



COMMITTEE OF THE WHOLE MINUTES

A Committee of the Whole Meeting of the Board of Library Trustees of the La Grange Park Public Library District, was held on November 6, 2019 at 7:00pm, in the library, 555 N. La Grange Road, La Grange Park, IL 60526.

1. Meeting was called to order by President Whitman at 7:03pm
2. Roll call - Present were Trustees Whitman, Gies, Snow, Donaldson, and Demes-O'Brien. Absent were Trustees Swainson and Clement. Also present was Executive Director Kate Buckson.
3. Introduction of visitor(s) - None
4. Public comment - None
5. Approve minutes of the previous meeting(s) – Trustee Gies motioned to approve the minutes of the Committee of the Whole meeting on September 4, 2019. Trustee Snow seconded the motion. All in favor. Minutes were approved.
6. Unfinished Business
 - a) Trustee Training Report Out – Trustee Whitman shared her positive experience at ILA during Trustee Day. She specifically mentioned the Fine Free program was well done and made her re-think the use of fines in libraries. The board discussed their thoughts regarding going “fine free.” Trustee Demes-O'Brien also enjoyed ILA and spoke about the Narcan program being very good.
 - b) Review of Parvin Clauss Sign Proposals – Trustees were all in favor of the proposed building sign and very much liked the design. There was agreement that the street sign should not be digital, but should be larger than the proposed drawing presented. Director Buckson will bring trustee comments to Parvin Clauss for revision.
 - c) Review of final tax levy – No questions or comments. Final levy will be approved in the regular November meeting.
7. New Business
 - a) Discussion of Unattended Child Policy – Director Buckson questioned the need for this policy or whether it could be folded into the Patron Conduct Policy. Trustees felt the language could be relaxed, but it may be best to remain as its own policy. Final policy will be presented for revision at the regular November meeting.
 - b) Discussion of Employee Reimbursement Policy – It was determined this should be an addition to the personnel handbook, not an addition to the travel reimbursement policy. Director Buckson will make a note to add this policy to the next revision of the personnel handbook.
 - c) Discussion of FY 18/19 surplus – Trustees were in favor of making a transfer of the general fund surplus from 2018/19 to the special reserve fund. Director Buckson will prepare a resolution for the regular November meeting.
 - d) Discussion of PLA Conference Expenses for Executive Director – the board was favorable towards Director Buckson attending the conference.
8. Adjournment – Trustees Demes-O'Brien motioned to adjourn the meeting at 8:39pm. Trustee Donaldson seconded. All in favor. Meeting was adjourned.