

PLAINFIELD PUBLIC LIBRARY DISTRICT  
MINUTES OF BOARD MEETING  
MAY 18, 2016

**CALL TO ORDER, PLEDGE, ROLL CALL:** The meeting of May 18, 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, Andel and Schmidt. Absent: None. Staff present: Milavec, Pappas, Maxwell; Agne (left at 7:17 p.m.), Jackson (left at 8:55 p.m.); Guests present: Judy Bigsby, Alba Jensen, Nancy Maynard and Donna Morrow - Friends of the Library (all Friends left at 7:07 p.m.); Graham Harwood of CCS International

**PUBLIC COMMENT:** Puetz reported that he attended one Village Planning meeting as the second was cancelled. A new chair has been appointed and there are two open commissioner spots. Kinley and Gilmore, along with library staff Stephens and Beard, have been conducting 3<sup>rd</sup> grade historical walking tours downtown for 1400 students. Miller attended the Plainfield Central High School awards ceremony presenting a Rotary scholarship. She commented it is good to know we are on track to help students by providing programming.

**CONSENT AGENDA:** President Gilmore accepted the April 20, 2016 regular and May 9, 2016 special meeting and executive session board meeting minutes as presented and authorized opening and destruction of audio tapes for May 21, 2014 and July 16, 2014 executive session minutes.

Miller moved approval of Bills Paid and Bills Payable for April in the amount of \$221,277.68 as follows: Payroll \$138,367.72, General Library Bills \$56,593.82, IMRF \$23,874.17, VALIC (Deferred Compensation) \$2,416.97 Petty Cash \$25.00, Flexible Spending Plan \$ .00 and Special Reserve Fund \$ .00. Puetz seconded the motion. All voted yes via roll call vote; motion carried.

**COMMITTEE REPORTS:** Kinley presented the April 25, 2016, Personnel Committee meeting and executive Personnel Committee reports. A June 4<sup>th</sup> meeting was set at 11:30 a.m. for the Personnel Committee to review the Director's evaluation.

**LIBRARY DIRECTOR'S REPORT:** The Library Director's report was reviewed. Milavec thanked the board/staff for the outpouring of support as it was a difficult decision to accept her new position. Milavec is working on the transition. At this time she does not see a reason for the Finance Committee to meet as all changes have been discussed at the full board level. Pappas reported on changes to Summer Reading and the Finale this year. Miller noted 3k new cardholders were added since last year and is not sure how to accommodate services without spending more money.

## **ACTION ITEMS**

### **A. Unfinished Business**

#### **Building and Expansion Timeline for Future Planning:**

Target Cost/Criteria for Evaluation

Harwood is not convinced that the consultant advice was totally accurate in that the Trustees were hardly able to do anything. We need to look at our messaging carefully, developing a key message, and define what the trustee's role will be. We also need to look at the organization of the Citizens Committee.

Andel inquired if we are moving forward? It is recognized that we must focus and all be committed and we must identify people to talk to face-to-face. Each of the board members were polled as to their feelings. Knight and Andel felt more exploration was needed. We need to figure out what resonates with the community and the need and not focus on the wrong thing or negativity. After extensive discussion the board unanimously came to the consensus that we

should move forward in April 2017. Each of the board members ranked the eight building vision items. Harwood will gather data and compile results.

Supplemental Authorization of Services - Nagle Hartray Architects -

The consensus is renovation is the way to go. Schmidt indicated this is not the preferred path as this will be a very difficult process, but since we can't convey to the community what we want, we have to give them something they will accept. Schmidt warned there will be issues with any renovation.

All are in consensus for building guidelines of \$25M and a 50K square foot building, to be given to the architect. Schmidt feels we have to tell them we need two options/schemes. One is to blend and one is for distinction. This uses a variation on schemes using creative connections,

Miller moved to approve the Supplementation Authorization of Services by Nagle Hartray Architects in the amount of \$50,000 with notations as discussed made by Gilmore prior to execution. Puetz seconded the motion. All voted yes via roll call vote; motion carried.

#### **A. New Business**

Six firms have been identified for a Director search. All have done searches in RAILS during the past year. Pappas noted that she doesn't think there has been a library that hasn't used a search firm in the area. Since this seems the logical choice, Milavec will help us move forward with this process. A meeting was set for 10:30 a.m. on Saturday, June 4<sup>th</sup> to review submissions. Interviews of selected firms will occur on June 13<sup>th</sup> starting at 6:30 p.m. in the Original Library room. Gilmore and Milavec will work on a scoring matrix for that meeting.

Miller moved to approve the RFP for the Library Director Search as presented. Puetz seconded the motion. All voted yes; motion carried.

Pappas explained her proposed offer to focus on keeping the Library afloat and assist behind the scenes for referendum planning until a Director is in place. We will need additional referendum support.

Miller moved to appoint Pappas as Interim Library Director per her proposal, starting July 15<sup>th</sup> through the hire date of a permanent executive director. All voted yes via roll call vote; motion carried.

The board concurred with the recommendation of the Personnel Committee that the Salary Schedule for 2017 be accepted as presented. Milavec will include this recommendation in the Final Working Budget.

The trustees are in agreement with the current draft of the Working Budget with changes as noted by Milavec. There is an inclusion for a contingency for an Executive Search firm and a placeholder for a Director salary as discussed at the last Personnel meeting. The final Working Budget will be presented next month.

Miller moved to approve Ordinance 2016-2 as presented entitled Public Meetings Ordinance of the Plainfield Public Library District Will and Kendall Counties, Illinois for Fiscal Year July 1, 2016 to June 30, 2017. Puetz seconded the motion. All voted yes via roll call vote; motion carried.

Miller moved to approve nonresident fee card participation for FY 16/17 using the tax bill method. Puetz seconded the motion. All voted yes; motion carried.

Agne reviewed the five bids that were submitted at the bid opening for Janitorial services and gave his recommendation. The term of contract will be for one year with a one year renewal with bonding per the RFP of \$1M/\$3M. References have been checked.

Schmidt moved that Best Quality Cleaning be used for cleaning in the annual amount of \$27,120 pursuant to the RFP and proposal submitted. Miller seconded the motion. All voted yes via roll call vote; motion carried.

Judy Bigsby made a presentation to the board requesting closing the library on the Wednesday evening before the August book sale. There were questions regarding staff during this event and donations for the silent auction.

Knight moved to approve closing on August 24<sup>th</sup> at 5:00 p.m. for a Book Sale Preview and Silent Auction. Kinley seconded the motion. All voted yes; motion carried.

**ADJOURNMENT:** Puetz moved to adjourn; Schmidt seconded the motion. All voted yes; motion carried. The meeting adjourned at 10:07 p.m.

Respectfully submitted,

Debbie Maxwell  
Recording Secretary

Respectfully submitted,

Vicki Knight  
Board Secretary