



## MINUTES

The Board of Library Trustees of the La Grange Park Public Library District met on October 24, 2017 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 7pm
2. Roll call: Trustees Whitman, Foster, Snow, Gertsen-Briand, Gies, and Swainson were present. Executive Director Buckson and Meeting Stenographer Richter were also present. Trustee Racanelli absent.
3. Pledge of Allegiance
4. Introduction of visitor(s): Marketing and Communications Coordinator, Susan Fagan was present. Fagan discussed her schedule and job duties, including marketing the newsletter, creating signage, and being involved in outreach efforts. She also attends Chamber meetings and has been hosting the genealogy program. She communicates with Board members when a trustee is needed for a community event. Buckson mentioned that Fagan also has wonderful connections. Fagan mentioned that the new newsletter format has been well received. Fagan has been working together with staff regarding what types of programs the community might like.
5. Public comment: None
6. Staff report: Due to a deal with Envisionware, Buckson ordered another self-check kiosk which will be located on the third floor. The State of the Village will be happening on Thursday, November 2<sup>nd</sup> at 7pm. Trustee Whitman will be speaking. Buckson will be speaking the next day at Plymouth Place. There was discussion about ILA and Snow noted that Buckson did a great job speaking at ILA. There are conference slides on the ILA website. The next Committee of the Whole meeting is on November 14<sup>th</sup> at 7pm. The Friends of the Library election is on November 15<sup>th</sup> at 7pm.
7. Trustee reports: There was discussion about the Holiday Appeal Letter; Fagan talked about the letters that went out last year. There were two drafts, both did about the same as far as the amounts collected. We will also include information about the appeal in the newsletter. Patrons can request how their donation is used. The appeal letters will go out in the mail around Thanksgiving. Thank you letters and a copy of the annual report will go out to donors. The ornament idea will not be used again this year. There was discussion about pulling together an ad hoc committee to talk about fundraising ideas. A fundraising plan needs to be developed with goals for the year. Buckson printed out some information regarding creating a fundraising plan and creating strategies. There was a suggestion to recruit someone from the community to join the committee. Anyone interested in being on the committee should let Buckson know. She will send an email with dates for a meeting.
8. Treasurer's Report: There was a question about the amount of \$139,000 in the reports. This covers an annual principal payment for debt service.
9. Consent Agenda (Roll call vote). Snow made a motion to approve the consent agenda and Gertsen-Briand seconded the motion. Motion was approved by a roll call vote. 6 ayes, 0 nays, 0 abstain, 1 absent.
10. Unfinished business:
  - a. Motion to approve the *tentative* levy – Ordinance 2017-07. There was discussion about the amounts in the levy. Buckson mentioned that there are slides on ILA site from Kelly Zabinski's presentation about levies. Snow motioned to approve the tentative levy and Gies seconded the motion. Motion was approved by roll call vote. 6 ayes, 0 nays, 0 abstain, 1 absent.



11. New Business

a. Snow motioned to approve Resolution 2017-3R, Resolution to Determine Estimate of Funds Needed for FY17/18 and Gies seconded the motion. Motion was passed by a roll call vote. 6 ayes, 0 nays, 0 abstain, 1 absent.

b. Motion to approve Resolution 2017-4R, Resolution to Confirm Banking Relationship: Gies will be added to the bank as an authorized signer. Foster motioned to approve the resolution and Snow seconded the motion. Motion was passed by roll call vote. 6 ayes, 0 nays, 0 abstain, 1 absent.

c. Motion to approve Resolution 2017-5R, Resolution to Establish Brokerage Account and Authorized Agents: There was discussion about stocks that a patron wants to donate to the library and the amount of fees charged by brokers. Buckson made calls to multiple firms including Chicago Trust, Vanguard, Schwab, and Edward Jones regarding fees. Monies from the stocks would go into the library's general fund. We will be looking at our policies about library funds. Foster made a motion to approve the resolution and Gies seconded the motion. Motion was passed by a roll call vote. 6 ayes, 0 nays, 0 abstain, 1 absent.

12. Communications (includes emails to the board): Trustee Fact Files requirement

13. Executive session: none

14. Final action on executive session: none

15. Adjournment: Gies made a motion to adjourn the regular meeting at 7:55pm and Foster seconded the motion. All in favor. Motion passes. The meeting was adjourned.