



REGULAR MEETING MINUTES

A meeting of the Board of Library Trustees of the La Grange Park Public Library District was held May 28, 2019 at 7:00 pm, in the library, 555 N. La Grange Road, La Grange Park, IL 60526.

1. The meeting was called to order at 7:00 pm by President Whitman. Introductions of board members and welcome to new board members.
2. Oath of Office administered to newly elected Trustees: Allison Demes-O'Brien and Michael Donaldson.
3. Upon roll call the following were present: Trustees Whitman, Gies, Snow, Swainson, Demes-O'Brien, and Donaldson. Also present were Executive Director Kate Buckson, and Meeting Stenographer Gabriela Magats.
4. Pledge of Allegiance
5. Introduction of visitor(s): Jacob Demes, Michelle O'Brien, and James O'Brien.
6. Public comment: None
7. Staff reports: Kate discussed the statistics graphic that shows an increase in circulation and program attendance from 2018.
8. Trustee reports: None
9. Treasurer's Report: None
10. Consent Agenda (Roll call vote) Trustee Snow motioned to approve consent agenda, seconded by Gies. Motion was approved by roll call vote: 6 ayes, 0 nays, 0 abstain, 0 absent.
 - a. Minutes of previous meeting(s)
 - b. Invoices to be paid in the amount of \$49,763.53
Checks from Wintrust Bank numbered 34861 - 34928
11. Appointment of Officers for May 2019 –April 2021. Offices to be voted on are President, Vice-President, Treasurer, and Secretary. Whitman nominated Gies for Vice President, Gies nominated Whitman for President, Snow nominated Swainson for Treasurer. Swainson nominated Snow for Secretary. All in favor.
12. Unfinished business:
 - a. Discussion of draft budget for FY 2019/2020. Buckson discussed the draft budget for FY 19-20. The General fund is the only non-restricted fund where the money can be spent however board chooses. Levied funds like IMRF and Social Security are restricted to only those items. We are allowed to raise taxes in line with inflation but have a 4.9% tax cap or CPI, whichever is less. Our tax collection can be adversely affected by tax appeals or refunds. Our IMRF percentage went up significantly for 2019 (they are on a calendar year which makes it difficult for budgeting purposes). We will need to transfer from our Corporate fund to make up the difference. We will have an estimated surplus of \$106,000 at the end of this fiscal year to transfer to our Special Reserve Fund. Our Grant line has increased due to a \$50,000 LaShawn Ford grant we just received. It will be deferred to next year because we won't be able to spend it before end of this fiscal year and will be used to upgrade the Music Room. We will survey the community members who use the Music room to find out how it will be furnished. Expenses-Salaries will increase overall 1%. Our Collection budget has increased by 10% (hasn't been increased the last 3 years). Physical Facilities: went up only because of \$50,000 grant. Operational expenses increased because of a SWAN membership fee increase. Insurance also went up a bit. Decrease in legal notice expenses because not as much is required to be published in the paper. Misc. stayed the same.



- b. Discussion of fundraising initiatives: Fundraising committee has asked to install a donor wall to recognize donors in lobby where directory currently is. We will go back several years to honor large donors. Wall is moveable and expandable. Also, Buckson has been working on a Partnership with Westchester Food Pantry. The Eagle Scout Tim Sands' jazz band fundraiser created funds to go towards hygiene kits. Options for remaining funds: Micro-pantry like a little free library but a food pantry. With remaining \$750, Westchester suggested a small refrigerator and microwave. Westchester food pantry would stock the pantries. It would be done with donations already received and maintained by community organizations. Kate would like feedback and will come back to the board before any decisions are made.
13. New Business:
 - a. Approval of insurance proposal from Kamm Insurance Group in the amount of \$13,451. Donaldson motioned, Gies Seconded. Motion was approved by Roll call vote. 6 Ayes, 0 Nays, 0 Absent.
 - b. Approval of Resolution 2019-1R: Resolution to Authorize Participation in the Northern Illinois Municipal Electric Collaborative. Swainson Motioned, Snow Seconded. All in favor.
14. Communications (includes emails to the board): None
15. Gies motioned to adjourn regular session, Snow seconded. Meeting was adjourned to closed session at 8:16pm: Personnel, Appointment/Removal for a Public Office 5 ILCS 120/2(c)(3) to discuss trustee candidates
16. Regular session was resumed at 8:30pm.
17. Adjournment: Snow motioned, Gies seconded. Meeting adjourned at 8:31 pm