



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

April 17, 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, Stephen Bero, Rachael Dabkey, Debra Darwine, Madeline Deneen, 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 7:30 pm.

MOTION: Bridgette asked to pull out the Treasurer's Report from the Omnibus agenda. Seconded by Becky.

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

MOTION PASSED.

PUBLIC COMMENTS ON THE AGENDA: None.

NEW BUSINESS:

First Floor Remodel: Award of Contract to Lowest Bidder General Contractor

Craig Meadows presented the updated budget for the first floor renovation project, which is now approximately \$40,000 lower than the last budget presented. Craig and the Board discussed the general contractor bids received for the project and Craig assured the Board that Landmark Construction Systems, the lowest bidder, has a good reputation and their previous clients are happy with their work.

MOTION: The motion was made by Becky to accept the Landmark Construction Systems' bid in the amount not to exceed \$871,144.00 and allow negotiations to continue as long as it is within the scope of what's been discussed tonight, authorizing the Interim Executive Director or the Board President to sign the final documents. Seconded by Bridgette. Roll call vote: Braun – aye; Hagen-McIntosh – aye; Krueger – aye; Larson – aye; O'Connor – aye; Reardon – aye; Spratford – aye.

MOTION PASSED

Approval of Personal Leave for Megan Utne

Stephen Bero recommended that the Board grant the part-time employee, Megan Utne, unpaid leave in the maximum amount allowed in the Personnel Policy for three months to commence today, April 17, 2018.

MOTION: The motion was made by Becky to grant Megan Utne unpaid leave for three months,

starting April 17, 2018. Seconded by Angie. Ayes: all, Opposed: none.

MOTION PASSED

Extension of Independent Contractor Agreement with Stephen Bero

The Board discussed extending the Interim Executive Director contract for Stephen Bero with no specific date in mind, since the Executive Director position has yet to be filled. Stephen recommended extending his contract to overlap with the first two days of employment for the new Executive Director.

MOTION: The motion was made by Tom to extend the independent contractor agreement with Stephen Bero continuing to authorize Stephen to work up to 32 hours per week, until the earlier of July 17th or a period of up to two days after the start date of our new Executive Director. Seconded by Bridgette. Roll call vote: Braun – aye; Hagen-McIntosh – aye; Krueger – aye; Larson – aye; O’Connor – aye; Reardon – aye; Spratford – aye

MOTION PASSED

Board Calendar FY 2018-19

Stephen Bero presented the Board Calendar for FY 2018-19. The Board moved certain tasks to different dates, then agreed on the amended Board Calendar for FY 2018-19.

UNFINISHED BUSINESS:

Operating Budget FY 2018-19

Stephen Bero recommended that the Board start adopting formal resolutions to transfer money for the sake of documentation. Stephen then highlighted the confusing expected surplus at the end of FY 2017-18, the Board discussed possible explanations and Stephen agreed to investigate the matter further with the accountants and the Village concerning the prepaid property taxes. The Board approved raises for staff, as incorporated in the FY 2018-19 budget that were based on the salary benchmark analysis project conducted by the Management Association, staff in attendance thanked the Board.

MOTION: The motion was made by Becky to accept the Operating Budget for FY 2018-19. Seconded by John. Roll call vote: Braun – aye; Hagen-McIntosh – aye; Krueger – aye; Larson – aye; O’Connor – aye; Reardon – aye; Spratford – aye.

MOTION PASSED

Auditor Engagement

Stephen recommended that the Board engage a different auditor for the upcoming FY 2017-18 audit. Joyce noted that corporations typically switch auditors every five years and another auditor should be engaged, but considering the Board is currently already busy with the process of searching and hiring a new Executive Director amidst overseeing the renovation project, Joyce recommended that the Board revisit engaging a new auditor for next year and remain with Sikich this year. Stephen advised the Board to retain the authority to engage the auditor. Bridgette agreed with Joyce and added that the Board should look into engaging another auditor with sufficient time in advance to an upcoming audit; however, not for the FY 2017-18 audit, since fieldwork should have already started. Becky stressed that if the Board decides to engage another auditor next year instead of this year, it would be to maximize attention paid to other tasks at hand, not for the sake of timing.

MOTION: The motion was made by Becky to accept Sikich’s engagement letter with the changes that have been proposed by our attorney, for which they have already verbally accepted. Seconded by Bridgette. Roll call vote: Braun – no; Hagen-McIntosh – aye; Krueger – aye; Larson – aye; O’Connor – aye; Reardon – aye; Spratford – aye.

MOTION PASSED

MOTION: The motion was made by Becky to authorize Stephen Bero to engage Sikich for the FY 2017-18 audit on behalf of the Board. Seconded by Joyce. Ayes: all, Opposed: none.

MOTION PASSED

COMMITTEE REPORTS

- Building and Grounds – No Report
- Development and Advocacy – Becky proposed paying the muralist deposit out of the Tyler Duelm fund and paying the remaining balance out of the contingency line from the renovation budget.
- Finance – No Report
- FOL liaison – Tom reported that the Friends are meeting on April 25th and noted that the Friends are sponsoring the bench for the La Grange summer art project.
- RAILS Liaison – No Report
- Personnel – No Report
- Planning – No Report
- Policy – No Report
- Nominating – Bridgette reported that she and Angie met and they both recommend that the Board maintain the current slate of officers. Bridgette then announced that she will not be running for reelection and recommended that Tom be the next Treasurer and shadow Bridgette throughout the last year of her term.
- Village Liaison – Joyce reported that she was invited to speak on the Citizens Council panel regarding the elections process with the Citizens Council and Joyce pitched the library renovation plans as well.

LIBRARY DIRECTOR'S REPORT:

Stephen Bero reminded the Board that they are welcome to and encouraged to march with staff on behalf of the library at the Pet Parade on Saturday, June 2nd.

OMNIBUS MOTION: Becky made a motion to approve the Omnibus Agenda as amended, consisting of Communications, Board Meeting Minutes from March 20, 2018; Resolution No. 04.17-A-2018 authorizing the disposal of certain library property; Operating Warrant for April 17, 2018. Joyce seconded. Roll call vote: Braun – aye; Hagen-McIntosh – aye; Krueger – aye; Larson – aye; O'Connor – aye; Reardon – aye; Spratford – aye.

MOTION PASSED.

Treasurer's Report

Bridgette asked to label the construction budget vs. actual report in the Board packet as such, so that it is not confused with the operating budget vs. actual report. Bridgette then drew attention to the excessive amount of funds in the PMA operating savings account and asked for it to be reinvested. Madeline and Stephen noted that they have an upcoming meeting with one of the representatives at PMA and that they will re-implement the PMA cash flow plan.

MOTION: Bridgette made a motion to approve the Treasurer's Report as discussed. Seconded by Joyce. Ayes: all, Opposed: none.

PUBLIC COMMENTS REGARDING MATTERS NOT ON THE AGENDA: None

TRUSTEE COMMENTS: None

ADJOURNMENT: Laurie Braun adjourned the meeting at 10:18 pm.

Respectfully submitted,

Madeline Deneen
Bookkeeper

Joyce Hagen-McIntosh
Board Secretary