

Regular Board Meeting
Monday, August 24, 2020 6:20 PM
MINUTES

1. CALL TO ORDER

The regular meeting of the Board of Library Trustees of the Lincolnwood Public Library District was called to order by President Stavinoga at 6:21 PM on August 24, 2020. The meeting was held via online conference call.

2. ROLL CALL

Trustees Present: Bass, Doniger, Gimbel (left 7:41), Poulosom, Silber, Stavinoga, Talaganis
Trustees Absent: None
Staff Present: Bonilla, Cordis, Fardoux, Hunt, Lin, Petersen, Renkosiak, Sehgal, Sharma, Tucci
Visitors Present: None

3. AUDIENCE TO VISITORS

No visitors joined the virtual Board Meeting.

4. CONSENT AGENDA

Trustee Doniger moved and Trustee Bass seconded to **APPROVE ITEMS ON THE CONSENT AGENDA AS PRESENTED:**

- Approve Minutes of July 27, 2020 Regular Board Meeting
- Approve Financial Report and Disbursements for period 7/1/20 - 7/31/20
- Accept FY20 Illinois Public Library Annual Report

Aye: Bass, Doniger, Gimbel, Poulosom, Silber, Stavinoga, Talaganis **Nay:** none **Abstain:** none **Absent:** none

5. APPROVE FINAL FY21 BUDGET & APPROPRIATION ORDINANCE NO. 2020-21/2

Trustee Doniger moved and Trustee Talaganis seconded to **APPROVE THE FINAL FY21 BUDGET & APPROPRIATION ORDINANCE NO. 2020-21/2.**

Aye: Bass, Doniger, Gimbel, Poulosom, Silber, Stavinoga, Talaganis **Nay:** none **Abstain:** none **Absent:** none

6. APPROVE TREASURER'S CERTIFICATE OF ESTIMATED REVENUES FOR FY21

Trustee Doniger moved and Trustee Poulosom seconded to **APPROVE THE TREASURERS CERTIFICATE OF ESTIMATED REVENUES FOR FY21.**

Aye: Bass, Doniger, Gimbel, Poulosom, Silber, Stavinoga, Talaganis **Nay:** none **Abstain:** none **Absent:** none

7. APPROVE ESTIMATE OF FUNDS NEEDED FOR FY21 RESOLUTION NO. 2020/21-1

Trustee Doniger moved and Trustee Silber seconded to **APPROVE THE ESTIMATE OF FUNDS NEEDED FOR FY21 RESOLUTION NO. 2020/21—1.**

Aye: Bass, Doniger, Gimbel, Poulosom, Silber, Stavinoga, Talaganis **Nay:** none **Abstain:** none **Absent:** none

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8. APPROVE FINANCIAL TRANSACTION FOR EXPENSES OVER \$2,000 REQUIRE SIGNATURE OF DIRECTOR AND ONE AUTHORIZED TRUSTEE.

Trustee Doniger moved and Trustee Bass seconded to **APPROVE THAT FINANCIAL TRANSACTIONS FOR EXPENSES OVER \$2000 REQUIRE SIGNATURE OF DIRECTOR AND ONE AUTHORIZED TRUSTEE THROUGH MARCH 1, 2021.**

Aye: Bass, Doniger, Gimbel, Poulson, Silber, Stavinoga, Talaganis **Nay:** none **Abstain:** none **Absent:** none

9. APPROVE EMPLOYEE HANDBOOK

The Board reviewed the final draft of the Employee Handbook, as discussed at the July Board Meeting.

Trustee Poulson moved and Trustee Doniger seconded to **APPROVE THE CHANGES TO THE EMPLOYEE HANDBOOK AS PRESENTED.**

Aye: Bass, Doniger, Gimbel, Poulson, Silber, Stavinoga, Talaganis **Nay:** none **Abstain:** none **Absent:** none

10. SELECT AND APPROVE PARKING LOT REPAIR CONTRACT

The Board reviewed the proposal for parking lot repairs and discussed options for completion of the work. Trustees reviewed the recommendations, including costs, pros/cons and alternative approaches.

Trustee Doniger moved and Trustee Poulson seconded to **SEEK ADDITIONAL QUOTES FOR THE ASPHALT AND STRIPING OF PARKING LOT AS DISCUSSED AT MEETING, FOR FEE NOT TO EXCEED \$6,000, AND POSTPONE WORK ON THE PAVER LOT UNTIL SPRING**

Aye: Bass, Doniger, Gimbel, Poulson, Silber, Stavinoga, Talaganis **Nay:** none **Abstain:** none **Absent:** none

11. REPORTS

President Stavinoga spoke to the Board regarding establishing a policy committee and asked for two volunteer trustees to work together with her on reviewing Library policies. Sheri Doniger, Georgia Talaganis, and Pamela Stavinoga will serve on the Policy Committee.

Library Director Tucci reviewed the highlights of her written reports and answered questions.

Trustee Gimbel left the meeting.

Trustee Talaganis requested a listing of library positions and description of roles performed by each staff member.

12. ADJOURN TO CLOSED SESSION

As pursuant to 5 ILCS 120/2 C (21), discussion of minutes of meetings lawfully closed under this Act, whether purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

Trustee Doniger moved and Trustee Talaganis seconded that **THE BOARD ADJOURN TO CLOSED SESSION AT 8:08 PM.**

Aye: Bass, Doniger, Poulson, Silber, Stavinoga, Talaganis **Nay:** none **Abstain:** none **Absent:** Gimbel

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13. RECONVENE OPEN SESSION

Trustee Doniger moved and Trustee Talaganis seconded that the board **reconvene the meeting to Open Session at 8:18 PM.**

Aye: Bass, Doniger, Poulosom, Silber, Stavinoga, Talaganis **Nay:** none **Abstain:** none **Absent:** Gimbel

Trustee Doniger moved and Trustee Silber seconded that **THE BOARD APPROVE THE FOLLOWING DETERMINATIONS FOR CLOSED SESSION MINUTES AND RECORDINGS:**

<u>Closed Session Written Minutes</u>	<u>Reason for Closed Session</u>	<u>Recommendation</u>
03/20/14 Regular Board Meeting	Personnel	Do not release
04/02/14 Special Board Meeting	Personnel	Do not release
04/17/14 Regular Board Meeting	Personnel	Do not release
03/11/15 Regular Board Meeting	Personnel	Do not release
05/26/15 Regular Board Meeting	Personnel	Do not release
03/17/16 Regular Board Meeting	Personnel	Do not release
05/05/16 F&F Committee Meeting	Personnel	Do not release
06/02/16 F&F Committee Meeting	Personnel	Do not release
03/13/17 Regular Board Meeting	Personnel	Do not release
03/27/17 Regular Board Meeting	Personnel	Do not release
02/26/18 Regular Board Meeting	Review Closed Minutes and Personnel	Do not release
06/04/18 Regular Board Meeting	Personnel	Do not release
08/13/18 Special Board Meeting	Personnel	Do not release
08/27/18 Regular Board Meeting	Review Closed Minutes and Personnel	Do not release
09/24/18 Regular Board Meeting	Personnel	Do not release
03/12/19 Special Board Meeting	Personnel	Do not release
03/25/19 Regular Board Meeting	Personnel	Do not release
04/22/19 Regular Board Meeting	Personnel	Do not release
06/18/19 Special Board Meeting	Personnel	Do not release
06/24/19 Special Board Meeting	Personnel	Do not release
07/08/19 Special Board Meeting	Personnel	Do not release
07/09/19 Special Board Meeting	Personnel	Do not release
07/22/19 Regular Board Meeting	Personnel	Do not release
08/05/19 Special Board Meeting	Personnel	Do not release
8/19/19 Special Board Meeting	Personnel	Do not release
8/26/19 Regular Board Meeting	Review Closed Minutes and Personnel	Do not release
11/25/19 Regular Board Meeting	Personnel	Do not release
1/27/20 Special Board Meeting	Personnel	Do not release
2/24/20 Regular Board Meeting	Review Closed Minutes and Personnel	Approve and do not release
<u>Closed Session Recordings:</u>		
8/13/18 Special Board Meeting	Personnel	Destroy
8/27/18 Regular Board Meeting	Review Closed Minutes and Personnel	Destroy
9/24/18 Regular Board Meeting	Personnel	Destroy

Aye: Bass, Doniger, Poulosom, Silber, Stavinoga, Talaganis **Nay:** none **Abstain:** none **Absent:** Gimbel

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14. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were scheduled or confirmed:

- Regular Board Meeting: Monday, September 21, 2020 6:00PM

15. ADJOURNMENT

Trustee Talaganis moved and Trustee Doniger seconded that **THE MEETING BE ADJOURNED AT 8:23 PM.**

Aye: Bass, Doniger, Poulson, Silber, Stavinoga, Talaganis **Nay:** none **Abstain:** none **Absent:** Gimbel

Secretary