



## MEETING MINUTES

Meeting of the Board of Library Trustees of the La Grange Park Public Library District, August 21, 2019 at 7:00pm, in the library, 555 N. La Grange Road, La Grange Park, IL 60526.

1. Meeting called to order by Vice-president Gies at 7:01pm
2. Upon roll call the following were present: Trustees Gies, Swainson, Snow, Demes-O'Brien, Clement, Donaldson. Also present were Executive Director Kate Buckson and Meeting Stenographer Gabriela Magats. Absent President Whitman.
3. Pledge of Allegiance
4. Introduction of visitor(s): Calene (Kelly) Zabinski from Zabinski Consulting Services, Inc.
5. Public comment: None
6. Staff report:
  1. Officer Dempsey of La Grange Park Police Department would like to invite all board members to participate in the La Grange Park Citizen's Police Academy. Contact Buckson for details.
  2. We received a \$25,000 grant for services and resources that must be spent by the end of our fiscal year. Suggestions for possible use are being discussed.
7. Trustee reports: None
8. Consent Agenda (Roll call vote). Snow motioned to approve, seconded by Donaldson: 6 ayes, 0 nays, 0 abstain, 1 absent. Motion passed.
  - a. Minutes of previous meeting(s)
  - b. Invoices to be paid in the amount of \$ 46,720.93  
Checks from Wintrust Bank numbered 35002 – 35044
9. Presentation by Kelly Zabinski, Library Finance for Trustees:
  - 1) **Responsibility of board members:**
    - Create policy - How much can be spent by whom and policies followed by staff.
    - Understand the law.
  - 2) **How do government finances work?** The Library has 4 Funds: Library, Social Security, IMRF, Special Reserve. Illinois is one year behind on property taxes. What we collect in 2019 is from 2018. 2018 levy funds the 2020 budget. The Library defers revenue and maintains a fund balance equal to 3-6 months of operating expenses. If over 6 months available, excess can be transferred to special reserve account. The Director must assess on June 30<sup>th</sup> every year.
  - 3) **Banking-Return, Relationships, Accessibility.** Collateralization is an insurance policy on bank accounts. Part of the Board's responsibility is understanding how to best protect the Library's money. State statute dictates what you can invest in (no equity investments). The Library has an Investment Policy that must be followed.
10. Unfinished business: None
11. New Business:
  - a. Review Volunteer Policy-Library policies are reviewed every 3 years. No recommended changes but note: criminal background check may be requested for adults and would include Friends volunteers.
  - b. Review of Ethics Statement.
  - c. Motion to approve Ordinance 2019-04 Amending the Trustee Ethics Ordinance. Swainson motioned, seconded by Snow (Roll call vote): 6 ayes, 0 nays, 0 abstain, 1 absent. Motion passed.



- d. Motion to approve certified list of officers for fiscal year 2019/20. All in favor. Motion passed.
- e. Motion to approve Illinois Public Library Annual Report (IPLAR) for FY 2018/2019. Motion by Donaldson, seconded by Swainson (Roll call vote): 6 ayes, 0 nos, 0 abstain, 1 absent. Motion passed.
- f. Motion to approve proposal for LED retrofit in an amount not to exceed \$20,000. Snow motioned, seconded by Donaldson (Roll call vote): 6 ayes, 0 nos, 0 abstain, 1 absent. Motion passed.
- g. Motion to approve proposal from OPTO for Library furniture in the amount of \$11,370. Snow motioned, seconded by Clement (Roll call vote) 6 ayes, 0 nos, 0 abstain, 1 absent. Motion passed.
- 12. Communications (includes emails to the board): None
- 13. Executive session: None
- 14. Final action on executive session: None
- 15. Adjournment: Snow motioned, seconded by Clement. Meeting was adjourned at 8:36pm.