

PLAINFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF BOARD MEETING
SEPTEMBER 21, 2016

CALL TO ORDER, ROLL CALL: The meeting of September 21, 2016, was called to order at 6:31 p.m. in the Library's Small Meeting Room at 15025 S. Illinois Street. Roll call was conducted. Present: Gilmore, Andel, Miller, Kinley and Puetz. Absent: Knight and Schmidt. Staff present: Pappas, Maxwell; Kohn, Newbury and Stephenson (all 3 left at 6:35 p.m.), DeFazio (left at 8:15 p.m.). Guests present: Graham Harwood of CCS International, Alba Jensen of Friends (left at 6:55 p.m.); Steve Larson and Tony Kalina of Ehlers & Associates (both arrived at 6:50 p.m. and left at 8:37 p.m.) and Liz Wright, Practicum student (left at 8:40 p.m.)

SECRETARY PRO TEM: Kinley was appointed to act as Secretary Pro Tem for this meeting.

SPECIAL RECOGNITION: The board thanked Kara Kohn for ten years and Debbie Maxwell for fifteen years of dedicated service.

PUBLIC COMMENT: None

Trustee Attendance at Community Events: Gilmore, Miller and Kinley attended the Legislative Luncheon today. Miller also attended the soft opening of the Opera House Restaurant and the Park District informational meeting. Puetz reported on his attendance at the Village Plan Commission meeting.

Trustee Meeting Report:

- 2016 Illinois Bond Election Workshop - Pappas attended this G.K. Baum presentation. The handout from the event will be forwarded once received. Baum noted that April referendums are difficult.
- RAILS Trustee Workshop - Pappas reported she also attend this workshop which was mainly a review of Roberts Rules of Order and parliamentary procedures. Items noted were:
 - The presenter suggested that we should not approve bills payable since they are unaudited, however, our attorney has indicated we are fine with the way we do it.
 - The secretary does the actual roll call.
 - A motion does not require a second.
- Friends of the Library - The board thanked the Friends for their support, noting the Sneak Peek and book sale were nicely done and they did a great job. Alba Jensen reported the preview event made \$2,411 for a total of \$5,220 and they expect another \$600-\$700 from additional post sales. Last year they made \$4,159. The Friends would like to concentrate on this event and make it the best it can be.

CONSENT AGENDA: Gilmore accepted the August 17, 2016, board meeting minutes as presented.

Miller moved for approval of Bills for August in the amount of \$267,953.60 as follows: Payroll \$130,771.75, General Library Bills \$109,178.40, IMRF \$24,082.18, VALIC (Deferred Compensation) \$2,938.22, Petty Cash \$.00, Flexible Spending Plan \$983.05 and Special Reserve Fund \$.00. Andel seconded the motion. All voted yes via roll call vote; motion carried.

COMMITTEE REPORTS: None. It was noted the Building and Grounds committee does not meet on a regular schedule.

LIBRARY DIRECTOR'S REPORT: The Library Director's report was reviewed. Nagle Hartray will not be present tonight. Pappas reported that the Foundation met and is looking at dissolving, but not until next spring. In the interim, they have committed \$1k to be used for staff recognition so it will be put to some use at the in-service.

The Village's Class H permit complicates things involving the Alcoholic Beverages policy. The Friends would have to hire an outside distributor to serve. We might be able to acquire a special permit for the Library.

A draft marketing plan has been created and is currently being reviewed. It will target specific groups and we will be working on doing some things in October. Gilmore mentioned the board having more of a presence on-line with trustee profiles. The board felt this was a good idea.

Kinley would like to know more about the Library's role with PPCN. Pappas will have DeFazio give us more information on this.

ACTION ITEMS

A. Unfinished Business

Homecoming Parade – Gilmore has secured two vehicles. Rolling Down the Information Highway will be the theme with only trustees participating this year. Further details will be shared when available.

Ordinance 2016-5 Budget & Appropriations - Puetz moved to approve Budget and Appropriations Ordinance 2016-5 for FY 16/17 as presented. Kinley seconded the motion. All present voted yes via roll call vote; motion carried.

Building and Expansion Planning – Steve Larson and Tony Kalina of Ehlers and Associates presented their preliminary information to the Board on financial planning for our expansion plans. They will return in October with a more comprehensive report. They are helping Pappas calculate what it will cost to operate a building twice the current size and suggesting the best methods for paying for an expansion, as well as helping with deciding on how to ask the ballot question. Items noted were:

- o On a per capita basis, we are currently understaffed. Projections used in the report for increased staffing costs do not completely fill the gap.
- o Increased staffing costs for a new building are estimated at \$1,091,265 with additional expenses totaling \$1,242,587.
- o Review has placed the average home price in Plainfield at \$237,000 with the median price being \$222,000.

The Board decided that eliminating RFID made sense at this point. Pappas noted this elimination will not free up staff to do other things. Gilmore will also start reaching out to previous Citizens Committee members to find out their interest in reforming.

A mailer was discussed that would be linked to survey monkey with zip plus 4. Pappas will prepare a draft of the mailer for the next meeting.

B. New Business

2017 Closing Schedule – Puetz moved to accept the 2017 closing schedule as presented. Kinley seconded the motion. All voted yes via voice vote; motion carried.

Policy Update - Puetz moved to accept policy changes to the Facilities Policy and Appendix 5A as corrected. Andel seconded the motion. All voted yes via roll call vote; motion carried.

Resolution 2016-3 To Determine Funds Needed - Miller moved to approve Resolution 2016-3 To Determine an amount of money necessary to be raised by taxation for FY 16/17 and Appropriations Ordinance 2016-5 for FY 16/17 as presented. Andel seconded the motion. All present 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. Puetz seconded the motion. All voted yes via roll call vote; motion carried.

Board adjourned to executive session at 9:50 p.m. and returned from executive session at 9:59 p.m.

ACTION FOR ITEMS DISCUSSED IN EXECUTIVE SESSION - None

ADJOURNMENT: Miller moved to adjourn; Puetz seconded the motion. All voted yes; motion carried. The meeting adjourned at 10:00 p.m.

Respectfully submitted,

Debbie Maxwell
Recording Secretary

Respectfully submitted,

Sharon Kinley
Board Secretary Pro Tem