

PLAINFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF BOARD MEETING
JANUARY 18, 2017

CALL TO ORDER, PLEDGE, ROLL CALL: The meeting of January 18, 2017, was called to order at 6:31 p.m. in the Library's Small Meeting Room at 15025 S. Illinois Street. The Pledge of Allegiance was recited. Roll call was conducted. Regular members present: Gilmore, Miller, Knight, Puetz, Kinley, Andel and Schmidt (arrived at 6:33 p.m.). Absent: None. Staff present: Pappas, Maxwell, Pam Phillips (left at 6:36 p.m.), De Fazio and Gulas (both left at 8:40 p.m.). Guests present: John Miller and Joan Piemonte of Ehler's and Associates (both left at 7:56 p.m.), Don MaKay of Nagle Hartray and Graham Harwood of CCS International (both left at 8:40 p.m.).

SPECIAL RECOGNITION: The board thanked Pamela Phillips for 15 years of dedicated service to the library.

PUBLIC COMMENT: None

Trustee Attendance at Community Events – Trustees Knight, Gilmore, Kinley and Miller attended the State of the Village luncheon. Miller also attended the Chamber of Commerce open house at the Opera House. Puetz reported on his attendance at the Village Plan Commission meeting.

CONSENT AGENDA: Gilmore accepted the December 14, 2016, regular and executive session minutes and the January 10, 2017, special board meeting and executive session minutes as presented.

Schmidt moved approval of Bills Paid and Bills Payable for December in the amount of \$223,957.99 as follows: Payroll \$127,519.01, General Library Bills \$71,243.10, IMRF \$22,057.04, VALIC (Deferred Compensation) \$2,799.36 Petty Cash \$.00, Flexible Spending Plan \$339.48 and Special Reserve Fund \$.00. Puetz seconded the motion. All voted yes via roll call vote; motion carried.

COMMITTEE REPORTS: A Finance Committee meeting was set for February 22, 2017, at 7:00 p.m. Trustee Kinley will report on the Personnel chair meeting in executive session.

LIBRARY DIRECTOR'S REPORT: Pappas announced that we received an American Dream Literacy Grant for \$10k. Tina Beaird and Tania Hess applied for the grant to be used for iPad purchases to use for teaching in ESL classes. The bulletin board on the lower level is currently featuring the board and administration. While the Per Capita Grant has been completed, we are not confident that funds will be received. The Foundation has agreed to purchase two AED's and provide \$3k for adult programming for an adult fine art series.

ACTION ITEMS

A. Unfinished Business

Building and Expansion Planning –

- 1. Ehlers & Associates** – We are issuing \$14m less in bonds, but the decrease in cost is only \$10 a year for the average homeowner compared to last year's referendum. This is because we are looking at increased operating costs and this plan allows us to save money for capital expenditures. Operating costs are greater because it is less efficient to retain the existing building, plus multiple moves add to the cost.
- 2. Nagle Hartray Design Plans** – The trustees rated three conceptual designs as to which they preferred and which was most likely for the community to support. The trustees were split in their likes, but it was evident what they thought the community might

support. It was agreed to proceed with option #1. Nagle Hartray will bring fully developed plans next month to share with the community.

3. **Citizens Committee** – Gilmore is working on pursuing chairs for this committee and will share information as soon as it is available.
4. **Informational Campaign** – Pappas created a list of group events that are happening in the community. It is important that someone attend the meetings noted on the list to answer questions as these are groups identified to have high impact. The list was reviewed and volunteers were assigned. DeFazio noted that any Tuesday during storytime would be the best time to have an informational table out in the lobby before and after any event.

Gilmore will investigate cars for the St. Patrick's Day parade on 3/12 and the board was polled as to who would ride along, noting the Citizens Committee might also have an entry. We will talk about attendance at the Business Expo at the February board meeting. The next goal will be to get FAQ's posted, looking at how to value what the Library brings to the community.

5. **Plan B** – Homework for all staff and trustees is to start thinking about what our priorities will be should the ballot measure not pass so we can share some of this information. We will need to look at another building review and how we pursue our director search.

B. New Business

1. **Policy Revision** – Kinley moved to accept policy changes to Section 1 General Policy and deletion of Appendices 1A and 1B as presented. Andel seconded the motion. All voted yes via roll call vote; motion carried.
2. **Trustee Expenditures – Library Trustee Forum** – Kinley moved to approve attendance expenditures for Gilmore, Andel, Knight, Schmidt and Puetz to attend the annual Library Trustee Forum in Oakbrook in the total amount of \$675 and for Gilmore to attend the Romeoville State of the Village Luncheon for \$70. Andel seconded the motion. All voted yes via roll call vote; motion carried.
3. **Ordinance 2017-2 – Transfer of Funds** – Puetz moved to approve Ordinance 2017-2 – Ordinance Transferring Funds to the Special Reserve Fund. Miller seconded the motion. All 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, 5 ILCS 120/2 (c)(11) Pending Litigation and 5 ILCS 120/2 (c)(1) – Performance or Compensation of a Specific Employee. Puetz seconded the motion. All voted yes via roll call vote; motion carried.

Board adjourned to executive session at 8:49 p.m. and returned from executive session at 9:26 p.m.

ACTION FOR ITEMS DISCUSSED IN EXECUTIVE SESSION: None

ADJOURNMENT: Miller moved to adjourn; Schmidt seconded the motion. All voted yes; motion carried. The meeting adjourned at 9:28 p.m.

Respectfully submitted,

Debbie Maxwell
Recording Secretary

Respectfully submitted,

Vicki Knight
Board Secretary