



COMMITTEE OF THE WHOLE MEETING MINUTES

A Committee of the Whole Meeting of the Board of Library Trustees of the La Grange Park Public Library District, will be held on September 4, 2019 at 7:00pm, in the library, 555 N. La Grange Road, La Grange Park, IL 60526.

1. President Whitman called the meeting to order at 7:00 pm
2. Upon roll call the following were present: Trustees Whitman, Gies, Snow, Demes-O'Brien, Clement. Also present were Executive Director Buckson and Meeting Stenographer Magats. Absent: Swainson, Donaldson
3. Introduction of visitor(s): None
4. Public comment: None
5. Approve minutes of the previous meeting(s): Trustee Snow motioned to approve minutes of the last meeting, seconded by Gies. All in favor.
6. Unfinished Business:
 - a) Review of final Budget & Appropriations Ordinance: Document that authorizes us to spend the budget.
 - b) Update on in-progress capital projects – Many projects in progress for this fiscal year.
 1. LED retrofit and Music room remodel are in progress.
 2. Per Capita grant is earmarked for the Library signage on La Grange Road.
 3. 25K grant - a portion could be used for capital projects such as water fountain replacement.
 4. 50K grant - earmarked for technology upgrades like Public Printing on 2nd floor, A desktop to accommodate vision impaired patrons, and a iMac station.
7. New Business:
 - a) Discussion of Library Gifts Policy
 1. Changes made to include donor wall. Demes-O'Brien suggested matching colors and size to levels of donating.
 2. Snow suggested making policy more general to allow more room for changes to the donor recognition program. Buckson discussed adding information when larger donations are given regarding what will be done and how long kept.
 - b) Discussion of Purchasing Policy
 1. Changes were made to the law regarding contracts in excess of \$25,000.
 2. Suggestion to bring list of authorized credit card users before the board each year.
 - c) Discussion of adopting Makerspace Policy
 1. New policy for equipment that we currently have that is used in programming. Suggestion for waiver for patrons to sign. Due to liability patrons must be supervised by library employee.
 - d) Discussion of Illinois Per Capita Grant requirements for 2020.
 1. Per capital due every year in September; Board requirement to review Chapter 11 must be fulfilled prior to submission.
 - e) Review of Trustee Facts File, Chapters 11 – appendices
 1. Education requirement has been fulfilled by training from Zabinski Consulting and Snow presentation.
 2. Buckson also suggested 2 hour archived presentation by Baird on borrowing.
 3. Buckson will add Baird attachment to September board packet re: current low interest rates.
8. Adjournment: Gies motioned to adjourn, seconded by Snow. All in favor. Meeting adjourned at 8:15pm