

Meeting: LIBRARY BOARD OF TRUSTEES

TUESDAY, SEPTEMBER 11, 2018 at 7:00 P.M.

Observer: Amy Bartucci

Members Absent: Char Foss Eggeman

Summary: City Liaison in attendance (Charlie Melidosian)

Discussion/Action/Public Comment:

Director (Heidi) Report – Additional Information

Fire drill occurred last week and it all went well. Just staff.

Construction Update: During the week of Sept 24th shelving and furniture will be installed and they will slowly start moving in. They've made a huge chart that shows who is moving to where between Phase 2 & 3. During the Week of Oct 8th they are looking into the recommendations of the asbestos assessment and may decide to close the library to do the work. They also may close earlier on the night before to set up. It was also discussed that they may delay opening by a few hours. The columns will be under construction late Oct – finished in mid November.

They are reimagining the idea of participating in Winterfest (day after Thanksgiving)– they are looking into whether it will be held at City Hall with Santa in Council Chambers. Hodges Park could be a great place for the band and the Fire Truck. The library would have bathrooms and heat.

Removal of the elevator still TBD – would gain 200 sq feet on all three floors.

Heidi circulated a Gift Fund donation sheet (Planned Giving) that could help fund certain projects: totaling \$224, 420

Spending Gift Funds Discussion: Kiem expressed disappointment on \$ going to a thing like “bathrooms”. The Board tried to “maintain sensitivity” in the decision regarding the spirit of the donation and came up with a plan. Egan raised the idea to reallocate funds from one area – like a Quiet Reading Room – Rapisand wanted to make sure the donations were consistent with a new “naming” policy they are about to launch throughout the entire library. Steve D agreed that staying in line with the policy is important. Heidi discussed that using the Gift Fund for the idea of a “Forever Building “ would be amazing. They all agreed that using the names on the Gift Fund could really bring a great naming effort to prominent spaces in the library – they talked about inviting the families being invited to take photos on a ribbon cutting.

Reardon/Egan: Brought up an Aug 30th meeting with Joe Gilmore (City staff point person) for priorities to be set since completing Phase 1 was later than expected so they could be on

original plans and expectations. They want to be allowed to pass inspections (two different) even though sprinklers in fact wouldn't be completed. The library would want occupancy permit in hands so the staff and etc could move to Phase 3 spots. Everyone agreed on this point if the city approves.

\$3000 Construction Manager error:

Steve D mentioned that "if this is really a repair, then why is it going on the construction budget? Should it be recategorized as a repair?" Everyone agreed that Yes, It should be added as a repair to be considerate of any taxpayers reading the line items of their spending – especially since this renovation will go a bit over budget.

BUILDING & GROUNDS (Patrick Lamb - Chair)

1. Approval of August 14, 2018 Minutes – passed
2. Library Renovation Project Update
Heidi showed Options 1 and 2 of the Fireplace Design
3. Finalize Fireplace Design
Board Members voted that Option 1 was the design to go with!

COMMUNICATIONS & DEVELOPMENT (Karen Burkum & Lauren Rapisand - Co-Chairs) 7:42 pm

1. Approval of the August 14, 2018 Minutes – passed
2. Discussion of Donor Opportunities for the Renovation

Community support initiative for the library - beyond what is already being done with tax dollars – will be launched to enhance the library. Going from a good library, to great. What are the "extras" above and beyond: programs, equipment, audio visual equipment, etc. Staff would be asked on what they think. Brainstorming stage is occurring. Their team looked at how much \$ certain spaces are worth in other communities? They all decided that community and family spaces would be the focus vs corporate sponsorship – for naming possibilities. They discussed adding a blurb in the newsletter to "Leave Your Mark" – other than with things like the brick project for reading garden. Ex: End of the year giving drive could be an initiative. People would be recognized on a tree so that people can be added to the wall tree with "leaves".

Ask to the board: Could the team talk to a consultant for best practices for naming and then develop a timeline to begin (Rapisand has had a lot of corporate focus in raising \$ in her profession, not community). Doing an ask for a tax funded agency is very delicate. They would like to have someone develop the platform.

Discussion:

Kiem wants to know more about what the donor "gets" for their donation. He asked for a lot of specifics of Rapisand on how it's going to work. Rapisand asked Heidi to explain the idea of what the "wall" would look like and how the enhancements in the Children's Dept for instance

can be recognized. A consultant can help define the messaging so that it is not being developed on a whim. Egan says the focus should be now for getting the word out for the “BIG” donors – in the newsletter, etc. Rapisand discussed the idea of how a personal ask can go a long way for donations. Fundraising is all about relationships and what the best practices are – a consultant would be a great avenue to take at this time. Cautioned not to put things into the newsletter right up front so that a significantly more successful fundraising project can happen. The Board wants to get the enthusiasm of the community to “enhance” an area – use the extra dollars turning dreams into possibilities.

Reardon, Egan, Lamb: get it into the newsletter now – time is now to strike

Steve D: Is this disingenuous since we already have a Gift Fund?

Kennedy: confused about the consultant and building a platform – How much it would cost?

Burkum: Capture what you can at the end of the year

Decision: Heidi can spend without a vote if it’s less than \$5,000. Because it is in the budget.

Other

Kiem talked about a call from the Historical Society – they would like a Little Free Library on their property on Prospect.

BUDGET & FINANCE (Joseph Egan - Chair) 8:10pm

1. Approval of the August 14, 2018 Minutes – passed

2. Review Budget Schedule from Annual Board Calendar

How and when to spend down the Fund Balance to operate for next year to have a “soft landing” – Proposing to change the calendar for next year. Egan wants to start with a zero based approach vs taking last year’s and simply adding 5%.

Kennedy: brought up the alternative view to not create a criticism like is happening in D207/MT (creating a slush fund), it could just as well be a good decision to allow the taxpayer a tax “holiday”. No one wants to surprise or shock the tax payers. City Council can make the decision after the LB makes a recommendation. Upon being asked, the Liaison mentioned that earmarking and backing up *why* the LB would need the funds would be sufficient. Steve D thinks that a five year plan can be communicated in the newsletter and the IGA so that they can show they are transparent. If they show in principle that they are being mindful of the budget – and potentially allowing a tax holiday only for it to be at risk to increase - then they are being accountable to the taxpayer by communicating this upfront.

Heidi Proposed Changes to their yearly calendar:

Discuss FY20 Capital Budget – August

Review Goals of FY20 Operating Budget - October

Discuss FY20 Levy Resolution – October

Approval of Levy Resolution – November

Discuss & Approve FY20 Capital Budget

Kiem brought up concerns of wanting to know how long the library has left on ticket items like the boiler and other mechanicals.

Decision: put these things in the capital budget list for next year anyway, in case of need.

Heidi brought up the issue of the falling ice (needing heating coils in the gutters) and the safety concern that is evident in the winter – she suggested it go into the budget, and possibly get the project done as a priority this year.

Heidi and the board then discussed the market pay study and results of the staff audit. Heidi recommended that the board discuss a renewal of the Strategic Plan from 5 years ago. Heidi wants to develop engagement strategies that reflect “the will of the community.”

Egan proposed having the 37.5 full time hours for employees go back to 40 hours for upcoming discussion on bottoms up staffing needs. Heidi said less that 20% of neighboring libraries have staff that work the 40 hrs vs 37.5 hrs. Egan was concerned with what we are paying for employee pensions and benefits, etc. Angela Berger stated that Park Ridge City Staff has the 37.5 hr work week. Egan stated that changing it could make the library a “trendsetter.” Rapisand asked if the desire for a longer work week is spoken of or inquired at all by the staff. The room went silent. Heidi responded no and mentioned the potential connection with looking into the pension fund as a determining factor. A few board members believe that part timers may NOT be needed to be offered a pension – they are concerned with the tax payer’s dollars – they want employees to be full time if they are offered pension. Kennedy mentioned that flexible work schedules are really common now and very sought after by people seeking employment. Kennedy brought up a discussion on fair compensation for the employees. The notion that “No one is really going to want to work more hours, for less money” came up. Heidi brought up the fact that 16-18 hours/week for an employee is “turnover city”. Work week of 25 hours is needed to receive pension at our library - there is an uptick in the commitment in these employees. Lamb is requesting that the board see the research. Heidi will do the research and include hours of operation in the formula to tweak if need be.

IGA: still in discussion after comments from Steve D.

Adjourned: 9:11 on 9/11

League Action Needed: None