

PLAINFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF BOARD MEETING
FEBRUARY 15, 2017

CALL TO ORDER, PLEDGE, ROLL CALL: The meeting of February 15, 2017, was called to order at 6:32 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, Puetz, Kinley, Andel and Schmidt. Absent: Knight. Staff present: Pappas, Maxwell, and Hartley. Guests present: Don McKay of Nagle Hartray (left at 8:12 p.m.), Judy Bigsby of the Friends of the Library (left at 7:00 p.m.), Donna Morrow of New Life for Old Bags, Plainfield Chapter (left at 6:40 p.m.), and Government students Andria Blaszczyk, Davia Blaszczyk, and Joseph Rohm (all left at 8:41 p.m.).

SECRETARY PRO TEM: President Gilmore appointed Trustee Puetz to act in the absence of Trustee Knight.

SPECIAL RECOGNITION: The board congratulated Debbie Maxwell on her retirement and thanked her for many years of service.

PUBLIC COMMENT: Ms. Morrow presented the Community Connection Award to the library in appreciation of the public space offered to New Life for Old Bags (NLOB) volunteers. Their charitable efforts have created over 800 mats for the homeless.

Trustee Attendance at Community Events: Trustee Puetz reported on his attendance at the Village Planning Commission. Miller attended the Plainfield Area Chamber of Commerce's Women You Should Know (WYSK) luncheon, Pappas and Kinley attended the Village's Coffee with the Mayor session. Gilmore attended the Library's chocolate event with library staff member Michelle Roubel providing information on the upcoming referendum. He also attended Village of Romeoville's State of the Village event and ILA's legislative breakfast.

CONSENT AGENDA: Gilmore accepted the January 18, 2017, regular and executive session minutes as presented.

Miller moved approval of Bills Paid and Bills Payable for January in the amount of \$236,546.13 as follows: Payroll \$126,228.14, General Library Bills \$73,664.85, IMRF \$33,482.11, VALIC (Deferred Compensation) \$2,739.22 Petty Cash \$.00, Flexible Spending Plan \$431.81 and Special Reserve Fund \$.00. Andel seconded the motion. All voted yes via roll call vote; motion carried.

COMMITTEE REPORTS: A Finance Committee meeting is set for February 22, 2017, at 7:00 p.m.

LIBRARY DIRECTOR'S REPORT: Pappas reported on developing ban guidelines for staff when handling severe problem patrons. She plans to have these guidelines refined for the board meeting in March. Pappas responded to a FOIA request regarding the library's meeting rooms. The kids only Harry Potter Extravaganza event is sold out with 50 people registered and another 20 on the waiting list. Trustees Gilmore, Schmidt, Andel, and Puetz will be attending the ILA's Illinois Library Trustee Forum Workshop on Saturday, February 18.

ACTION ITEMS

A. Unfinished Business

Building and Expansion Planning -

- 1. Nagle Hartray Design Plans -** Don McKay presented elevation and floor plan concepts to the board. The board agreed on concepts that were pragmatic and responsible, while remaining warm and inviting. McKay will have more developed plans available for the library in two weeks.

2. **Citizens Committee** – Trustees Kinley and Puetz attended a committee meeting as private citizens; and, technological set up and accounting functions are in progress. Pappas reported that the Foundation will donate \$5000.00 the Committee.
3. **Informational Campaign** – Pappas reported that the oversized informational postcards will be ready for mailing in middle March. A graphic artist is finalizing fact sheets and annual statistic handouts. Pappas and the Trustees reviewed and updated attendance for upcoming events.
4. **Plan B** – Pappas is currently working with library managers and Graham Harwood of CCS International for short and long term options. Plans will include building reassessment, storage, outreach, and Director options.

B. New Business

1. **Trustee Expenditures Attendance at Romeoville State of the Village Luncheon** – This item has been struck from the agenda.
2. **Friends of the Library Closing Request** – Judy Bigsby requested the library close at 4:30 p.m. on August 23, 2017, in order to accommodate a fundraising event. Pappas stated that holds will still be available during this time.

Miller moved to approve closing the library on August 23, 2017, at 4:30 p.m. for a special event for the Friends of the Library. Puetz seconded the motion. All voted yes via voice vote; motion carried.

ADJOURNMENT TO EXECUTIVE SESSION: Puetz moved to adjourn to Executive Session pursuant to 5 ILCS 120/2 (c)(5) – Purchase or Lease of Real Property and 5 ILCS 120/2 (c)(11) Pending Litigation. Kinley seconded the motion. All voted yes via roll call vote; motion carried.

Board adjourned to executive session at 8:41 p.m. and returned from executive session at 8:48 p.m.

ACTION FOR ITEMS DISCUSSED IN EXECUTIVE SESSION: None

ADJOURNMENT: Schmidt moved to adjourn; Andel seconded the motion. All voted yes via voice vote; motion carried. The meeting adjourned at 8:50 p.m.

Respectfully submitted,

Aimee Hartley
Recording Secretary

Respectfully submitted,

Jason Puetz
Board Secretary Pro Tem