



**Minutes of the La Grange Public Library Board of Trustees
Board Meeting, Tuesday, June 19, 2018**

Donna Raymond Board Room, LaGrange Public Library

PRESENT: Laurie Braun, Joyce Hagen-McIntosh, Tom Krueger, Angie Larson, Bridgette O'Connor (joined at 7:45), John Reardon, Becky Spratford

ABSENT: None

STAFF: Stephen Bero, Rebecca Bartlett, Rachael Dabkey, Leslie Hartoonian, Chuck Johnson, Arcadia McCauley, Debbie Darwine

VISITORS: Charity Gallardo, Dan Eallonardo, Craig Meadows, Isela Catania, Rebecca Murray

Call to order 7:32 p.m.

Approval of agenda: Spratford moved to approve the agenda, Larson seconded, Ayes all, Nays none.

PUBLIC COMMENTS ON THE AGENDA: None.

Laurie Braun welcomed Charity Gallardo.

UNFINISHED BUSINESS

Construction update:

Dan Eallonardo – provided status updates.

Craig Meadows – provided status updates.

Isela Catania and Rebecca Murray: Board discussed lighter and darker floor options for the lobby area. Staff and Trustees all preferred the lighter flooring with a darker (on the bottom) desk and lighter colored desk top for the lobby.

Board discussed stair treads. We will be using a rubber stair tread and we looked at options. Now that we've chosen materials and colors in some areas Craig and Isela will return with additional color options.

Children's library and furniture: Discussed children's service desk. Semi-custom desk that brings cost down and follows the design of the circulation desk. Has a height adjustable option. Discussed children's library furniture. Per Craig, we are currently on budget. The contractor is anxious for our finish options, so Craig will go back and provide our consensus. Laurie raised the concern / question that furniture should be moveable. It is confirmed that it is. Dan reminded us that costs are rising due to steel tariffs and Stephen raised the question of how we determine whether we dip into our backup budget. Isela said we're already getting numbers from LFI (we're part of a procurement consortium) – she will have pricing soon – she will present the number to us and we would then decide if we dip into funding. Dan noted that we'll discuss contingencies each month. The timeframe for furniture pricing should be end of next week or beginning of following. Seating 8-10 wks. Shelving 12 wks. Holding 75k for landmark issues solely for construction at this point and not moving it to furniture or other line items. We have additional funds set aside which we can discuss using if necessary.

Spratford: Made a motion that we accept the finishes for the children's dept and option 1 (the lighter palette) for the lobby finishes, O'Connor Seconded.

Roll call:

O'Connor aye

Krueger aye

Spratford aye

Larson aye

Braun aye

Reardon aye

Hagen-McIntosh aye

Stephen: Budget: He would like to see a motion to approve the overall building budget after budget questions have been sorted out. Craig will get back to Stephen with clarification. We will vote on an official budget on July 17. By then we will also have furniture numbers.

Stephen would like to be authorized to approve construction change orders. Dan explained that we don't need that. The board Will see all change orders. Stephen is already approved to make changes.

NEW BUSINESS:

Appointment of executive director: Spratford moved that That the board appoint Charity Gallardo as executive director at a compensation of \$100,000.00 annual salary with all the benefits attending to the position according to Personnel Policy and with a start date of August 8, 2018. That the board further give Charity Gallardo an allowance of up to \$3,000 for reimbursable expenses associated with her relocation to the library's immediate area. (Roll-call vote required.)

Seconded: Hagen-McIntosh.

Roll call:

O'Connor aye

Krueger aye

Spratford aye

Larson aye

Braun aye

Reardon aye

Hagen-McIntosh aye

Facility naming rights: Larson reported that they are waiting a month to meet re. naming rights strategies and approaches and they will do a pitch in the fall. They will also discuss having a naming rights policy.

IPLA report: Bero: trends in a number of service areas are dropping. Increases in technology. Stephen feels it reflects the "new normal" in public libraries. Programming is now the second most popular activity in libraries. Card holders: Leslie noted the annual purge of cardmembers. The new number is more accurate for the number of cardholders as Leslie said it hadn't been noted in the past.

O'Connor moved that we authorize the Executive Director to electronically file the IPLAR with the electronic signatures of the appropriate officers. Spratford second.

Roll call:

O'Connor aye

Krueger aye

Spratford aye

Larson aye

Braun aye

Reardon aye

Hagen-McIntosh aye

Preliminary levy request: Spratford moved that the board approve its preliminary levy request for tax year 2018 to the Village of La Grange as presented. Larson seconded

Discussion: will discuss w/ Lou at Village

Roll call:

O'Connor aye

Krueger aye

Spratford aye

Larson aye

Braun aye

Reardon aye

Hagen-McIntosh aye

Prevailing wage standards: Braun:

O'Connor moved that support prevailing wage standards. Reardon seconded:

Roll call:

O'Connor aye

Krueger aye

Spratford aye

Larson aye

Braun aye

Reardon aye

Hagen-McIntosh aye

Policies: Joyce

Hagen-McIntosh moved we accept the revisions to the Confidentiality of Library Records Policy, the Exhibits Policy, and the Photo-Video Release Policy as presented. O'Connor seconded. Discussion – Tom outlined changes.

All in favor aye.

No nays

Bridgette had comments on the personnel Respectful Workplace policy. She is concerned about how specific the protocol is and wants the escalation to be less specific. Becky noted that we are committed to this policy and we can use it as a guide now that it's on the record. The Respectful Workplace policy will go through further review in committee and be brought back to the board for discussion. Hagen-McIntosh thanked Stephen Bero for his work on it.

COMMITTEE REPORTS: (only ones with a report are noted)

Finance: Bridgette requested that Trustees respond to the Sikich survey ASAP as our feedback is taken seriously.

Friends of the library meeting: Tom: next meeting will be July 24. They are selling books at the farmers market. Arcadia noted that the friends have a treasurer again.

RAILS no report: Becky reminded us that ILA registration is coming up. Trustee date at ILA is Thursday Oct. 11

Omnibus agenda – Spratford moved to approve the omnibus agenda with minutes that haven't been approved yet removed from it. Krueger seconded.

The Board of Trustees moved into executive session at 9:31 p.m.

Spratford voted to close executive session. Larson seconded.

The board reconvened in open session at 9:47

PUBLIC COMMENTS REGARDING MATTERS NOT ON THE AGENDA:

TRUSTEE COMMENTS: None.

ADJOURNMENT: Laurie Braun adjourned the meeting at 9:48p.m.

Respectfully submitted,

Joyce Hagen-McIntosh
Board Secretary