Park Ridge Public Library

NOTICE is hereby given that the following meetings will be held in the third floor meeting room of the Park Ridge Public Library on the date and time shown. All meetings are public according to the provisions of the Illinois Open Meetings Act.

Please call the Library Business Office for additional information or to request special accommodations for disabled persons.

COMMITTEE AGENDAS
BOARD OF TRUSTEES
TUESDAY, APRIL 10, 2018 at 7:00 P.M.

ALL COMMITTEES ARE COMMITTEES-OF-THE-WHOLE UNLESS NOTED

BUILDING & GROUNDS *(Joseph Egan - Chair)*

1. Approval of March 13, 2018 Minutes – Attached
2. Library Renovation Project Update
3. Column Replacement Project – Attached
4. Other

PERSONNEL *(Judith Rayborn - Chair)*

1. Approval of the March 13, 2018 Minutes – Attached
2. Goals for Library Director
3. Other

BUDGET & FINANCE *(Michael Reardon - Chair)*

1. Approval of March 13, 2018 Minutes – Attached
2. Salary Plan
3. Other

RESOURCES *(Stevan Dobrilovic - Chair)*

1. Approval of the March 13, 2018 Minutes – Attached
2. Per Capita Grant Update
3. Other

COMMUNICATIONS & DEVELOPMENT (*Karen Burkum - Chair)*

1. Approval of the March 13, 2018 Minutes – Attached
2. Communications for the Renovation – Attached
3. Donor Opportunities for the Renovation – Attached
4. Other

INTERGOVERNMENTAL AGREEMENT (IGA) SUBCOMMITTEE *(Joe Egan-Chair)*

1. Approval of the January 9, 2018 Minutes – Attached
2. IGA Update
3. Other

PLANNING & OPERATIONS *(Joshua Kiem -Chair)*

CANCELLED – No action items

PLEASE CONTACT ANGELA BERGER OR LAURA SCOTT WITH QUESTIONS, COMMENTS OR ADDITIONS TO THESE AGENDAS.

MINUTES
OF THE REGULAR MEETING OF
THE BUILDING & GROUNDS COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
MARCH 13, 2018 AT 7:05 P.M. IN THE THIRD FLOOR MEETING ROOM

ROLL CALL:

TRUSTEES PRESENT: Joseph Egan, Chair; Karen Burkum, Stevan Dobrilovic *(via phone)*, Gareth Kennedy *(via phone)*, Joshua Kiem, Patrick Lamb, Judith Rayborn, Michael Reardon

TRUSTEES ABSENT: Charlene Foss-Eggemann

OTHERS PRESENT: Angela Berger, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Anastasia Daskalos, John Priala, Library Staff; Alderman Mazucca, Alderman Melidosian, Park Ridge; Emily Barry, Ronan Donahue, Simone Starzomski, Park Ridge residents; Earl Wilson, Des Plaines

Approval of Remote Attendance

Mr. Kennedy will be attending remotely due to being in Philadelphia on business. A motion is needed to formally approve Mr. Kennedy's attendance via electronic means. There being no objections to Mr. Kennedy attending remotely,

Mr. Lamb made a

MOTION: to approve the attendance of Gareth Kennedy via electronic means

Mrs. Burkum SECONDED the motion. Voice vote. MOTION PASSED UNANIMOUSLY

Mr. Dobrilovic will be attending remotely due to being in Sri Lanka on business.

A motion is needed to formally approve Mr. Dobrilovic's attendance via electronic means. There being no objections to Mr. Dobrilovic attending remotely,

Mr. Lamb made a

MOTION: to approve the attendance of Stevan Dobrilovic via electronic means

Mrs. Burkum SECONDED the motion. Voice vote. MOTION PASSED UNANIMOUSLY

Temporary Adjournment

Mr. Dobrilovic asked that the order of the agenda be changed so that he could assure that he is able to oversee the Resources Committee discussion without his phone connection terminating. There being no objections,

The Building & Grounds Committee temporarily adjourned at 7:07 p.m.
to allow the Resources Committee to be called to order,

Committee Reconvened

The Building & Grounds Committee reconvened and was called to order at 7:22 p.m.

DRAFT

Approval of Minutes

Mr. Egan made a

MOTION: to approve the minutes of the February 13, 2018 Buildings and Grounds Committee meeting

Mr. Lamb SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

Library Renovation Project – Furniture & Fixtures

The Committee received an update on the current status of the renovation project and the projected start date of May 7, 2018.

Donor Brochure for Renovation

The Committee reviewed the donor brochure and discussed identifying naming and sponsorship opportunities, the possibility of having a display of the donors such as a large donor plaque or a screen on the display monitor. Mrs. Burkum offered to assist staff with redesigning the brochure.

Use of Parking Lot for Community Event

The Committee discussed the parking proposal for a request received by the City for use of the south end of the central parking lot for the Vine Street BBQ event in August. The Committee reached a consensus that the proposed area indicated on the map included in the Committee packet was reasonable.

Ms. Scott will notify the Mr. Gilmore, City Manager, of the Board's agreement.

Other Alderman Melidosian gave an update on the IGA (Intergovernmental Agreement), stating that the City hopes to have a revised draft of the agreement back to the Board this Friday, March 16, 2018, to which Alderman Mazucca voiced his agreement.

Adjournment: 7:48 p.m.

Joseph Egan, Chair

DRAFT

Park Ridge Public Library

Memorandum

Memo Date: April 5, 2018

From: Angela Berger

Meeting Type: Building & Grounds Committee of the Whole

Meeting Date: April 10, 2018

Action Requested: ☒ For information

Subject: Column Replacement

Column Replacement

Studio GC has begun the process for soliciting bids for the replacement of the columns in front of the Library. It is anticipated that this work will be done in conjunction with Phase 3 of the Library renovation, when the entrance to the Library will already be temporarily relocated to the original Library entrance.

Carl Giometti, Project Manager for the renovation, will also be managing the column replacement project. As previously discussed, Carl has indicated that the bid specifications call for replacing the existing columns with fiberglass columns.

Project Timing

A mandatory pre-bid meeting walkthrough for contractors will be held at the Library at 10:00 am on Thursday, April 19, 2018.

Sealed bids must be submitted no later than 10:00 am on Thursday, May 3, 2018.

The plan is to have a recommendation ready for the May 8, 2018 Building and Grounds COW meeting, with approval by the Board required at the May 15, 2018 regular Board meeting.

MINUTES
OF THE REGULAR MEETING OF
THE PERSONNEL COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
MARCH 13, 2018 AT 7:48 P.M. IN THE THIRD FLOOR MEETING ROOM

ROLL CALL:

TRUSTEES PRESENT: Judith Rayborn, Chair; Karen Burkum, Stevan Dobrilovic *(via phone)*, Joseph Egan, Gareth Kennedy *(via phone)*, Joshua Kiem, Patrick Lamb, Michael Reardon

TRUSTEES ABSENT: Charlene Foss-Eggemann

OTHERS PRESENT: Angela Berger, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Anastasia Daskalos, John Priala, Library Staff; Alderman Mazucca, Alderman Melidosian, Park Ridge; Emily Barry, Ronan Donahue, Simone Starzomski, Park Ridge residents; Earl Wilson, Des Plaines

Approval of Remote Attendance

Motion approved during Building & Grounds Committee formally approving Mr. Dobrilovic's and Mr. Kennedy's attendance via remote means.

Approval of Minutes

Mrs. Rayborn made a

MOTION: to approve the minutes of the Personnel Committee meeting held February 13, 2018 as revised.

Mr. Egan SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

Library Director Search Update

Mrs. Rayborn reminded the Board that there will be a community forum with the director candidate at 6:30 p.m. on Thursday, March 15 in the Library's first floor meeting room. The Committee discussed having a motion on the agenda to go into Closed Session at the Tuesday, March 20, 2018 Regular Board Meeting, for the purpose of discussing a salary strategy in regard to the candidate for Library Director.

Mrs. Rayborn made a

MOTION: for the Board to go into Closed Session in its Tuesday, March 20, 2018 Regular Board Meeting, for the purpose of discussing a salary strategy in regard to the candidate for Library Director.

Mrs. Burkum SECONDED the motion.

Voice vote**:** 6 Yay: Burkum, Dobrilovic, Kiem, Kennedy, Lamb, Rayborn
2 Nay: Egan, Reardon
1 Absent: Foss-Eggemann

MOTION PASSED

DRAFT

The consensus of the Committee is that a placeholder motion be put on the Tuesday, March 20, 2018 Regular Board Meeting stating**:**

> **MOTION** to extend an offer to the Candidate for the position of Library Director for an amount, determined in Closed Session, within the salary range of $101,558 to $142,181

Adjournment: 8:02 p.m.

_____

Judith Rayborn, Chair

DRAFT

MINUTES
OF THE REGULAR MEETING OF
THE BUDGET & FINANCE COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
MARCH 13, 2018 AT 8:02 P.M. IN THE THIRD FLOOR MEETING ROOM

ROLL CALL:

TRUSTEES PRESENT: Michael Reardon, Treasurer, Chair; Patrick Lamb, President; Joseph Egan, Vice-President; Charlene Foss-Eggemann, Secretary *(8:09 p.m.)*; Karen Burkum, Stevan Dobrilovic *(via phone)*, Gareth Kennedy *(via phone)*, Joshua Kiem, Judith Rayborn

TRUSTEES ABSENT: None

OTHERS PRESENT: Angela Berger, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Anastasia Daskalos, John Priala, Library Staff; Alderman Mazucca, Alderman Melidosian, Park Ridge; Emily Barry, Ronan Donahue, Simone Starzomski, Park Ridge residents; Earl Wilson, Des Plaines

Approval of Remote Attendance

Motion approved during Building & Grounds Committee formally approving Mr. Dobrilovic's and Mr. Kennedy's attendance via remote means.

Approval of Minutes

Mr. Egan made a

MOTION: to approve the minutes for the February 13, 2018 Budget & Finance Committee meeting

Mrs. Burkum SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

Impact of Auto Renewals on Fine Revenue

Ms. Daskalos presented information obtained from several area libraries on their experience with automatic renewals. Most libraries polled experienced a 40%-60% decrease in fine revenue with auto renewals.

Mr. Egan asked why the Park Ridge Public Library will be moving to automatic renewals. Ms. Daskalos explained that it was a decision made by the governing board of CCS (Cooperative Computer Services). Mr. Reardon explained that the notification to the Board of the automatic renewals is for information purposes, not a matter of discussion of policy.

Salary Plan Review

Mr. Reardon explained that 2.5% was the percentage budgeted for raises and is consistent with the percentage used by the City. After further discussion, it was the consensus of the Committee that the pool for merit increases will total up to $65,500.

DRAFT

Mr. Reardon made a

MOTION: to approve up to $65,500 in merit payments to staff, to be effective May 1, 2018

Mrs. Burkum SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

Other None

Adjournment: 8:18 p.m.

Michael Reardon, Chair

DRAFT

MINUTES
OF THE REGULAR MEETING OF
THE RESOURCES COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
MARCH 13, 2018 AT 7:07 P.M. IN THE THIRD FLOOR MEETING ROOM

ROLL CALL:

TRUSTEES PRESENT: Stevan Dobrilovic, Chair *(via phone)*; Karen Burkum, Joseph Egan, Gareth Kennedy *(via phone)*, Joshua Kiem, Patrick Lamb, Judith Rayborn, Michael Reardon

TRUSTEES ABSENT: Charlene Foss-Eggemann

OTHERS PRESENT: Angela Berger, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Anastasia Daskalos, John Priala, Library Staff; Alderman Mazucca, Alderman Melidosian, Park Ridge; Emily Barry, Ronan Donahue, Simone Starzomski, Park Ridge residents; Earl Wilson, Des Plaines

Approval of Remote Attendance

Motion approved during Building & Grounds Committee formally approving Mr. Dobrilovic's and Mr. Kennedy's attendance via remote means.

Approval of Minutes

Mr. Dobrilovic made a

MOTION: to approve the minutes for the Resources Committee Meeting held December 11, 2017

Mr. Lamb SECONDED the motion.

Voice vote**:** 7 Yay: Burkum, Dobrilovic, Kiem, Kennedy, Lamb, Rayborn, Reardon
1 Abstain: Egan
1 Absent: Foss-Eggemann

MOTION PASSED

Review of Policy ID2

The Committee reviewed and discussed Ms. Daskalos' memo recommending changes to Policy ID2, *Loans of Books and Other Materials* due to changes being implemented on April 17 by the CCS consortium's governing board with the migration to the new catalog system. Ms. Daskalos explained the recommended changes relate to overdue and bill notices, automatic renewals, and increased renewal periods (from once to twice) on materials in the general collection.

Mr. Reardon made a

MOTION: to revise Policy ID2, *Loans of Books and Other Materials*, as discussed

Mrs. Burkum SECONDED the motion. Roll call vote.

MOTION PASSED UNANIMOUSLY

Digitization of Local Newspapers

The Committee reviewed and discussed Ms. Kottkamp's memo regarding digitizing the Library's collection of historical Park Ridge Herald Advocate newspapers. Mrs. Burkum asked about digitization of the historic Journal & Topics newspapers.

DRAFT

Mr. Kiem made a

MOTION: to approve payment of $4,300 to Advantage Preservation, to digitize the *Park Ridge Herald Advocate* for the years 2000 through 2016.

Mr. Reardon SECONDED the motion.

Roll Call Voice

MOTION PASSED UNANIMOUSLY

Mr. Kiem also suggested that issues from the years going forward be digitized as they become available.

Other None

Adjournment: 7:22 p.m.

Stevan Dobrilovic, Chair

DRAFT

Park Ridge Public Library

Memorandum

Memo Date: April 5, 2018

From: Angela Berger

Meeting Type: Library Resources Committee of the Whole

Meeting Date: April 10, 2018

Action Requested: ☒ For information

Subject: Per Capita Grant Update

On April 3, 2018 we received our Per Capita Grant Funding check for FY16/17 from the State of Illinois.

The amount received was $29,100.97, which equates to $0.776 per person based on the population of Park Ridge in the 2010 census (37,480). The grant application for the FY18 Per Capita Grant was submitted to the State in December, 2017.

Next month, staff will provide a proposed budget for use of these funds to the Board for approval.

MINUTES
OF THE REGULAR MEETING OF
THE COMMUNICATIONS & DEVELOPMENT COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY HELD
MARCH 13, 2018 AT 8:18 P.M. IN THE THIRD FLOOR MEETING ROOM

ROLL CALL:

TRUSTEES PRESENT: Karen Burkum, Chair; Stevan Dobrilovic *(via phone)*, Joseph Egan, Charlene Foss-Eggemann, Gareth Kennedy *(via phone)*, Joshua Kiem, Patrick Lamb, Judith Rayborn, Michael Reardon

TRUSTEES ABSENT: None

OTHERS PRESENT: Angela Berger, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; Anastasia Daskalos, John Priala, Library Staff; Alderman Mazucca, Alderman Melidosian, Park Ridge; Emily Barry, Ronan Donahue, Simone Starzomski, Park Ridge residents; Earl Wilson, Des Plaines

Approval of Remote Attendance

Motion approved during Building & Grounds Committee formally approving Mr. Dobrilovic's and Mr. Kennedy's attendance via remote means.

Approval of Minutes

Mr. Reardon made a

MOTION: to approve the minutes of the Communications & Development Committee meeting held December 11, 2017

Mrs. Rayborn SECONDED the motion

Voice vote**:** 7 Yay: Burkum, Dobrilovic, Foss-Eggemann, Kennedy, Kiem, Rayborn, Reardon
2 Abstain: Egan, Lamb

MOTION PASSED

Selection of 2018 Library Award Recipient

The Committee discussed the nominations for the 2018 Annual Library Award, which honors an individual who has performed extraordinary service to the Library. The Committee discussed the nominees at length.

Mr. Lamb made a

MOTION: to award the 2018 Library Award to Library volunteer, Deb Kuhlman, Interim Library Co-Directors Angela Berger and Laura Scott, and Interim Technical Services Manager, Anastasia Daskalos

Mrs. Burkum seconded the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

DRAFT

Deb Kuhlman will be invited to the April 17 Board meeting where the four recipients will all be honored and will be presented with the 2018 Annual Library Award.

Other None

Adjournment: 8:23 p.m.

Karen Burkum, Chair

DRAFT

Park Ridge Public Library

Memorandum

Memo Date: April 5, 2018

From: Angela Berger

Meeting Type: Communications & Development Committee of the Whole

Meeting Date: April 10, 2018

Action Requested: ☒ For information

Subject: Communications for Renovation

In developing a communication plan for the renovation, a logo has been created that incorporates the theme “Building Tomorrow” and will be used to brand all renovation related information in print, on our website, and on social media.

In lieu of producing a May, 2018 newsletter we’ll be mailing a large format postcard to all addresses in Park Ridge *(as is the case with our newsletters)* which will include a high level overview of the renovation project phasing along with a “Top 10” list of things that patrons will need to know about the renovation.

The June/July/August newsletter, which will be in homes by the end of May, will provide renderings of spaces in the building along with additional information about the renovation. That issue will also include information on Summer Reading Clubs and summer programming.

Park Ridge Public Library

Memorandum

Memo Date: April 5, 2018

From: Angela Berger

Meeting Type: Communications & Development Committee of the Whole

Meeting Date: April 10, 2018

Action Requested: ☒ For discussion

Subject: Donor opportunities for renovation

Background:

After reviewing the donor brochure that was originally created over a year ago it became apparent that significant revisions were needed. Rather than simply editing the existing brochure, I worked with our Marketing staff to begin to identify opportunities for giving, and to develop a communication piece that could be used to present this to the community.

Possibilities for sponsorship could include**:**

- Children's Play Area
- Literacy Play Space
- Quiet Room
- Study Rooms
- Teen Area
- Makerspace
- Technology Area
- Internal Signage
- External Digital Signage
- Meeting Rooms
- Media Lab
- Public Computers
- Self-Check Stations
- Study Room Equipment
- Teen Gaming Equipment

Considerations**:**

- How would this be managed?
- How will it most effectively be marketed to the community?
- What are the desired levels of donation required to sponsor each of the options?
- How would each type of donation be acknowledged?

I've attached the Board's current Naming Policy *(Policy IA4)* which would need to be reviewed as part of the development of this initiative.

Fund for Illinois Libraries

In previous meetings, the Board discussed the issue of tax deductibility of donations to the Library, a unit of municipal government, not a 501(c)3 organization. The idea of creating a Library foundation was also discussed.

As a follow-up to a conversation with Heidi Smith on this subject, she provided a link to the Fund for Illinois Libraries web page – *from ILA (Illinois Library Association)* – which is attached.

Also attached is the Agreement that would be required for the Library to participate in this ILA fund.

Use of this fund would be an alternative to creating a Foundation and would provide a more timely solution to concerns about tax treatment of donations to the Library for the renovation project.

Attached:

- copy of web page**:** ILA Fund for Illinois Libraries
- Designated Charitable Fund Agreement
- Policy IA4, *Naming Policy*

Fund for Illinois Libraries

Fund for Illlinois Libraries
The Fund for Illinois Libraries was created in 1990 to help Illinois libraries in their fundraising efforts. Libraries often solicit funds from the general public, businesses, or foundations. In some cases, donors are permitted to give only to organizations holding IRS 501(c)(3) tax-exempt status. For many libraries, this means foregoing a gift, as the time, effort, and costs of establishing and maintaining 501(c)(3) status are prohibitive.

The purpose of the fund is to enable libraries to receive gifts from individuals or organizations that can only make donations to 501(c)(3) charitable organizations.

ILA is the administrator for the Fund. In that capacity, ILA provides a fund agreement (see below) to participating libraries that allows them to solicit funds and provide the donors with an ILA tax exempt letter for purposes of documenting the tax deductibility of their donation. Over the past two years, the Fund has received $248,678 from 34 contributors.

The participating library directs the donor to make the contribution check payable to Illinois Library Association and sent to their offices at:

Illinois Library Association
33 West Grand Ave., Ste. 401
Chicago, IL 60654-6799

Requirements

The annual fee associated with processing donations in a year is listed below and the library must be/become an ILA institutional member during the year in which the service is being used.

Donations per year	Annual Fee
$1 - $999	$50
$1,000 - $4,999	$100
$5,000 or above	$300

- Download the Fund Agreement here: MS Word / PDF
- Please e-mail the completed and signed agreement as a PDF attachment to accounting@ila.org.
- Click here to learn more about becoming an ILA Institutional Member.
- If you would like to check on your Institutional Membership Status or to join, please contact ILA Membership at 312-644-1896.

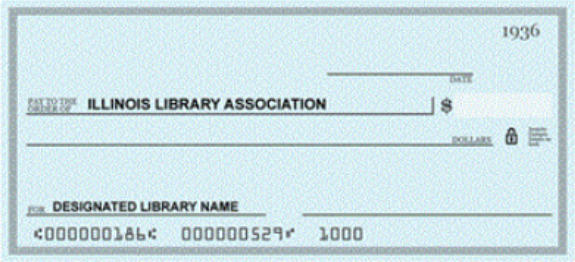
(see other side)

Frequently Asked Questions

Q: Does every donation to the library need to go through the Fund?

A: No. Only those donations from foundations or organizations requiring 501(c)(3) status for taxing purposes need go through the fund. Donations from individuals should be given directly to the Library. Individuals can write such donations off on their income tax forms just like other charitable donations.

Q: How are checks to be written?



A: When instructing donors on how to make donations, please be sure that they make checks payable to the Illinois Library Association, with a notation that the donation is being made for your specific library. This is very important because if the check is made to your library we will have to return it and request another which only delays when your library receives donations. Additionally, if the donor does not note which library the donation is for, we will have no idea to whom to send the funds. See example check to the Fund.

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DESIGNATED CHARITABLE FUND AGREEMENT

THIS AGREEMENT made and entered into on _____, _____, by and between **ILLINOIS LIBRARY ASSOCIATION ("ILA") and _____("LIBRARY").**

WITNESSETH:

WHEREAS, Library, a unit of local government under Illinois Law, in furtherance of its charitable and educational purposes, deems it to be in its best interest to create a charitable fund to aid in carrying out its work; and

WHEREAS, ILA is a non-profit Illinois corporation exempt from taxation pursuant to Section 170(b)(l)(A)(vi) of the Internal Revenue Code, qualified as a 501 (c)(3) exempt organization, and an appropriate institution within which to establish such charitable fund; and

WHEREAS, ILA is willing and able to create such a fund as a Charitable Fund subject to the terms and conditions hereof;

NOW THEREFORE, the parties agree as follows:

1. NAME OF THE FUND

There is hereby established within **ILA**, and as a part thereof, a fund designated as:

_____ ***("Library Name Fund")*** to receive cash gifts.

2. PURPOSES

The primary purpose of the **Fund** shall be to provide support to **Library** to carry out its role and mission as described by Illinois Library statutes.

3. GIFTS

Any person, whether corporation, trust, estate or organization (hereinafter referred to as "Donor") may make a gift to ILA for the purposes of the Fund by a transfer to ILA of property acceptable to ILA. All gifts to the Fund shall be irrevocable and subject to the terms and conditions hereof. ILA will only be accepting checks, not materials, as gifts. Checks should be made payable to "Illinois Library Association".

4. CONDITIONS FOR ACCEPTANCE OF FUNDS

Donors agree and acknowledge that the establishment of the Fund is made in recognition of; and subject to, the terms and conditions of the Articles of Incorporation and By-Laws of ILA as from time to time amended, and such administrative procedures as shall be adopted from time to time by the Board of Directors of ILA.

The Fund should not be used for donations from individuals. Those should go directly to the Library and receipted by the Library and are tax deductible by the individual donor. The only gifts that should involve the Fund are those from corporations that require a 501(c)(3) receipt.

5. ADMINISTRATIVE PROVISIONS

Notwithstanding anything herein to the contrary, ILA shall hold the Fund, and all contributions to the Fund, pursuant to the terms of the Illinois Not-For-Profit Corporation Act. The Board of Directors of ILA shall monitor the distribution of the Fund, and shall have all powers of modification or removal, specified in U.S. Treasury Regulation Section l.170A-9(e)(11)(v)(B).

6. EXPENSES OF THE FUND

Any expenses related to the administration of the Fund shall be deducted from the Fund, subject to prior approval of Library. All libraries will be assessed a processing fee as follows:

Total Donations per calendar year	Annual Fee
$1-$999	$50
$1,000-$4,999	$100
$5,000 or above	$300

The fee will be assessed at the end of the calendar year. The library must be an Institutional Member of ILA during the year in which this service is being used.

To check on the status of your ILA Institutional Membership or to join, please contact ILA Membership.

7. INVESTMENT OF FUNDS

ILA shall have all powers necessary, or in its sole discretion desirable, to carry out the purposes of the Fund, including, but not limited to, the power to retain, invest and reinvest the Fund in any manner as authorized by the laws of the State of Illinois and the power to co-mingle the assets of the Fund with those of other funds for investment purposes.

8. DISTRIBUTION

Any gifts made to the Fund, and earnings thereon if any, shall be distributed to Library to be expended for, or in furtherance of; the purposes of the Fund. If any gifts to ILA for the purposes of the Fund are received and accepted subject to a Donor's restrictions as to the use of income or principal, said restrictions will be honored, subject, however to the authority of ILA's Board of Directors to vary the terms of any gift if continued adherence to any restriction is impractical, impossible, or unlawful.

9. FUND TERMINATION

The Fund shall continue so long as assets are available in the Fund and the purposes of the Fund can, in the opinion of the Board of Directors of ILA, be served by its continuation. If the Fund is terminated for the above reasons, ILA shall devote any remaining assets in the Fund exclusively for charitable purposes that:

(a) are within the scope of the charitable purposes of ILA's Articles of Incorporation;

The Fund should not be used for donations from individuals. Those should go directly to the Library and receipted by the Library and are tax deductible by the individual donor. The only gifts that should involve the Fund are those from corporations that require a 501(c)(3) receipt.

(b) most nearly approximate, in the good faith opinion of the Board of Directors of ILA, to the original purpose of the Fund; and

(c) benefit the Library.

10. ACCOUNTING

This Fund shall be accounted for separately and apart from other gifts to ILA.

11. INDEMNIFICATION

Library shall indemnify ILA and its directors, officers, and employees, if named as a party, or threatened to be named as a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, arising out of the acceptance of gifts and administration of the Fund, against expenses (including attorneys fees), judgments, fines, and amounts paid in settlement, actually and reasonable incurred, if ILA or such person acted in good faith and in a manner reasonably believed to be in, or not opposed to, the best interests of ILA and the Fund.

12. NOTICES

Any notices, distributions or other contact shall be by First Class United States Mail, properly addressed and postage prepaid, to the following addresses:

To Library:	**To :**
	C/O Illinois Library Association
	33 West Grand Ave. Suite 401
	Chicago, IL 60654
	Phone# 312-644-1896
	Email Address: ila@ila.org

13. ENTIRE AGREEMENT

This is the entire agreement of the parties and any other terms and conditions are hereby deemed to be merged into this agreement.

14. APPLICABLE LAW

This agreement shall be construed under the laws of the State of Illinois and is the entire agreement of the parties.

The Fund should not be used for donations from individuals. Those should go directly to the Library and receipted by the Library and are tax deductible by the individual donor. The only gifts that should involve the Fund are those from corporations that require a 501(c)(3) receipt.

15. BINDING EFFECT

This agreement shall be binding upon the parties, their heirs, successors, assigns and personal representatives.

_____

LIBRARY NAME

_____

AUTHORIZED SIGNATORY NAME AND TITLE

_____

SIGNATURE **DATE**

ILLINOIS LIBRARY ASSOCIATION:

_____

AUTHORIZED SIGNATORY NAME AND TITLE

_____

SIGNATURE **DATE**

The Fund should not be used for donations from individuals. Those should go directly to the Library and receipted by the Library and are tax deductible by the individual donor. The only gifts that should involve the Fund are those from corporations that require a 501(c)(3) receipt.

NAMING POLICY

POLICY:

The Park Ridge Public Library Board of Trustees shall have the sole responsibility for naming the Library building, spaces within and immediately outside.

RULES:

1. In the event of a major addition/renovation to the existing Library or for the construction of a new Library, the Board of Trustees will consider naming the building after a donor who requests naming rights and who contributes a minimum of 51% of the total project cost.

2. No naming opportunities will be considered for corporations, religious or political entities.

3. While it is the intent that all such names will be used for many years to come, the Board cannot promise that a name will be used in perpetuity.

4. The Board of Trustees and the Library Director will be responsible for determining the manner in which the name is recognized.

5. Other naming opportunities may be available within the existing facility or within a new or renovated and expanded facility, and could include such areas as meeting rooms, reading areas, collections, equipment, gardens or other interior and exterior spaces.

6. Naming opportunities for interior and exterior spaces are available for individuals, families and foundations making a significant contribution to the project as determined by the Board of Trustees.

Revised May 18, 2010
Approved: February 15, 2005

MINUTES
OF THE SPECIAL MEETING OF THE
INTERGOVERNMENTAL AGREEMENT (IGA) SUB-COMMITTEE
OF THE PARK RIDGE PUBLIC LIBRARY BOARD HELD
JANUARY 9, 2018 AT 7:19 P.M. IN THE FIRST FLOOR MEETING ROOM OF THE LIBRARY

ROLL CALL

COMMITTEE PRESENT: Joseph Egan *(remotely via phone)*, Chair; Charlene Foss-Eggemann, Joshua Kiem

OTHER TRUSTEES PRESENT: Karen Burkum, Gareth Kennedy, Patrick Lamb, Michael Reardon, Judith Rayborn

OTHERS PRESENT: Angela Berger, Interim Library Co-Director; Laura Scott, Interim Library Co-Director; John Priala, Library Staff

Approval of Remote Attendance

Motion approved during Building & Grounds Committee formally approving Mr. Egan's attendance via remote means.

Approval of Minutes

Mr. Kiem made a

MOTION: to approve the minutes of the December 11, 2017 IGA (Intergovernmental Agreement) Sub-Committee meeting

Mr. Reardon SECONDED the motion

Voice vote

MOTION PASSED UNANIMOUSLY

Discussion of Intergovernmental Agreement (IGA)

It was stated that Mr. Dobrilovic provided comments after the review at the December 19, 2017 Board meeting. There was discussion as to if the draft included in the packet for this evening's meeting is the most current draft of the IGA (Intergovernmental Agreement).

Mrs. Foss-Eggemann stated she will review all versions of the agreement and then send the latest draft to the Interim Library Co-Directors to be included in the Board packet this month.

Other None

Adjournment: 7:40 p.m.

Charlene Foss-Eggemann, Secretary

DRAFT

NO
April 2018
Planning & Operations
Committee Meeting

(No action items.)