



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING  
October 16, 2018**

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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, Leslie Hartoonian, Chuck Johnson, Arcadia McCauley

**VISITORS:** None

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

**MOTION TO APPROVE AGENDA:**

**Motion made by Hagen-McIntosh.**

**Seconded by O'Connor.**

**Approved, all ayes.**

**MOTION PASSED.**

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

**UNFINISHED BUSINESS:**

**Construction update**

Dan Eallonardo was not able to attend. Gallardo reported on the project status and the status of the owners' contingency. She explained that Allowance Authorization #3 is still being negotiated. Charity reported that Dan has projected change order costs will use the full construction allowance of \$75,000 by the end of the project. The Children's department will be partially closed to do ceiling and possibly flooring. Hallett will do the moving at 8am tomorrow.

The Board discussed budget for Owner's representative, since he submitted a request to increase budgeted amount. Reardon asked for more information about the original budgeted amount; it was 2% of construction bid, not total construction budget. Since Dan is asking for a 40% increase in budget, Charity will look at the documentation of the contract and negotiations with Dan in the past, then the Board can deliberate at the November Board meeting and get back to Dan afterwards.

**Acceptance of FY 2017-18 Audit**

**MOTION TO APPROVE FY 2017-18 AUDIT:**

**Motion made by O'Connor.**

**Seconded by Krueger.**

**Approved, all ayes.**

**MOTION PASSED.**

Gallardo shared information about the State Library Per Capita Grant Requirements. She discussed the Board viewing a specific video “Why Design Should Include Everyone” to fulfill the requirements. Krueger and Braun already watched it and recommend it.

Braun commented that staff is very accommodating and welcoming to people with challenges. She was impressed that staff know them by name.

## **NEW BUSINESS:**

### **Cellular Service Extender for Lower Level**

Reardon brought information about technology that will improve the mobile signal reception in the Library. There are two levels of systems, the industrial version, which would cover the whole building and an option that would cover the lower level only for \$11,000. Reardon mentioned that the Library is a shelter and when people are sheltering in the basement no mobile signal could be a problem. Turning on WiFi calling is an option for some people right now.

Reardon commented that other bids could be quoted for a five band carrier. The discussion covered whether basement mobile service should be better than other areas upstairs.

### **Letter to Village Regarding Pedestrian Safety**

La Grange Police Chief Kurt Bluder will be meeting with Larson, Bartlett and others to discuss safety at the intersection of La Grange Road and Cossitt Avenue.

## **MOTION TO APPROVE THE PROPOSED CHANGES TO EMERGENCY EXPENDITURES APPROVAL POLICY**

**Motion made by Hagen-McIntosh.**

**Seconded by O’Connor.**

**Approved, all ayes.**

**MOTION PASSED.**

## **COMMITTEE REPORTS:**

**Building and Grounds Committee:** No report.

### **Development & Advocacy Committee:**

The committee met this morning and plans to meet monthly. McCauley sent information to a potential donor asking for donations for the whirligig or leaf panels. Letter was reviewed by professional fundraisers. The Board discussed whether they would consider accepting donations from for-profit entities.

**Finance Committee:** A meeting is scheduled for November 5.

**FOL Liaison:** No report.

### **RAILS/ILA Liaison:**

Hagen-McIntosh reported on the trend of social workers in the library and raised the possibility of an AED purchase and training staff. She mentioned the possibility of Narcan training. Krueger mentioned possibility of utilizing an Eagle Scout project for AED installation. Staff will follow up on possibility of CPR/AED training.

**Personnel Committee:** The committee will meet soon for the Executive Director’s 90 day review.

**Planning Committee:** No report.

**Policy Committee:** No report.

**Village Liaison:**

Gallardo reported that she attended the meeting on strategic branding of La Grange. She surmised that the library has a marketing problem, since it doesn't come to mind immediately when residents were asked what they most enjoy about La Grange. Spratford suggested that the library become more visible, instead of just the historical society sign outside.

**EXECUTIVE DIRECTOR'S REPORT**

Gallardo commented that Johnson and Hartoonian are doing great work on morale boosting events. During Library Card Sign-up Month, Member Services signed up 95 new members. The Antiques event had 70 people attending. Also, the Cut the Cable Cord event had 75 people attending.

**Written Comments and Suggestions:**

The Board thanked McCauley for the letter sent in response to criticism of the construction project.

**ANNUAL REPORT:**

**Member Services – Leslie Hartoonian**

Hartoonian briefly went over the staff and responsibilities in Member Services. She also reported on the new reports that are being generated. One example is to determine if the item is long overdue and needs to be paid.

**OMNIBUS AGENDA CONSISTS OF:**

2019 Holidays and Closing Dates

2019 Board Meeting Dates

Minutes of Regular Board Meetings: September 18, 2018

Development and Advocacy Meeting Minutes: August 28, 2018

Personnel Committee Meeting Minutes: September 17, 2018

Treasurer's Report

Operating Warrant, October 16, 2018

**OMNIBUS AGENDA**

**Motion made by Spratford to pass the Omnibus Agenda.**

**Seconded by O'Connor.**

**Approved, all ayes.**

**MOTION PASSED.**

**PUBLIC COMMENTS REGARDING MATTERS NOT ON THE AGENDA:** None.

**TRUSTEE COMMENTS:** None.

**EXECUTIVE SESSION:** None.

**ADJOURNMENT:** Braun adjourned the meeting at 9:38 pm.

Submitted by:

Shelley Alicea  
Administrative Assistant