

PLAINFIELD PUBLIC LIBRARY DISTRICT  
MINUTES OF BOARD MEETING  
AUGUST 17, 2016

**CALL TO ORDER, PLEDGE, ROLL CALL:** The meeting of August 17, 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, Andel, Miller, Knight, Kinley, Puetz and Schmidt. Absent: None. Staff present: Pappas, Maxwell; DeFazio, Petersen, Gulas, Yocherer, and Joe, Laura and Luca Marcantonio, (all 7 left at 6:36 p.m.). Guests present: Marc Rogers of CCS International, Jill Yott (left at 7:10 p.m.)

**SPECIAL RECOGNITION:** The board thanked Joe Marcantonio and Heather Yocherer for ten years of dedicated service.

**PUBLIC COMMENT:** None

**Trustee Attendance at Community Events:** Five trustees attended the Summer Reading Finish Line party. Puetz reported on his attendance at the Village Plan Commission meeting.

**CONSENT AGENDA:** Gilmore accepted the July 20, 2016, regular and August 4, 2016, special meeting minutes as presented.

It was clarified that the July payment to IMRF was made at the end of June.

Schmidt moved for approval of Bills for July in the amount of \$319,699.88 as follows: Payroll \$137,918.49, General Library Bills \$176,836.32, IMRF \$ .00, VALIC (Deferred Compensation) \$4,833.94, Petty Cash \$ .00, Flexible Spending Plan \$111.13 and Special Reserve Fund \$ .00. Andel seconded the motion. All voted yes via roll call vote; motion carried.

**COMMITTEE REPORTS:** None

**LIBRARY DIRECTOR'S REPORT:** The Library Director's report was reviewed. Pappas encouraged the trustees to look at the lower level bulletin board celebrating the summer reading program. Reminder dates were given for the Friends Sneak Peek on 8/24 and the Park District referendum community information sessions on 9/7 and 9/28.

One of our part-time reference librarians has accepted a full time position in management at Des Plaines. Other staff have stepped up to cover her book discussions as we will not be replacing her. We are still working on a policy regarding alcohol and should bring that back to the board in the near future. In your packet are talking points about fall changes, including Sunday hours.

Tuck-pointing has been completed. Cleaning and painting of the exterior foundation walls will start shortly.

Gilmore reminded all that we will start our meeting next month at 6 p.m. for the B&A Public Hearing.

## **ACTION ITEMS**

### **A. Unfinished Business**

**Building and Expansion Planning** - Pappas shared information on staffing/budget and tax rate comparisons for various libraries. There are no concepts yet, but Nagle Hartray will be here next month. We need to decide if there is enough information and what is needed to move forward in January. Gilmore would like to gather 6 to 8 local architects and 2 board members to meet to bounce ideas off each other. A packet of discussion items would be prepared with the meeting being led by our architect. A goal was set to meet in the coming month and report at

the next board meeting. Meanwhile, the Trustees will be working on people who are willing to talk with us. In September we will refine and compile a list of who to reach out to.

Pappas reported that she and Gilmore will be meeting with Steve Larson and John Piemonte of Ehlers and Associates. RW Baird does not provide marketing services for referendums. We need to know what it costs to operate a building, including staffing and other costs to determine our operating needs. Gilmore will also be meeting with Vince Fazio to discuss parking in the near future. There is no report on the Village parking study as of yet. Gilmore is also going to meet with Tasha Kitson at the Chamber to discuss how to interface with businesses to engage in development.

**Introduction to Marketing Consultant** – Jill Yott is from Frankfort and spent the majority of her marketing career working for non-profits. She has a long-standing love for libraries and worked for the Downers Grove Library for several years. The past six years she has been a freelance marketing consultant. She feels our library is a best kept secret and we need to get the word out what we have to offer. A value campaign showing our worth and all we have to offer would apply here. Yott will work with Pappas and the Department Heads on the marketing campaign. This should also create a base for the referendum.

**ILA Attendance** – Miller will attend and Gilmore and Kinley are probable. Trustees will advise Maxwell about the status of their attendance by September 1<sup>st</sup>.

## **B. New Business**

**Homecoming Parade** – The parade is October 1<sup>st</sup>. The library will have no presence this year, however, Gilmore suggested a car or two of interested parties could participate. Schmidt, Kinley, Puetz, Knight and Gilmore can participate. Gilmore will check on cars and participants. Knight will check with the Friends to see if they might consider joining in.

**Policy Update** – Kinley moved to accept policy changes to Library Services as presented. Miller seconded the motion. All voted yes via roll call vote; motion carried.

**White Oak Territory Transfer** - The board discussed this and they do not want to enter into a legal agreement regarding a transfer of property. Pappas and Gilmore will respond thanking them for contacting us and state that the board has considered and reviewed their proposal but is not interest in pursuing this.

**Computer Purchase** – Kinley moved to approve a computer purchase from Dell in the amount of \$18,499. Schmidt seconded the motion. All voted yes via roll call vote; motion carried.

**ADJOURNMENT:** Schmidt moved to adjourn; Puetz seconded the motion. All voted yes; motion carried. The meeting adjourned at 8:32 p.m.

Respectfully submitted,

Debbie Maxwell  
Recording Secretary

Respectfully submitted,

Vicki Knight  
Board Secretary