meadows discussed with the Board that the latest furniture quote was \$126,000 and the order has been placed.

NEW BUSINESS:

Draft Audit Presentation by Dan Berg of Sikich

Berg explained that the Library's audit is in draft format until the Village's audit is finalized. The final audit should be complete sometime in October. He went through the audit presentation highlighting the difference between cash basis and full accrual basis. There will be one change to the audit process next year due to GASB #75. The board will need to hire an actuary to see how this

new potential liability is going to affect the financial position of the Library or negotiate with the Village to use their calculation. In 2021, accounting changes will put all equipment leases into the category of debt. Sikich is currently talking with our accounting firm Lauterbach & Amen to determine how they can help to be more prepared for the audit in future years.

Hagen-McIntosh mentioned that the Board should revisit the conversation about an RFP for the audit in January.

COMMITTEE REPORTS:

Building and Grounds Committee: Reardon reported that there has not been a meeting. He mentioned some loose boards on the fence around the parking lot. The Board discussed the plans for landscaping in the coming year, including redoing the side of the lawn near construction. The Board may consider an RFP for new landscaping service in the next fiscal year.

Development and Advocacy Committee: Spratford reported the Committee met in September. McCauley has drafted a letter for review by Committee. Trustees discussed the state of regular donations to the Library, as well as how those donations are tracked and reported in the monthly Director's Report and annually in the print newsletter.

Finance Committee: Spratford commented that the committee will need to meet in November to prepare the levy.

Friends of the Library Liaison: No report.

RAILS/ILA Liaison: Hagen-McIntosh reported on legislation that ILA is tracking and/or supports.

Personnel Committee: The Committee met on September 17th to discuss goals and expectations for the new Executive Director, Charity Gallardo. The Committee will meet again for her 90 day review in November. In February the Board will discuss goals for the next year.

Planning Committee: No report.

Policy Committee: Hagen-McIntosh reported the Committee postponed the meeting to review the Personnel Policy to allow Executive Director Gallardo time to attend an employee handbook workshop and make recommendations.

Village of La Grange Liaison: Braun commented on the safety of the crossing in front of the Library, at West Cossitt Avenue and La Grange Road. Trustees discussed bringing this safety concern to the Village's attention and will draft a letter.

EXECUTIVE DIRECTOR'S REPORT:

Gallardo drew attention to the fact that the iPads funded by the Friends are now circulating, several additional staff members attended voter registrar training in August, allowing us to expand voter registration services, and the blood drive exceeded its goal of 30 donors with over 40 donors giving blood. The LGBA mentioned at their monthly meeting how well the storytime partnership with the Library at the Farmers Market has been going.

OMNIBUS MOTION: Spratford made a motion to approve the Omnibus Agenda, consisting of 2019 Holidays and Closing Dates, 2019 Board Meeting Dates, Board Meeting Minutes from August 21, 2018, Policy Committee Meeting Minutes from June 19, 2018, Treasurer's Report, Resolution No. R09.18-A-2018 authorizing disposal of certain library property and the Operating Warrant for September 18, 2018. O'Connor seconded.

ROLL CALL VOTE: All ayes.

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: The Board discussed the possibility of closures during construction. If the overall project timeline can be shortened with closures, the Board is amenable to them to increase efficiency and reduce costs.

Trustees discussed possible grand opening and open house events once construction is complete, and utilizing them as an opportunity to introduce the new Executive Director.

ADJOURNMENT: Braun adjourned the meeting at 9:45pm.

Submitted by:

Shelley Alicea

Administrative Assistant