

PLAINFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF BOARD MEETING
DECEMBER 14, 2016

CALL TO ORDER, PLEDGE, ROLL CALL: The meeting of December 14, 2016, was called to order at 6:30 p.m. in the Library's Small Meeting Room at 15025 S. Illinois Street. The Pledge of Allegiance was recited. Roll call was conducted. Present: Gilmore, Miller, Kinley, Puetz, Knight Schmidt and Andel (arrived at 6:50 p.m.). Absent: None. Staff present: Pappas, Maxwell, De Fazio (arrived at 6:50 p.m. and left at 8:50 p.m.), Wiaranowski (left at 8:50 p.m.). Guests present: Steve Larson and John Piemonte of Ehlers & Associates (left at 7:53 p.m.); Bill Wilson (arrived at 7:52 p.m.)

PUBLIC COMMENT: None

Trustee Attendance at Community Events: Trustees reported on various items attended since the board last met. Puetz reported on his attendance at the Village Plan Commission meeting.

CONSENT AGENDA: Gilmore accepted the minutes of the November 16, 2016, regular board and November 16, 2016, executive board meeting and November 29, 2016, special board meeting as presented.

Miller moved for approval of the amended October bills motion as follows: General Bills in the amount of \$106,474.32 and Petty Cash in the amount of \$.00 and the November bills in the amount of \$295,645.69 as follows: Payroll \$126,698.17, General Library Bills \$141,475.79, IMRF \$22,230.41, VALIC (Deferred Compensation) \$4,400.83, Petty Cash \$.00, Flexible Spending Plan \$840.49 and Special Reserve Fund \$.00. Knight seconded the motion. All present voted yes via roll call vote; motion carried (1 Absent).

COMMITTEE REPORTS: Setting a Finance Committee meeting will be tabled until the January meeting. The Personnel Chair set a meeting with Pappas for 11 a.m. on January 12th.

LIBRARY DIRECTOR'S REPORT: Pappas noted various items in her report. Staffing levels were discussed noting that only key full time people are being replaced. All other positions are not being filled. This will be studied more in the mid-year budget meeting. De Fazio reported on the Planning for the Future Committee report. Both social media and communications audits were covered. De Fazio will share the results of her report with Puetz, per his request. The board noted and thanked Pappas for the large number of meetings she attended this month.

ACTION ITEMS

A. Unfinished Business

Building and Expansion Planning –

- 1. Ehlers Financial – Ballot Wording** – Larson and Piemonte reviewed our Financial Plan Report. It is important to note that this document is a working plan and should be updated on a regular basis. Today's interest rate increase was noted. The three ballot questions were extensively reviewed with the board deciding to direct and pursue Chapman and Cutler to prepare documentation using question #3.
- 2. Nagle Hartray Presentation** – The Board is directing Nagle Hartray to prepare multiple design concepts prior to the January board meeting so they will have time to review before the meeting.
- 3. Survey Results** – Pappas reviewed the survey responses and will place the survey on our website.

4. Citizen's Committee – There appears to be lots of interest. We need to identify the right people and reach out to them to firm up a committee. Gilmore will be working on forming a nine-person leadership committee.

B. New Business

Policy Revision - Kinley moved to accept policy changes to the Administrative Assistant Job Description as presented. Andel seconded the motion. All voted yes via roll call vote; motion carried.

Trustee Expenditures - Miller moved to approve meal expenditures for Trustees Gilmore, Knight, Kinley and Miller to attend the Annual State of the Village PACC Luncheon for the Village of Plainfield in the total amount of \$140.00. Knight seconded the motion. All voted yes via roll call vote; motion carried.

ADJOURNMENT TO EXECUTIVE SESSION: Miller moved to adjourn to Executive Session pursuant to 5 ILCS 120/2(c)(5) Purchase or Lease of Real Property and 5 ILCS 120/2 (c)(11) Pending Litigation. Puetz seconded the motion. All voted yes via roll call vote; motion carried.

Board adjourned to executive session at 8:56 p.m. and returned from executive session at 9:07 p.m.

ACTION FOR ITEMS DISCUSSED IN EXECUTIVE SESSION: None

ADJOURNMENT: Miller moved to adjourn; Andel seconded the motion. All voted yes; motion carried. The meeting adjourned at 9:08 p.m.

Respectfully submitted,

Respectfully submitted,

Debbie Maxwell
Recording Secretary

Vicki Knight
Board Secretary