

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

CALL TO ORDER, PLEDGE, ROLL CALL: The meeting of March 15, 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, Anandel (arrived at 6:36 p.m.), Miller, Kinley, and Schmidt. Absent: Knight and Puetz. Staff present: Pappas, DeFazio (left at 8:01). and Hartley. Guests present: Don McKay of Nagle Hartray (left at 8:25 p.m.), Graham Harwood of CCS International, Inc. (left at 8:25 p.m.), John Piemonte of Ehlers Inc. (left at 7:42 p.m.), Alba Jensen of the Friends of the Library (left at 6:51 p.m.), Bill Wilson (arrived at 7:20 p.m., left at 8:44 p.m.), and eight government students (all left at 8:41 p.m.).

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

PUBLIC COMMENT: Alba Jensen of the Friends of the Library presented a check in the amount of \$6000.00 to be used for the Library's Summer Reading Program.

Trustee Attendance at Community Events: Gilmore and Miller attended the Chamber Network Night. Miller and Anandel will be attending the Business Expo Saturday, March 18. Anandel attended the Library's Volunteer Fair and Kinley attended the Puppet Place program. Gilmore, Puetz, and Schmidt attended the March 12 parade in downtown Plainfield. Gilmore, Miller, Kinley and Schmidt attended Candidates Night Meet & Greet, and Gilmore, Schmidt, Anandel, and Puetz were present at the ILA Trustee Forum Workshop.

CONSENT AGENDA: Gilmore accepted the February 15, 2017, regular and executive session minutes as presented.

Kinley moved approval of Bills Paid and Bills Payable for February in the amount of \$259,491.11 as follows: Payroll \$127,112.54, General Library Bills \$107,376.27, IMRF \$22,179.67, VALIC (Deferred Compensation) \$2,739.22 Petty Cash \$.00, Flexible Spending Plan \$83.41 and Special Reserve Fund \$.00. Anandel seconded the motion. All voted yes via roll call vote; motion carried.

COMMITTEE REPORTS: A Finance Committee report of the February 22, 2017 meeting, was presented. Miller reported on moving the Maintenance Salary line from General Fund to the Building Sites and Maintenance fund and suggesting to eliminate the Audit, Insurance, and FICA funds by folding them into the General Fund. A date will be determined for another meeting in April. Pappas reported her interest in having one or two vendors finance the cost of exhibit passes for the upcoming American Library Association conference. It was agreed that this would be a good way to take advantage of the Chicago conference location for staff professional development without incurring costs.

LIBRARY DIRECTOR'S REPORT: Pappas reported on the current ban guidelines for extreme patron problems. Miller clarified that this is an internal document for staff use; however, the Board would be made aware of any banning issues beyond one day as soon as an issue arises. Pappas also addressed the trustee ILA and ALA membership costs. It was suggested that one member of the board carry a membership on behalf of the whole board in order to obtain

trustee development while having minimal cost to the Library. Membership is \$75.00 per person. The 2016 Year in Review handout was reviewed.

ACTION ITEMS

A. Unfinished Business

Building and Expansion Planning

1. Nagle Hartray Design Plans –McKay presented refined renderings which addressed the Board’s concerns during the regular board meeting in February; however, the Board felt that the changes did not adequately reflect their concerns. Further, the Board agreed that the primary immediate focus should be on having renderings available for the public. McKay will address the Board’s comments and concerns and have updated renderings available for review in approximately one week. These renderings will include site, floor, interior, and exterior views.
2. Ehlers Financial Advisors – Piemonte presented on a broad timeline if the April 2017 referendum passes. He would require the construction schedule and input from counsel in order to plan the most productive way to use bonds.
3. Citizens Committee – The Committee made a showing at the March 12 parade. They are making phone calls, in-person visits, and delivering signs. There have been favorable reactions on their Facebook page and Sunday’s Herald article helped to raise awareness. Kinley passed out 30-40 signs as a private citizen.
4. Informational Campaign – Pappas reviewed the calendar for upcoming events. Gilmore will be speaking at the upcoming Lion’s Club meeting to provide information, Miller will be available to provide information at the next Rotary Club meeting, and
5. Plan B – Pappas is working on Plan B; however, with the present unknown variables, it is premature for concrete plans.

B. New Business

1. Working Budget FY2017 – Midyear Update - No comments were expressed beyond that as presented in the Committee Report on the same.
2. Resolution 2017-1 Resolution to Transfer Line Item – Miller moved to approve Resolution No. 2017-1, Resolution to Transfer Line Item as presented. Schmidt seconded the motion. All voted yes via roll call; motion carried.
3. Facility Assessment proposals – The Library’s last assessment was in 2012 and would require another assessment regardless of the outcome of the April referendum. Head of Maintenance, Lance Agne, submitted a recommendation in writing for Aero Building Solutions based on their airflow diagnostic, recommendations to conserve and save energy and reduce costs, and they sent an on-site representative to complete a thorough assessment of the Library’s needs.

Trustee Schmidt moved to pursue contract of Aero Building Solutions for \$19,750.00. Anel seconded the motion. All voted yes via roll call vote; motion carried.

4. Trustee Memberships - Miller moved to revisit this topic during FY2018 planning. Kinley seconded the motion. All voted yes via voice vote; motion carried.
5. ILA Trustee Forum Report
 - a. Review of by-laws and policies - Pappas informed the Board that the Library has a two-year cycle for reviewing policy. Gilmore suggested the Board have their own cycle of policy review in order to clarify and assess their own understanding of the Library's policies.

ADJOURNMENT TO EXECUTIVE SESSION: Kinley 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) (11) - Performance or Compensation of s Specific Employee. Schmidt seconded the motion. All voted yes via roll call vote; motion carried.

Board adjourned to executive session at 8:39 p.m. and returned from executive session at 9:00 p.m.

ADJOURNMENT: Schmidt moved to adjourn; Kinley seconded the motion. All voted yes via voice vote; motion carried. The meeting adjourned at 9:01 p.m.

Respectfully submitted,

Respectfully submitted,

Aimee Hartley
Recording Secretary

Lisa Schmidt
Board Secretary Pro Tem