



REGULAR MEETING MINUTES

Meeting of the Board of Library Trustees of the La Grange Park Public Library District was held November 20, 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. At roll call the following were present: Trustees Whitman, Snow, Demes-O'Brien, Clement, Donaldson, and Swainson. Also present were Executive Director Kate Buckson and Meeting Stenographer Gabriela Magats. Absent: Gies.
3. Pledge of Allegiance
4. Introduction of visitor(s) –Brad Porter from Lauterbach & Amen presented our audit to the Board. Porter stated there were no disagreements with management. We received an unmodified opinion, free from material misstatements with sound internal controls. Porter stated our net operating income is \$322,699 in the general fund, and \$37,699 will be remaining after the transfer. We did not receive a management letter, and there was nothing of note or any recommendations or issues with our accounting compliance.
5. Public comment: None
6. Staff report: Buckson stated we hope to have a reception for our retiring staff member, Daina, when she is up for it. Gabe will be filling two positions in adult reference. The Maintenance position has been filled. The Bingo fundraiser went well. The January 21st COW meeting will take place at 7:00 PM with Board and staff. We will be discussing staffing and the handbook. Trustee Clement has a conflict for regular meetings January – April of 2020 and requested we consider having COW meetings on a day other than Wednesdays.
7. Trustee reports-Trustee Clement attended Trustee training in Bloomington and found it very informative.
8. Consent Agenda (Roll call vote). Snow motioned to approve, seconded by Demes-O'Brien. Approved by roll call vote: 6 ayes, 0 nays, 1 absent.
 - a. Minutes of previous meeting(s)
 - b. Invoices to be paid in the amount of \$196,025.97
Checks from Wintrust Bank numbered 35131 - 35166
9. Unfinished Business:
 - a. Approval of Ordinance 2019-05 Levy Ordinance: Snow motioned to approve, seconded by Swainson. Approved by roll call vote: 6 ayes, 0 nays, 1 absent.
 - b. Approval of Ordinance 2019-06 General Fund Transfer Ordinance: Snow motioned to approve, seconded by Clement. Approved by roll call vote: 6 ayes, 0 nays, 1 absent.
 - c. Approval of Illinois Per Capita State Grant Application for 2020: Snow motioned to approve, seconded by Donaldson. All in favor; motion passes.
 - d. Approval of Proposal from Parvin-Clauss for building sign in the amount of \$4796: Snow motioned to approve, seconded by Demes-O'Brien. Approved by roll call vote: 6 ayes, 0 nays, 1 absent. Amend motion for full amount of \$17,211. Snow motioned, seconded by Donaldson. Approved by roll call vote: 6 ayes, 0 nays, 1 absent.
 - e. Discussion of updated street sign proposal from Parvin-Clauss-sign was modified and will sit higher- Early New Year installation expected.
10. New Business:
 - a. Approval of Days Closed for 2020 - Library will be closed during the day for Staff In-Service June 5th, but open for Summer Read kickoff. Snow motioned, seconded by Donaldson. All in favor; motion passes.



- b. Approval of FY 2018-2019 Audit as presented by Lauterbach & Amen: Snow motioned to approve, seconded by Donaldson: 6 ayes, 0 nays, 1 absent.
11. Communications (includes emails to the board): Tuesday, December 10th is the Legislative Breakfast from 7:30-9:20am at Plymouth Place.
 12. Executive session: None
 13. Final action on executive session: None
 14. Adjournment: Snow motioned, seconded by Swainson. All in favor; motion passes. Meeting adjourned at 7:51pm