



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

**February 20, 2018**

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**PRESENT:** Laurie Braun, Tom Krueger, Angie Larson, Bridgette O'Connor (arrived 7:40 pm),  
Becky Spratford, John Reardon

**ABSENT:** Joyce Hagen-McIntosh

**STAFF:** Rebecca Bartlett, Stephen Bero, Rachael Dabkey, Debra Darwine, Madeline  
Deneen, Leslie Hartoonian, Chuck Johnson, Arcadia McCauley

**VISITORS:** Dan Eallonardo (Independent Construction Services), Craig Meadows (StudioGC)

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Meeting called to order by Laurie Braun at 7:31 pm.

**MOTION:** Becky asked to pull out the Personnel Committee Meeting Minutes from January 23, 2018, from the Omnibus agenda to make a correction. Seconded by Laurie.

**MOTION:** Laurie Braun asked for approval of the board agenda as amended. Motion made by Becky, seconded by John, ayes: all, opposed: none.

**MOTION PASSED.**

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

**UNFINISHED BUSINESS:**

**Update on construction project: design, budget and phasing. Authorization to Advertise for Bids**

Craig Meadows and Dan Eallonardo presented an update on the renovation project, informing the Board that they are nearing completion of their documentation phase of work. Phase One focuses on the exterior, the removal of the exterior wall on the second floor and installing beams while building another wall. Craig projects the library will stay open during Phase Two and the predominance of the Children's Services area will be able to be utilized. During Phase Three, the Children's Services area will have to remain mostly closed; however, summer reading will already be completed by that point. Dan warned the Board that the schedule might be pushed back a bit with Independent Construction Services and the library attorneys both needing a couple days to review the bid documents. Tom asked if March 1<sup>st</sup> is still the date for the Village to review the permits and Craig responded that many villages and municipalities will not review the permits until there is a contractor on board for the project and under contract. Dan responded that the Village will review everything, but they will not issue the building permit until there is a contracted contractor.

**MOTION:** Bridgette asked to move the Authorization to Advertise for Bids action item to the Special Board meeting scheduled for March 6<sup>th</sup>. Seconded by Becky. Ayes: all, Opposed: none.

**MOTION PASSED.**

## **NEW BUSINESS:**

### **Adoption of revisions to existing policies**

Tom presented the proposed revisions from the Policy Committee concerning the Anti-Harassment and Anti-Discrimination sections of the Personnel Policy. Tom referenced a new state law that requires any public entity to have specific provisions in their policy respecting sexual harassment. The proposed revisions borrow the statutory language and specifically points to whistleblower protections under the act. Tom then explained the proposed revisions to the Fundraising and Donation Policy were aimed to expand the policy to address naming opportunities, since the Board has been discussing using naming rights to solicit donations for the renovation project.

**MOTION:** Becky moved to adopt the revisions to existing policies proposed by the Policy Committee as discussed verbally, Bridgette seconded. Ayes: all, Opposed: none.

**MOTION PASSED.**

### **Review of existing policies**

The Board discussed the necessity of the time limit specified in the Reference Services Policy and came to agreement that it is not necessary. The Board agreed that the Policy Committee needs to review the Programs Policy.

**MOTION:** The motion was made by Becky to accept the revisions proposed to the Reference Services Policy and Partnership/Sponsorship Policy with the addition of striking the time limit from the Reference Services Policy, as recommended. Seconded by Angie. Ayes: all, Opposed: none.

**MOTION PASSED**

**MOTION:** The motion was made by Beck to refer the Programs Policy to the Policy Committee for further review. Seconded by Tom. Ayes: all, Opposed: none.

**MOTION PASSED**

## **Annual Report on Community Engagement**

Community Engagement Coordinator Arcadia McCauley reported on program success in the past year. Arcadia shared that new community partnerships that have been formed this year include Interfaith Community Partners, who are in charge of the homebound library delivery service that started in January, 2018. The library also partnered up with the League of Women Voters and had a very successful program in January, 2018 as well. In addition, Arcadia has coordinated the first and second floor display cases with the La Grange Area Historical Society.

In continuing community partnerships, Arcadia shared that the Community Diversity Group had a very well attended screening of "I Am Not Your Negro." The library has also continued working closely with the La Grange Business Association, including hosting a winter wellness panel, participating in the La Grange Crafts Fair, the Farmers Market, "Skeletober," etc. The La Grange Art League has also hosted a few exhibits in the library this past year. In January, the library offered a "food and supplies for fines" deal, which directly benefited the community partner BEDS Plus of La Grange.

As for social media, the library Facebook, Twitter, and Instagram accounts have performed very well. The Board thanked Arcadia for her hard work and report.

## **COMMITTEE REPORTS**

- Building and Grounds – No Report
- Development and Advocacy – Angie reported that Rachael received a sketch from the artist

for the mural to be displayed in the Children's Services area after the renovation.

- Finance – Bridgette reported that a meeting needs to be scheduled.
- FOL liaison – Tom reported that the Friends met on February 17<sup>th</sup>, and they are focused on membership recruitment. They are working with Arcadia on trying to come up with a mailer. The Friends are very pleased that the Board has decided to apply the Caroline Coryell memorial donation to new shelving for the FOL space. FOL is also planning on providing a gift to the library staff for Library Workers Day in April. Their next meeting is April 25<sup>th</sup>.
- RAILS Liaison – Becky and Laurie reported that they attended the ILA Legislative Breakfast.
- Personnel – No Report
- Planning – No Report
- Policy – No Report
- Village Liaison – No Report

**LIBRARY DIRECTOR'S REPORT:**

Stephen reported that the names for the departments and many job titles changed as well. The Board thanked Stephen for his report.

**MOTION:** Becky made a motion to change the Personnel Committee Meeting Minutes from January 23, 2018, to say that Laurie Braun called the meeting to order. Seconded by Angie. Ayes: all, Opposed: none.

**MOTION PASSED.**

**OMNIBUS MOTION:** Bridgette made a motion to approve the Omnibus Agenda as amended, consisting of Communications, Special Board Meeting Minutes from January 16, 2018; Policy Committee Meeting Minutes from January 30, 2018; Treasurer's Report, and Operating Warrant for February 20, 2018. Tom seconded. Roll call vote: Braun – aye; Krueger – aye; Larson – aye; O'Connor – aye; Reardon – aye; Spratford – aye.

**MOTION PASSED.**

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

**TRUSTEE COMMENTS:** None.

**ADJOURNMENT:** Laurie Braun adjourned the meeting at 9:39 pm.

Respectfully submitted,

Madeline Deneen  
Bookkeeper