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

Thursday May 18, 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**-Trustee Carl, Hulke, Moinuddin, Mondragon, Prosser, President McCreary, Sherri Harry, Ann Kennedy and Asad Khan.

Also Present-Executive Director Debra Stombres, Deputy Director Kris Kenney, Deputy Director Ron Pauli, Business Manager Sue Haisan, Administrative Assistant Deborah Muscarello and Elizabeth Drennan (arrived at 7:30)

Absent-Eva Porter

## 3. Pledge of Allegiance

## 4. President's Report-

a. Trustee Hulke moved and President McCreary seconded a motion to request the Board to accept Trustee Moinuddin's resignation from the Board.

Roll Call Ayes Carl, Hulke,

Carl, Hulke, Moinuddin, Mondragon, Prosser and

President McCreary

Nays

Absent Porter

Motion Passed

- **b. Swearing in of New Trustees**-President McCreary swore in the new Board Trustees-Sherri Harry, Ann Kennedy and Bonnie Hulke.
- c. Trustee Hulke moved and Trustee Harry seconded a motion to appoint Asad Khan to fill the vacant board seat.

Roll Call Ayes Harry, Hulke, Kennedy, Prosser and President

McCreary

Navs

Absent Porter

#### Motion Passed

Swearing In-President McCreary swore in Asad Khan

- d. Recognitions-President McCreary presented awards to our outgoing Trustees
  - Khaja Moinuddin
  - Claudia Mondragon
  - Pat Carl
- e. Remarks-President McCreary spoke to the Trustees, thanked them for their commitment, and highlighted all the progress the Board has made in the past two years. She highlighted a savings of \$800,000.00 for the Library thanking Khaja Moinuddin for his support/expertise, Claudia Mondragon's work that went into the 50<sup>th</sup> Anniversary Celebration, and Pat Carl for all her years of service from a staff member to a Board member. We also have a committed Administration team.

## f. Nominations and Elections.

- 1. Nomination of Officers
  - Nomination for President: President McCreary Nominated Mary Prosser for President, Trustee Hulke seconded.
    - Voice Vote Unanimous
  - Nomination for Vice President: President Prosser Nominated Candace McCreary for Vice President, Trustee Kennedy seconded.
    Voice Vote Unanimous
  - Nomination for Secretary. Trustee McCreary Nominated Eva Porter for Secretary, Trustee Kennedy seconded.
    - Voice Vote Unanimous
  - Nomination for Treasurer. President Prosser Nominated Candace McCreary for Treasurer, Trustee Harry seconded.
    Voice Vote Unanimous

(Brief break-pictures, cake, coffee)

Recovered at 7.38 p.m.

5. Public Forum-Questions concerning agenda-None

6. Trustee McCreary moved and Trustee Kennedy seconded a motion to accept the agenda as presented.

Voice Vote Unanimous

## 7. Secretary's Report

a. President Prosser moved and Trustee McCreary seconded a motion to approve the minutes of the Regular Board Meeting of April 20, 2017.

Roll Call Ayes Hulke, Kennedy, Khan, McCreary and President Prosser

Nays

Abstain Harry

Absent Porter

Motion Passed

b. Correspondence-Thank you notes for the flowers from Jim Sloan and Mary-Megan Kalvig.

## 8. Treasurer's Report-Treasurer

a. Trustee McCreary moved and Trustee Kennedy seconded a motion to request the Board to approve the semi-monthly expenditures in the amount of \$420,338.21 from April 15, 2017 through May 12, 2017.

Roll Call Ayes Harry, Hulke, Kennedy, Khan, McCreary and President Prosser

Nays

Absent Porter

Motion Passed

**9. Executive Director's Report-Debra Stombres**-Debra Stombres reported to the Board Also, Elizabeth Drennan, Head of Children's reported to the Board-Highlighted the SCORE grant and El Centro project.

## 10. Current Business

- a. 2017–2018 FY Budget Presentation (first posting)–Sue Haisan will post for the public
- b. Music Concert Sponsorship Update-Barrington Bank and Trust \$150.00-Barrington Bank is in the process of submitting a check

## 11. New Business

#### a. Policies

1. Trustee McCreary moved and Trustee Kennedy seconded a motion to table the Board's approval of the loan periods policy as presented.

Roll Call Ayes Harry, Hulke, Kennedy, Khan, McCreary and President Prosser

Nays

Absent Porter

Motion Passed

2. Trustee McCreary moved and Trustee Asad seconded a motion to request the Board to approve the meeting room policy as presented.

Roll Call Ayes Harry, Hulke, Kennedy, Khan, McCreary and President

Prosser

Nays

Absent Porter

Motion Passed

# b. Appointment of Policy Committee 2017-2018-Nomination-

President Prosser nominated Bonnie Hulke for Policy Committee Chairperson, Bonnie appointed Ann Kennedy and Candace McCreary to the committee. The meetings were moved to the 2<sup>nd</sup> Thursday morning of each month.

- c. Annual Audit of Secretary Minutes-Set Date Two Volunteers-Trustee McCreary and Trustee Harry volunteered to do the audit, they will set a date and time to complete.
- d. Summerfest/Parade Participation Update–Kris Kenney–The Library will have a table at the Summerfest, there will be a signup sheet at the next Board meeting if the Trustees would like to participate. We will also have giveaways for the community. We will be participating in the Parade (the theme this year is "Movie Magic") with 6 volunteers in a cart drill team. Ron Pauli has offered his truck to move the carts and also for music during the parade. Mary Hauserman will print a banner and we have 14 teen

volunteers to toss candy, some volunteers will just walk. A car will also be rented for the Trustees to ride in.

## e. Trustee Training Session-June 10, 9:30 a.m. to 1:30 p.m. McGowen Board Room

# f. Motion to approve Complete Cleaning Proposal

1.Trustee Kennedy moved and Trustee McCreary seconded a motion to request the Board to approve the Complete Cleaning proposal to extend the contract out 3 years

Roll Call Ayes Harry, Hulke, Kennedy, Khan, McCreary and President

Prosser

Nays

Absent Porter

Motion Passed

# g. Motion to adopt winning logo

Trustee McCreary moved and Trustee Khan seconded a motion to request the Board to adopt the winning PCPLD logo

Roll Call Ayes Harry, Hulke, Kennedy, Khan, McCreary and President

Prosser

Nays

Absent Porter

Motion Passed

## 12-Public Forum-None

13. Trustee Kennedy moved and Trustee McCreary seconded a Motion to request the Board to adjourn to Executive Session (5ILCS 120/2) (C) (1) to Discuss the Employment, Compensation, Discipline, or Performance of Specific Employees.

Roll Call Ayes Harry, Hulke, Kennedy, Khan, McCreary and President

Prosser

Nays

Absent Porter

Motion Passed

# 14. Motion to return to regular meeting at 8.48 p.m.

Voice Vote Unanimous

15. Comments/Topics for June Board Meeting-Policy, Swear in Eva Porter, Prevailing Wage, Salary Structure/Raise Proposals and HVAC and Non-resident fee cards.

# 16. Adjournment

Trustee Kennedy moved and Trustee Hulke seconded a motion to request the Board to adjourn to the June 15, 2017 meeting.

Voice Vote Unanimous

Adjourned at 8.58 p.m.

Deborah Muscarello Administrative Assistant