

PLAINFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF BOARD MEETING
JULY 20, 2016

CALL TO ORDER, PLEDGE, ROLL CALL: The meeting of July 20, 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 and Schmidt. Absent: Andel, Knight. Staff present: Pappas, Maxwell, DeFazio (left at 8:35 p.m.); Stephens, Marcantonio, Gulas, Caswell (4 left at 6:33 p.m.). Guests present: Graham Harwood of CCS International and Don McKay of Nagle Hartray (guests left at 8:35 p.m.)

SECRETARY PRO TEM: Gilmore appointed Kinley to act as Secretary Pro Tem in the absence of Knight.

SPECIAL RECOGNITION: The board thanked Ginny Stephens for 25 years of dedicated service.

PUBLIC COMMENT: None

Trustee Attendance at Community Events: Puetz reported on attendance at the Village Plan Commission meeting and several trustees attended a Chamber event last Wednesday.

CONSENT AGENDA: Gilmore accepted the following meeting minutes with corrections as noted: June 13, 2016, special and executive session and June 15, 2016, regular and executive session.

Miller noted that the bills this month are substantially greater than in previous months due to several factors: 1) three payroll month, 2) fiscal year end and 3) accounting clerk's schedule resulting in lower bills paid the previous two months. It was noted Per Capita Grant funds were received but there has been no information as to when any personal property taxes will have to be paid back.

Miller moved for approval of Bills for June in the amount of \$548,639.03 as follows: Payroll \$221,941.50, General Library Bills \$286,128.44, IMRF \$35,149.16, VALIC (Deferred Compensation) \$4,833.94, Petty Cash \$300.00, Flexible Spending Plan \$285.99 and Special Reserve Fund \$.00. Schmidt seconded the motion. All present voted yes via roll call vote; motion carried.

COMMITTEE REPORTS: None

LIBRARY DIRECTOR'S REPORT: The Library Director's report was reviewed. Head of Maintenance has secured a tuck pointer, within budget, and will begin soon. It took replacement of the main board in the elevator to bring it back to working order after being down most of a day last week.

HB399 passed allowing alcohol to be served in the library for programs and events. Pappa will work on a policy and also run this by our liability insurance carrier.

ACTION ITEMS

A. Unfinished Business

Building and Expansion Planning - The Planning for the Future committee is waiting for direction on what they can do next. Their feedback was created without seeing architect plans and based on what they had heard from the public. It was noted that staff have been trained on the software for marketing and could do small design work.

Nagle reported that they reviewed the revisions and revised the building to the larger footprint, resulting in a loss of 6-7 more parking spaces. They received staff comments and thought them helpful and don't see why they can't be included in planning. Trustees thought Nagle did a good job of incorporating last month's feedback. It was noted a drop off is important, but not necessarily a service window. Schmidt also feels it is time to visit the Village Planner for initial

input. We might want to talk about formalizing an agreement with the Village and businesses on Lockport Street to help with parking. A floor plan will be developed as time goes on. Now we need to focus on messaging and feedback, which will be critical. Having YS now at grade level is a point that contributes to the story. What are the needs? We need a consistent joint way to present and talk about the effect on home values.

Schmidt clarified that this is not a historical building and the local Historic Commission will not officially comment on a building plan. Harwood pointed out that at a size of 55K, this will be more budget than before so we need to find a way to close the gap.

What do we need to do about operating? How was this figured before? Kinley feels we are already behind and need operational dollars before we even build a building. Do we cut to gain operating dollars? We need to get a better handle on this and figure out who are the people to target. How do we message and market this and to whom and when?

If moving forward in April, we need to attend community events and keep this out in the public. Simple bullet points with a cohesive message provided with professional assistance will be needed. Nagle will focus on program changes to be made for the August meeting, tonight's feedback and department head input. Gilmore and Pappas will meet with the Village to discuss site plan updates. We will not work on an exterior at this point. The board has set a Committee of the Whole meeting for August 4th at 7 p.m. in the small meeting room. We will consider who to talk to and what we are going to talk about. Pappas will send the talking points she has created to the board. Nagle and Harwood will also send their thoughts. We will explore looking at hiring a firm to do targeted marketing to help craft a story and message. Pappas mentioned two firms, one of which Every Library has worked with. At this point it is imperative we deal with a firm which has library knowledge. Pappas will get information as to marketing for the August 4th meeting.

Miller moved to approve Resolution 2016-2 Approving and Making Available a Tentative Budget and Appropriation Ordinance. Puetz seconded the motion. All present voted yes via roll call vote; motion carried.

B. New Business

Kinley moved to approve Ordinance 2016-4 0.02% Building, Sites and Maintenance Fund Levy as presented. Schmidt seconded the motion. All present voted yes via roll call vote; motion carried.

Kinley moved to approve a change in banking signatories pursuant to Banking Resolution 0006717572 as presented. Schmidt seconded the motion. All voted yes via roll call vote; motion carried.

Trustees Schmidt and Miller will perform the annual secretary's audit of the minutes.

Kinley moved to accept changes to job descriptions as presented. Puetz seconded the motion. All voted yes via roll call vote; motion carried.

Board packets will be reduced in size. Financial reports will only be posted to the secure site, unless there is a special request. RFP's and proposals will not be printed and will only have a summary.

ADJOURNMENT: Miller moved to adjourn; Schmidt seconded the motion. All voted yes; motion carried. The meeting adjourned at 9:04 p.m.

Respectfully submitted,

Debbie Maxwell
Recording Secretary

Respectfully submitted,

Sharon Kinley
Board Secretary Pro Tem