

**PLAINFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF BOARD MEETING
NOVEMBER 15, 2017**

CALL TO ORDER, PLEDGE, ROLL CALL: The meeting of November 15, 2017, was called to order at 6:30 p.m. in the Library's Small Meeting Room at 15025 S. Illinois Street. Roll call was conducted. Regular members present: Gilmore, Knight, Miller, Gilles, Kinley, and Schmidt. Absent: Andel. Staff present: Pappas, Hartley, Agne (left at 7:20). Guests present: Don Shaw from Lauterbach & Amen, LLP (left at 6:59 p.m.), student Jennifer Kavalcik (left at 7:40 p.m.) and Bill Wilson (arrived at 7:09 p.m.; left at 8:17 p.m.).

PUBLIC COMMENT: None.

Trustee Attendance at Community Events: Attendance at various events was discussed.

CONSENT AGENDA: Gilmore accepted the minutes of the October 18, 2017, Regular meeting and Executive session. The Board reviewed the minutes of closed sessions eligible for open and release in accordance with the Open Meetings Act and determined they will remain confidential.

Miller moved approval of Bills Paid and Bills Payable for October in the amount of \$223,527.01 as follows: Payroll \$122,359.79, General Bills \$90,133.08, IMRF \$21,206.95, VALIC \$690.00, Petty Cash \$.00, Flexible Spending Plan \$596.35, Special Reserve Fund \$.00. Schmidt seconded the motion, all voted yes via roll call vote; motion carried.

LIBRARY DIRECTOR'S REPORT: Pappas discussed the successes of the insurance pool including a surplus check of \$1,466.38 and a 16% reduction in renewal costs. The Library received ten hotspots without cost other than the service contract as a result of their partnership with TechSoup. Pappas and the Board discussed the first five chapters from the Illinois Library Association's *Trustee Facts File*. The Board will have access to the webinar, *Trends in Safety and Security for Libraries*, to complete before the December board meeting.

ACTION ITEMS

A. New Business

1. Audit Presentation - Don Shaw from Lauterbach & Amen presented the Library's audit for FY2017. The auditors will file the annual financial report on behalf of the Library.
2. Camera Proposals - Head of Maintenance, Lance Agne, reviewed the scope of work and proposals for upgraded and additional cameras. Agne recommended accepting the proposal for security cameras from Andromeda in the amount of \$19,820.74 (not including port cost, freight, or service contract - exact costs to be determined).
Miller moved to accept the proposal by Andromeda in the amount of \$19,820.74. Knight seconded the motion, all voted yes via roll call vote; motion carried.
3. Copier Lease & Management - Pappas reviewed the proposals for copier lease and print management. Pappas recommended Impact Networking on the condition of the attorney's review.
Miller moved to accept the proposal from Impact Networking, with provision of an attorney review and acceptable reference, in an amount not to exceed \$1,800.00. Knight 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 and 5ILCS 120/2 (c)(1) Performance or Compensation of a Specific Employee. Schmidt seconded the motion, all voted yes via roll call vote; motion carried.

Board adjourned to executive session at 7:41 p.m. and returned from executive session at 8:30 p.m.

RECOMMENDATION OF EXECUTIVE SESSION: Regarding 5 ILCS 120/2 (c) (5) Purchase or Lease of Real Property, Pappas, on behalf of the Board, will research the Library's options and maintain communication with the developer.

ADJOURNMENT: Miller moved to adjourn; Knight seconded the motion. All voted yes via voice vote, motion carried. The meeting adjourned at 8:32 p.m.

Respectfully submitted,

Respectfully submitted,

Aimee Hartley
Recording Secretary

Vicki Knight
Board Secretary