



## **SPECIAL MEETING MINUTES**

A Special Meeting of the Board of Library Trustees of the La Grange Park Public Library District, September 12, 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: Whitman, Foster, Gies, Snow, Swainson, Gertsen-Briand. Absent: Racanelli. Executive Director Buckson and Meeting Stenographer Richter were also present.
3. Introduction of visitor(s): None
4. Public comment: None
5. Unfinished business
  - a. Foster made a motion to approve the Budget & Appropriations Ordinance 2017-06 and Gies seconded the motion. Motion was approved by a roll call vote. 6 ayes, 0 nays, 1 absent. There was discussion about the future of the Building and Maintenance Fund. Based on EAV we generally know how much in funding we will receive. Moving forward, we can ask for up to a 4.9% increase for the next fiscal year, as long as the CPI increases at the same amount. When we levy we will look at 2016 and figure out what percentage increase we would like to ask for.
  - b. Foster made a motion to approve the Estimate of Revenues 2017/18 and Gies seconded the motion. Motion was approved by a roll call vote. 6 ayes, 0 nays, 1 absent.
6. New Business
  - a. Discussion of Display & Exhibit Policy: Buckson feels that the Application for Displays should no longer be part of policy, as it is procedural. Once changes are made to the policy, the application will be updated.
  - b. Discussion of Posting and Distribution of Non-Library Related Materials Policy. There was discussion about distributions of materials for the Friends of the Library, as they would fall under the policy. The Trustees would like to see something about the use of library equipment and supplies as the Friends are a separate entity from the Library. Buckson added a line in the policy about the Library reserving the right to alter or deny requests. The policy will also state that local groups have priority in regards to posting materials.
  - c. Discussion of Per Capita 2018 Grant Requirements: There is a lot to cover this year. One of the requirements is to fill out the IPLAR. This year the staff will be tasked with reviewing materials for the grant and the Trustees will be included on updates that are made. The Trustees must review Chapters 1-5 of Trustee Facts File. There was also discussion about continuing education for the staff and Trustees. Buckson has links for the Trustees for two training sessions. Assignments need to be complete by the middle of November. The last staff in-service included issues on safety and the Library procedures are being updated. There was discussion about outreach and what the State Library offers. Buckson shared a list of story kits that are available through the State Library. The Trustees would like information about the story kits included in the library eNewsletter. Information can be found at: [cyberdriveillinois.com](http://cyberdriveillinois.com). Buckson also informed the Trustees that there was an article in the Doings about local libraries and what we keep track of as far as person to person and one-on-one interactions. Kate suggested tracking this at a State level. Buckson will share the link to the story with the Trustees. Discussion about tracking reference questions.
7. Trustee Foster motioned to adjourn the special meeting at 8pm and Gertsen-Briand seconded the motion all in favor. Motion passes. The meeting was adjourned.