



## MEETING MINUTES

Meeting of the Board of Library Trustees of the La Grange Park Public Library District, November 28, 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. Upon roll call the following were present: Trustees Whitman, Foster, Snow, Gies, Racanelli, and Swainson were present. Executive Director Buckson and Meeting Stenographer Richter were also present. Trustee Gertsen-Briand was absent.
3. Pledge of Allegiance
4. Introduction of visitor(s)
  - a. The library's auditor, Brian LeFevre from Sikich was present. Business Manager Gabriela Magats and community member, Jason Cross were also present. At 7:40pm Children Service's Staff members Rose Hopkins-LaRocco, Christina McPhail, and Gianna Ziccarelli were present.  
Mr. LeFevre presented the annual audit information (handouts provided), discussing the annual financial report and the opinion on financial statements first. The audit shows an unmodified opinion which is the highest level of opinion you can receive. Discussion of fund balances, transfers of funds, and notes. The Fund balance policy was tested to ensure that the Library funds are fully collateralized. The long-term debt note and balance were discussed. The employee retirement benefit information was discussed with a 13.8% employer contribution rate for the calendar year end. It is 74% is funded, which is considered well-funded. Communications to the Board: There was one deficiency in internal controls which was a repeat comment from the year before related to capital asset reporting. All other improvements and recommendations from the year before were fixed. LeFevre and the Trustees expressed kudos to Buckson and Magats on a great audit.
5. Public comment: None
6. Staff report: In the last few days a law was passed requiring the need for a resolution regarding sexual harassment. Buckson will ensure that the current policy complies with what the law states. The Committee of the Whole meeting in January will be a Special meeting in order to pass the resolution. Rose Hopkins-LaRocco arrived at 7:40pm to introduce new staff members and to discuss what is going on in the Children's Department. There were great programming ideas left behind from former employee Kerry Lemont that the library will continue to use, including Kids Kitchen with guest chefs and the Coding Club which has been taken over by Young Adult Librarian Sam Farruggia. Current projects in the department include repackaging of audio books and activity boxes. There was discussion about program attendance and the collaboration between the Children's and Young Adult Departments.
7. Trustee reports: December COW is canceled
8. Treasurer's Report: Edward Jones received the stock transfer from the Hurley family. Buckson will make sure there is some kind of recognition for the generous donation. Buckson will be bringing an RFP for audit services to the January meeting. She will also be providing a half-year financial analysis of the budget. At the January 9<sup>th</sup> COW meeting, Accountant Zabinski will be in to train trustees.
9. Consent Agenda (Roll call vote). Foster made a motion to approve the consent agenda and Gies seconded the motion. Motion was approved by a roll call vote. 6 ayes, 0 nays, 0 abstain, 1 absent.
  - a. Minutes of previous meeting(s): revised minutes with changes to typos.
  - b. Invoices to be paid in the amount of \$40,480.22  
Checks from Evergreen Bank numbered 34084 - 34142



c. Fund Balance Policy

d. Investment of Public Funds Policy

Trustee Whitman mentioned that Trustees continue to bring any questions regarding agenda or other meeting information be brought to Buckson prior to meetings so that if any investigative work needs to be done it will give her time to provide proper information at the meetings.

10. Unfinished business

a. Motion to approve Ordinance 2017-07 Tax Levy Ordinance: Racanelli motioned to approve the ordinance and Swainson seconded the motion. Motion was approved by a roll call vote. 6 ayes, 0 nays, 0 abstain, 1 absent.

b. Motion to approve Annual Per Capita Grant Application: Snow motioned to approve the application and Gies seconded the motion. Motion was approved by a roll call vote. 6 ayes, 0 nays, 0 abstain, 1 absent.

11. New Business

a. Motion to approve Annual Audit as presented by Sikich: Gies motioned to approve the audit and Racanelli seconded the motion. Motion was approved by a roll call vote. 6 ayes, 0 nays, 0 abstain, 1 absent.

b. Motion to approve Ordinance 2017-08 Ordinance Transferring Funds to the Special Reserve Fund: Foster motioned to approve the ordinance and Swainson seconded the motion. Motion was approved by a roll call vote. 6 ayes, 0 nays, 0 abstain, 1 absent.

c. Motion to approve days closed for calendar year 2018: Racanelli motioned to approve the days off calendar and Gies seconded the motion. Motion was approved by a roll call vote. 6 ayes, 0 nays, 0 abstain, 1 absent.

12. Communications (includes emails to the board): Kudos to Buckson regarding keeping the Board abreast of news.

13. Executive session: None

14. Final action on executive session: None

15. Adjournment: Gies motioned to adjourn the regular meeting at 7:46 pm and Foster seconded the motion. All in favor. The meeting was adjourned.