

PLAINFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF BOARD MEETING
JUNE 15, 2016

CALL TO ORDER, PLEDGE, ROLL CALL: The meeting of June 15, 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, Knight, Puetz, Kinley and Andel. Absent: Schmidt. Staff present: Milavec, Pappas, Maxwell, Lance Agne and Jayne Odegaard (both left at 6:33 p.m.). Guests present: Graham Harwood of CCS International and Don McKay of Nagle Hartray (both left at 8:25 p.m.)

SPECIAL RECOGNITION: The board thanked Jayne Odegaard for 10 years of dedicated service to the library.

PUBLIC COMMENT: None

Trustee Attendance at Community Events: Puetz reported on his attendance at the Village Plan Commission meeting. Miller noted articles in the *Library Journal* and *ILA Reporter*.

CONSENT AGENDA: Gilmore accepted the May 18, 2016, regular and June 4, 2016, special meeting minutes as presented.

Kinley moved approval of Bills for May in the amount of \$220,764.03 as follows: Payroll \$133,988.56, General Library Bills \$55,316.05, IMRF \$23,944.50, VALIC (Deferred Compensation) \$7,250.91, Petty Cash \$50.00, Flexible Spending Plan \$214.01 and Special Reserve Fund \$.00. Andel seconded the motion. All voted yes via roll call vote; motion carried.

COMMITTEE REPORTS: Kinley presented the June 4, 2016, regular and executive session Personnel Committee reports. A written evaluation and Letter of Recommendation have been provided for Milavec's file.

LIBRARY DIRECTOR'S REPORT: The Library Director's report was reviewed. Milavec is working on departure transitions. Gilmore thanked Milavec for 15 years of service to the library and noted it has been a privilege to work with her. She was wished good luck in her new position.

ACTION ITEMS

A. Unfinished Business

Building and Expansion Planning - Design Charrette: Nagle Hartray presented their 50K expansion concept. Should we proceed with a one or two story addition? A one floor addition allows for big open adaptable floor plates which make more sense, however, a two story addition is a smaller footprint that allows more parking. We would like to explore YS at grade level due to strollers, etc. YA must also remain with YS. It was noted that having Circulation removed and split off from a drive-up entrance doesn't function well. The idea of drive up express lockers and a book drop were noted. Anders Dahlgren of Library Planning Associates concurred that a one story addition would be more functional with the two story option definitely harder to staff.

There is a concern using the building as a cut through and cutting off parking from downtown. Schmidt had noted that she would like to see an addition compliment and not be a replica of the existing building and feels the one story concept too dense. McKay's firm recommendation is to focus on staffing and evaluate internal function of the library with the goal to give direction and refine options for the next board meeting. Key stakeholders then need to share their opinions with the Board. Pappas will resend original list. We need to decide how many will be involved at a July meeting so we know who to contact. After review of the list, input should be submitted to Pappas by 7/1. Trustees will note everybody they think and Gilmore and Pappas will review.

After discussion, the staff and board strongly feel that one story is the way to go. There will be no two story massing. When approaching stakeholders we are going to say - Here is what we heard and how we addressed it using the top ten complaints and how they were addressed. It

was suggested that we might explore a different layout on our land to try to eliminate cut through and parking cut-off.

We have to look more closely at parking and perhaps it is worth Gilmore and Pappas talking to the Village again for feedback. McKay will look at the building program and how those changes play into this concept. As far as an exterior design, we will stay as neutral as possible.

Audit Proposals - Puetz moved to engage Lauterbach and Amen for Audit services for a term of three years. Knight seconded the motion. All voted yes via roll call vote; motion carried.

FY2017 Working Budget - Milavec discussed the benefits changes. Holding the line on benefits is huge and there may have to be changes in the future.

Miller moved to approve the FY2017 Working Budget as presented. Puetz seconded the motion. All voted yes via roll call vote; motion carried.

B. New Business

Kinley moved to approve Ordinance 2016-3 Prevailing Wage Ordinance for Fiscal Year 2016/2017 as presented. Miller seconded the motion. All voted yes; motion carried.

Andel moved to appoint Renee Herbst to serve as IMRF Authorized Agent. Kinley seconded the motion. All voted yes via roll call vote; motion carried.

Puetz moved to approve the IT Support Contract Renewal from Tech Pro Logic for a term of one year in a single payment amount of \$55,699 as presented. Andel seconded the motion. All votes 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)(1) Performance or Compensation of a Specific Employee. Andel seconded the motion. All voted yes via roll call vote; motion carried.

Board adjourned to executive session at 8:48 p.m. and returned from executive session at 9:28 p.m.

Executive Search Firm Proposals - Gilmore indicated that the board is tabling this item for future business.

The board has approved Pappas to continue to serve as Interim Library Director until July 1, 2017, with flexibility for extension, as necessary.

ADJOURNMENT: Miller moved to adjourn; Puetz seconded the motion. All voted yes; motion carried. The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Respectfully submitted,

Debbie Maxwell
Recording Secretary

Vicki Knight
Board Secretary