



## POPLAR CREEK PUBLIC LIBRARY DISTRICT

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### MEETING OF THE BOARD OF TRUSTEES OF POPLAR CREEK PUBLIC LIBRARY DISTRICT

Date: December 15, 2016

Time: 7:00 p.m.

Place: Mercedes A. McGowen Board Room

#### AGENDA

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. President's Report:

Anniversaries-Ten Years Mary-Megan Kalvig-Adult Services

Five Years-Nick Gisseler-Maintenance

Update of Ranking Goals

5. Public Forum Q&A

6. Secretary's Report – Secretary Prosser

A. Motion-Minutes of TITA Board Meeting – November 17, 2016

Request the Board approve the minutes of the TITA Board Meeting of November 17, 2016 as presented.

B. Motion-Minutes of Regular Board Meeting – November 17, 2016

Request the Board approve the minutes of the Regular Board Meeting of November 17, 2016 as presented.

C. Correspondence

7. Treasurer's Report – Treasurer Carl

A. Motion – Approval of Semi-Monthly Expenditures

Request Board to approve the semi-monthly expenditures in the amount of \$1,738,465.64 from November 12, 2016 through December 8, 2016.

B. Business Manager's Report – Sue Haisan

8. Executive Director's Report – Debra Stombres

9. Current Business:

A. Update on Space Planning for library – Trustee Prosser

B. Update on Main Library Roof bid and schedule – Debra Stombres

Motion to request the Board to award the bid of the Poplar Creek Public Library –Roof Repair to Metalmaster Roofmaster Inc., for the amount of \$24,460.00 which includes the base bid plus alternate 01 and alternate 02.

10. New Business

A. Fund Raising discussion.

Request the Board to approve a Fund-Raising Program for FY2016-17 with a goal of \$10,000 to fund a community Family Music program.

B. Motion-ILS (Integrated Library System) Discussion and Decision.

- a. Motion to approve the selected ILS proposal with a go-live date of October 1, 2017.

11. Motion- Adjournment to Executive Session

Request the Board to adjourn into Executive Session (5ILCS 120/2) (C) (1) to Discuss the Employment, Compensation, discipline, or Performance of Specific Employees, and Under (5ILCS 120) (c) (21) for a Discussion of Minutes Lawfully Closed Under the Illinois Open Meetings Act to Determine Whether They Should be Made Public.

12. Motion-Return to Regular Meeting

Request the Board to return to open session of regular meeting.

13. Motion-FY2016-17 Performance Appraisal Increases for Employees

Request the Board to approve the recommended salary increases for employees eligible from performance evaluation process as presented by the Executive Director effective the first payroll in January 2017.

14. Motion-Performance Appraisal Increase for Executive Director

Request the Board to approve a \_\_\_\_% increase for Debra Stombres, Executive Director for her 10-Month Review effective the first payroll in January 2017.

15. Comments/Topics for January Board Meeting

16. Adjournment

Request the Board to adjourn to regular meeting of January 19, 2017.