



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

December 18, 2018

PRESENT: Laurie Braun, Joyce Hagen-McIntosh, Tom Krueger, Angie Larson, Bridgette O'Connor, Becky Spratford

ABSENT: John Reardon

STAFF: Rebecca Bartlett, Rachael Dabkey, Shelley Alicea, Charity Gallardo, Leslie Hartoonian, Chuck Johnson, Arcadia McCauley

VISITORS: Katie Allan

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

MOTION TO APPROVE AGENDA:

Motion made by Spratford.

Seconded by Hagen-McIntosh.

Approved, all ayes.

MOTION PASSED.

PUBLIC COMMENTS ON THE AGENDA: None.

UNFINISHED BUSINESS:

Construction update

The closure overall went smoothly; nearly 400 patrons participated in holds pick up. Construction remaining is mostly café space and other odds and ends. Additional furniture is arriving in early January with service desks coming the 2nd or 3rd week of the month.

State Library Per Capita Grant

Gallardo reported that all requirements for the Per Capita Grant application have been met.

Motion made by Krueger to approve the State Library Per Capita Grant application.

Seconded by Spratford.

Approved, all ayes.

MOTION PASSED.

Letter to Village Regarding Pedestrian Safety

Larson emailed Chief Bluder about the signs. Larson suggested an email every month, just to mention that we appreciate that they are pulling people over. The walk button must be pushed 20 seconds in advance of the change of light. The police will make sure the buttons are functional. Larson suggested that we keep talking to police and try to hold a follow-up meeting in January or February.

NEW BUSINESS:

Annual Service Awards: January 15, 2019 at 7:00pm

Braun mentioned the Staff Service Awards are coming up in January prior to the Board meeting, and trustees are responsible for bringing refreshments.

ILA Annual Legislative Meet-ups

Friday, Feb 1, 2019 in Tinley Park and March 1st, 2019 in Oak Park. Hagen-McIntosh will attend February 1 and Spratford will attend March 1. Gallardo will register everyone attending.

Change Signers on Bank Account

The Library should get Krueger and Alicea added to financial accounts, in anticipation of Krueger assuming the Treasurer's role in 2019.

Motion made by O'Connor.

Seconded by Spratford.

ROLL CALL VOTE:

Hagen-McIntosh: aye

Krueger: aye

Larson: aye

O'Connor: aye

Reardon: aye

Spratford: aye

Braun: aye

All ayes.

MOTION PASSED.

Policy Review

Hagen-McIntosh reported that the Policy Committee met twice to discuss seven policies. The committee will be meeting again to update policies and then bring them to the board members in a batch.

A parental leave policy was created. There was discussion about parental leave, how it is a growing trend in the United States and an important benefit to offer.

Hagen-McIntosh moved to accept the policies with revisions; policies listed in the agenda.

Krueger seconded.

Approved, all ayes.

MOTION PASSED.

COMMITTEE REPORTS:

Building and Grounds: No report.

Development & Advocacy: Larson reported no updates since last meeting. A January meeting is needed to follow up on fundraising efforts.

Finance: No report.

FOL Liaison: Krueger reported the Friends of the Library met Nov 29th, but Krueger wasn't able to attend. The minutes reported some responses to membership applications. The Friends will have a table at the Open House on February 9, and are planning an event for members in April. FOL sale materials are increasing in price. Next meeting to occur in January or February.

Rails ILA Liaison: Hagen-McIntosh reported that RAILS is hiring.

Personnel: Next meeting date will be set after tonight's Board meeting.

Planning: No report.

Policy: Some policies that will be reviewed soon are lactation, IT systems, open door communications, improper deductions, respectful workplace, and sick leave.

Village Liaison: The Levy passed with no questions and a unanimous vote.

Executive Director's Report

Gallardo complimented staff on their hard work and the amazing amount accomplished in the time the Library was closed. There were department meetings, strategic meetings, trainings, a selectors' meeting, and more. Staff also began watching the Homeless Library Academy training. Staff accomplished all the cleaning, shifting, reshelving in the Children's Department before the reopening. The staff holiday party was a success; special thanks to the staff Social Committee.

We received two bids for cleaning request for proposal. Both bids for cleaning services were higher than our current costs, but included the companies providing cleaning supplies, which the Library currently does. Staff are investigating additional quotes from the bidders for other services such as window washing and rug cleaning, which may be more affordable than our current vendors for those services. Staff will prepare a comparison and recommendation for a future Board meeting.

An Open House event to showcase Library services will be held February 9, 2-4pm, with a Ribbon Cutting Reception to follow after hours from 5-7pm to celebrate the completion of the renovation.

Krueger asked about the status on the previous discussion about the lights. Alicea has been working to schedule a lighting technician to come out, review the current configuration, and provide training to staff. HVAC training from Johnson Controls was helpful and some upgrades of the HVAC computer system are needed. Gallardo, Alicea and McCauley received extensive phone training from MidCo as well.

OMNIBUS MOTION:

A motion was made by Krueger to approve the Omnibus agenda, consisting of Board Meeting Minutes from November 20, 2018; Policy Committee Meeting Minutes from November 20, 2018 and December 11, 2018, Treasurer's Report and Operating Warrant for December 18, 2018. O'Connor seconded.

ROLL CALL VOTE:

Hagen-McIntosh- aye.

Krueger- aye.

Larson- aye.

O'Connor- aye.

Spratford- aye.

Braun- aye.

MOTION PASSED.

PUBLIC COMMENTS REGARDING MATTERS NOT ON THE AGENDA: None.

TRUSTEE COMMENTS: Braun reminded the outgoing Board members to attend the May meeting. We will be welcoming three new people to the Board. Krueger also commented that staff accomplished a lot when closed, and appreciates the flexibility and hard work of staff during the lengthy construction project.

EXECUTIVE SESSION: None.

ADJOURNMENT: Braun adjourned the meeting at 8:30pm.

Submitted by:

Shelley Alicea

Administrative Assistant