



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

**November 19, 2019**

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**PRESENT:** Katie Allan, Elizabeth Crewe, Joyce Hagen-McIntosh, Tom Krueger, Angie Larson, Shannon Rischow, Becky Spratford

**ABSENT:** None

**STAFF:** Charity Gallardo, Chuck Johnson, Maria Dike, Sue Wisthuff

**VISITORS:** None

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**Meeting called to order by Hagen-McIntosh at 7:30 pm.**

**MOTION TO APPROVE AGENDA:**

**A motion made by Spratford.**

**Seconded by Larson.**

**Approved, all ayes.**

**MOTION PASSED.**

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

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**Levy Presentation**

Krueger reported that in his and the Committee's assessment, the levy was put together very well. The property tax projections came from the Village Finance Director and the other revenue projections are purposely conservative based on past experience. The Finance Committee recommended the Board move forward with submitting the levy to the Village Board for their December 9 meeting.

Spratford mentioned that there had been a negative article about the Village's levy in one of the local papers. Rischow said that she had also seen it; she found it factual but observed that it did highlight the library.

**MOTION TO APPROVE RESOLUTION NO. R11.19-A-2019:**

**A motion made by Krueger.**

**Seconded by Spratford.**

**Roll Call Vote:**

**Allan- aye.**

**Crewe- aye.**

**Krueger- aye.**  
**Larson- aye.**  
**Rischow- aye.**  
**Spratford- aye.**  
**Hagen- McIntosh- aye.**  
**MOTION PASSED.**

### **Review of Investment and Cash Management Policy**

Krueger reported that the Finance Committee reviewed this policy at their last meeting and found it sound and appropriate. They recommend no changes at this time.

### **MOTION TO APPROVE INVESTMENT AND CASH MANAGEMENT POLICY:**

**A motion made by Spratford to approve Investment and Cash Management Policy.**

**Seconded by Larson.**

**Approved, all ayes.**

**MOTION PASSED.**

### **2019 Holiday Party**

Larson reports that this year's Holiday Party will be held after hours on the evening of 12/13/19 in the lower level of the Library. All staff and trustees and their families are invited. The food will be catered by local restaurant La Buona Vita. Larson is also working on a takeaway treat for all staff so that everyone will be acknowledged even if they are unable to attend the party.

### **Discussion of Strategic Planning Process**

Hagen-McIntosh described the upcoming strategic planning project in 2020. While the board will drive this process, she encouraged that trustees consider the use of a strategic planning consultant to guide the process. Spratford commented that the board has used strategic planning consultants for the last 2 strategic planning periods. Prior to the meeting, Gallardo shared a video of the Salt Lake City Public Library's strategic planning with trustees as an example of one approach.

Hagen-McIntosh stressed that no decisions would be made at this meeting, but invited general feedback from the Board. Crewe mentioned she would like to tap the creativity of the staff in the planning process. Allan emphasized the need for soliciting staff input and making sure it is incorporated in the plan. Spratford observed that in her experience as a library trustee and consultant, she has noticed that the pace of change has increased; it is constantly evaluated and reviewed on a loop. She also remarked that she has observed a change in strategic planning language--goals are more tangible, less lofty and more concrete. She added that it would be ideal to get the final plan to one page, something a staff member could have ready at the desk for reference.

Krueger mentioned that he would like to see the RFP reflect a desire to do things differently than in previous years. It should address library staff and users: What are we doing well? What are we not doing? What could we do better? The Village did a substantial resident survey a few years ago and he wonders whether we can we access this survey data. He emphasized the need to reach out to community groups and work on making the library the center of the community conversation. He added that if the library is already a focal point in the community, any future requests are more likely to be well-received. He added that any objectives need to be measurable.

Larson asked about how to incorporate input from friends and neighbors in the community. Gallardo invited all trustees to pass on any community members' information (with their permission) and she would be glad to follow up with them.

During the last strategic planning process, focus groups were put together with suggestions from the board, staff, La Grange Business Association, and the Village. There was some discussion on the value of trying to reach non-users of the library versus focusing on meeting the needs of those who actually use the library.

For the next steps in this process, Gallardo will look at past processes and meet with staff to review the current plan. She'll discuss what went well and what didn't, with an emphasis on lessons learned. She will invite some consultants to offer quotes and proposals. Rischow inquired whether the search for a consultant would be local and Gallardo said that she will be casting a broad net with a search involving both local and national consultants. Gallardo invited all trustees to share any examples of other processes or potential consultants they might come across.

Spratford warned that the strategic planning process can be intensive for trustees and staff and involves a large time commitment. Krueger remarked that he is impressed by the library's commitment to its current plan and follow through.

## **COMMITTEE REPORTS:**

**Finance and Advocacy:** The most recent meeting centered on reviewing the levy. The committee will meet again after the holidays to discuss transferring any unspent funds into the appropriate account and will consult the library's counsel for guidance.

**Friends of the Library:** There has been no meeting since the last Board meeting. Their next meeting will be held in early December and Krueger will report at the next regular Board meeting.

**RAILS/ILA Liaison:** Spratford complimented Community Engagement Manager McCauley on her successful presentation at the Illinois Library Association conference in October and added that she was pleased to see so many LGPL staff and trustees present as well. She reported that there is a new executive director at RAILS, Monica Harris, who was the well-regarded former director of the Schaumburg Public Library. Krueger added that he enjoyed the Trustee Day programming and all of the detailed reports from the LGPL staff who attended. The other trustees who attended the Trustee Day events echoed his sentiments.

**Policies and Services:** Allan reported that the Committee would be meeting next on 12/10. Gallardo mentioned the policies under review would include the Victims' Economic Security and Safety Act Policy, the Drug and Alcohol Policy, and the Anti-Harassment Policy.

**Village Liaison:** No report.

## **EXECUTIVE DIRECTOR'S REPORT**

Gallardo has been investigating ways to more accurately capture our door count, meaning the number of people who physically enter the building. She is considering various solutions, including the possibility of separate door counters in Children's and Adult Services.

She has also been looking at a new program for statistical display called Open Gov. Among its functions is the ability to import data from the library's ILS, meeting room software, and much more. It would enable better statistical recordkeeping and analysis for staff while making the library's statistics more accessible to the public. The cost is \$2,600 per year with our discount from RAILS. The Board expressed its support for this purchase and Gallardo will move forward.

Digital Services Manager Johnson recently created a new way to display the circulating equipment collection. There is a display stand in the lobby with boxes for each piece of equipment so patrons can easily see what is available and what is checked out. At the time of the meeting, nearly every piece of equipment was checked out. The Library recently received a generous donation from the widow of a regular library patron designated for items on the Library's wish list. The funds will be used to purchase more circulating equipment and staff already have ideas for potential purchases, including a Nintendo Switch, a CD/DVD player, umbrellas, and sewing machines.

Both the IT/Operations Manager and the Teen Librarian positions have been filled and those new staff members will start in the next several weeks.

**MOTION TO APPROVE OMNIBUS AGENDA:**

Krueger motioned to pass the Omnibus Agenda including the Minutes of the Regular Board Meeting of October 15, 2019, the Policies and Services Committee Meeting Minutes of October 8, 2019, the Treasurer's Report, and the Operating Warrant, November 19, 2019.

Seconded by Larson.

**ROLL CALL VOTE**

Allan: aye.

Crewe: aye.

Krueger: aye.

Larson: aye.

Rischow: aye.

Spratford: aye.

Hagen-McIntosh: aye.

**MOTION PASSED**

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

**TRUSTEE COMMENTS:** None.

**ADJOURNMENT:** Braun adjourned the meeting at 8:35pm.

Submitted by:

Katie Allan, Secretary