

**MEETING MINUTES OF THE BOARD OF TRUSTEES OF POPLAR CREEK PUBLIC LIBRARY  
DISTRICT**

Thursday February 16, 2017

7:00 p.m.

Mercedes A. McGowen Board Room

1. Call to Order–President Candace McCreary called the meeting to order at 7:00 p.m.

2. Roll Call–Trustees Carl, Hulke, Mondragon, Porter, Prosser and President McCreary.

Absent–Trustee Moinuddin

Also Present–Executive Director Debra Stombres, Deputy Director Kris Kenney, Deputy Director Ron Pauli, Business Manager Sue Haisan, Administrative Assistant Deborah Muscarello and Technical Services Department Head Cassidy Fontana.

Guests–Candidates Ann Kennedy, Asad Khan and IEA members Kathy Griffen, VP and Michelle Couturier Uniserve Director.

3. Pledge of Allegiance

4. President’s Report

- IEA SCORE Presentation–Kathy Griffen, VP and Michelle Couturier, Director presented Poplar Creek Library with a check in the amount of \$1,000.00.
- President McCreary reminded the Trustees to have their photos taken for their library card.

5. Public Forum Q & A–None

6. Secretary’s Report–Secretary Prosser

a. Trustee Prosser moved and Trustee Carl seconded a motion to request the Board approve the minutes of the Regular Board Meeting of January 19, 2017 as presented.

Roll Call       Ayes   Carl, Hulke, Mondragon, Porter, Prosser and President McCreary

Nays

Absent Moinuddin

Motion Passed

b. Correspondence–None

7. Treasurer's Report-Treasurer Carl

a. Trustee Carl moved and Trustee Mondragon seconded a motion to request the Board to approve the semi-monthly expenditures in the amount of \$434,556.81 from January 13, 2017 through February 2, 2017.

Roll Call      Ayes    Carl, Hulke, Mondragon, Porter, Prosser and President McCreary  
                     Nays  
                     Absent Moinuddin

Motion Passed

b. Business Manager's Report-Sue Haisan reported to the Board

8. Executive Director's Report-Debra Stombres reported to the Board

9. Current Business

a. HVAC Update-Debra Stombres discussed with the Board.

President McCreary moved and Trustee Carl seconded a motion to approve the proposal from Enberg Anderson Architects not to exceed \$32,000.00 for design services for the replacement of the HVAC system.

Roll Call      Ayes    Carl, Hulke, Mondragon, Porter, Prosser and President McCreary  
                     Nays  
                     Absent Moinuddin

Motion Passed

10. New Business

a. Motion approval of PCPLD Policies

1. Trustee Prosser moved and Trustee Mondragon seconded a motion to request the Board to approve the FOIA policy as presented.

Roll Call      Ayes    Carl, Hulke, Mondragon, Porter, Prosser and President McCreary  
                     Nays  
                     Absent Moinuddin

Motion Passed

2. Trustee Carl moved and Trustee Hulke seconded a motion to request the Board to approve the study room policy as presented.

Roll Call      Ayes    Carl, Hulke, Mondragon, Porter, Prosser and President McCreary  
                     Nays  
                     Absent Moinuddin

Motion Passed

3. Trustee Prosser moved and Trustee Hulke seconded a motion to approve the purchasing policy as presented.

Roll Call      Ayes    Carl, Hulke, Mondragon, Porter, Prosser and President McCreary  
                     Nays  
                     Absent Moinuddin

Motion Passed

4. Trustee Carl moved and Trustee Porter seconded a motion to request the Board to approve the fund balance policy as presented.

Roll Call      Ayes    Carl, Hulke, Mondragon, Porter, Prosser and President McCreary  
                     Nays  
                     Absent Moinuddin

Motion Passed

5. Trustee Hulke moved and Trustee Mondragon seconded a motion to request the Board to approve the capitalization policy as presented.

Roll Call      Ayes    Carl, Hulke, Mondragon, Porter, Prosser and President McCreary  
                     Nays  
                     Absent Moinuddin

Motion Passed

6. Trustee Prosser moved and Trustee Porter seconded a motion to request the Board to approve the credit card purchasing policy as presented.

Roll Call      Ayes    Carl, Hulke, Mondragon, Porter, Prosser and President McCreary  
                     Nays  
                     Absent Moinuddin

Motion Passed

The Board discussed placing an ad in the Streamwood Woman's Club 11<sup>th</sup> annual Spring in Bloom design showcase.

11. Comments/Topics for March Board Meeting–Review Internet Use Policy and Engberg Anderson.

12. Adjournment

Trustee Carl moved and Trustee Prosser seconded a motion to adjourn to the next Board Meeting of March 16, 2017.

Voice Vote Unanimous

Motion Passed

Adjourned at 7:49 p.m.

Mary Prosser  
Secretary

Deborah Muscarello  
Administrative Assistant