

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

Thursday June 15, 2017

7:00 p.m.

Mercedes A. McGowen Board Room

**1. Call to Order**–President Mary Prosser called the meeting to order at 7:00 p.m.

**2. Roll Call**–Trustee Hulke, Kennedy, Khan, McCreary, Porter and President Prosser.

Also Present–Executive Director Debra Stombres, Deputy Director Kris Kenney, Deputy Director Ron Pauli, Business Manager Sue Haisan, Administrative Assistant Deborah Muscarello, Branch Manager Janice Beckman and Enberg Anderson Architect Shawn Kelly.  
Absent Trustee Harry

**3. Pledge of Allegiance**

**4. President’s Report**–

**a. Swearing in of Trustee Eva Porter**–President Prosser swore in the new Board Trustee Eva Porter.

President Prosser updated the Board on the Trustee training session. The session went well, there was OMA training and videos.

**5. Public Forum**–Questions concerning agenda

Trustee McCreary moved and Trustee Khan seconded a motion to move item from Current Business 10–B Motion/Discussion HVAC Contract to next on the agenda to accommodate Shawn Kelly.

Voice Vote Unanimous

Motion Passed

**6. Motion to accept agenda as presented**–agenda accepted

**10. Current Business**

**b. Motion/Discussion HVAC Contact**

Shawn Kelly of Endberg Anderson updated the Board on the HVAC bids as recently received. The bids came in in excess of the project budget and Shawn also noted some irregularities. Based on this Shawn advised the Board of their options.

- **Option 1**–Award a contract based on the current amounts bid
- **Option 2**–Revise the project to reduce the scope of work to in turn reduce the overall cost–The Library would select the lowest bid and then work with the contractor to identify cost savings.

below is a list of possible cost reductions

1. **Green Roof**
2. **Controls Reduction**
3. **Fan units**
4. **Material change**
5. **Remove the heating unit from the scope of work**

- **Option 3**–Reject the bids, revise the scope, and rebid the project

President Prosser asked what the timeframe would be if we rebid.

Shawn Kelly replied two weeks and Debra Stombres advised we would not have the work done until the fall anyway. Shawn indicated materials needed to be ordered due to long lead times.

Trustee McCreary asked Debra Stombres what she would like to do, Debra stated she would like to go out to bid making it a clean process.

Trustee Kennedy moved and Trustee Khan seconded a motion to request the Board to rebid (option 3) for the HVAC system.

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

Motion Passed

## **7. Secretary’s Report–Secretary Porter**

a. Trustee Porter moved and Trustee Kennedy seconded a motion to request the Board to approve the minutes of the Regular Board Meeting of May 4, 2017 as amended.

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

Motion Passed

b. Trustee Porter moved and Trustee Kennedy seconded a motion to request the Board to approve the minutes of the special meeting of May 4, 2017 as amended.

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

Motion Passed

c. **Correspondence**–Thank you from Laconi for the use of our facility on May 12<sup>th</sup> for their “Middle Managers Selection Program”, and library tour by Kris Kenney.

**8. Treasurer’s Report–Treasurer McCreary**

a. Trustee McCreary moved and Trustee Hulke seconded a motion to request the Board to approve the semi-monthly expenditures in the amount of \$748,591.46 from May 13, 2017 through June 9, 2017.

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

Motion Passed

**b. Business Manager’s Report**–Sue Haisan reported to the Board

**9. Executive Director’s Report**–Debra Stombres reported to the Board.  
Also, Janice Beckman, Branch Manager reported to the Board.

**10. Current Business**

a. Trustee McCreary moved and Trustee Kennedy seconded a motion to request the Board to approve the 2017–2018 budget plan as presented.

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

Motion Passed

c. Trustee Kennedy moved and Trustee McCreary seconded a motion to request the to approve serving wine at the chamber after hours event in the art hallway while the Library is open.

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

Motion Passed

d. Trustee Kennedy moved and Trustee Khan seconded a motion to request the Board to approve the Compensation Program Job Structure/salary levels and Performance Merit Matrix as presented. The salary structure is for January 1<sup>st</sup> raises.

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

Motion Passed

**e. Secretary's Audit Report--Trustees Harry and McCreary**

Trustee McCreary reported to the Board that all the Board books are in order

**11. New Business**

a. Trustee Kennedy moved and Trustee Porter seconded a motion to request the Board to approve Ordinance 17-01 to participate in the Public Nonresident Card Participation Program.

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

Motion Passed

b. President Prosser moved and Trustee McCreary seconded a motion to request the Board to approve to adopt a Resolution 17-02 for the Prevailing Wage.

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

Motion Passed

**c. Policies**

- Trustee Kennedy moved and Trustee Khan seconded a motion to request the Board to approve the Loan Periods Policy (goes into effect 9/30/2017)  
Voice Vote Unanimous  
Motion Passed
- Trustee Hulke moved and Trustee Kennedy seconded a motion to request the Board to approve the Art Exhibit Gallery Wall Policy  
Voice Vote Unanimous  
Motion Passed
- Trustee Hulke moved and Trustee McCreary seconded a motion to request the Board to approve the Collection Development Policy  
Voice Vote Unanimous  
Motion Passed
- Trustee Hulke moved and Trustee Khan seconded a motion to request the Board to approve the General Exhibit Policy for the Library  
Voice Vote Unanimous  
Motion Passed
- Trustee Hulke moved and Trustee Kennedy seconded a motion to request the Board to approve the Public Comments and Recording Policy.  
Voice Vote Unanimous  
Motion Passed
- Trustee Hulke moved and Trustee Khan seconded a motion to request the Board to approve the Social Media Policy.  
Voice Vote Unanimous  
Motion Passed

**d. Appointment of Building and Grounds Committee–President Prosser**

The Building and Grounds Committee shall be comprised of two members of the Board of Library Trustees (2017–2019 President Prosser and Trustee Khan), the Building and Facilities Manager and the Library Director. The Building and Grounds Committee’s responsibilities include, but are not limited to, conducting an annual inspection to the full Board regarding any and all repairs which are deemed necessary either as a result of the annual inspection or throughout the year as the need arises.

President Prosser moved and Trustee Hulke seconded a motion to request the Board to approve the appointment of Trustee Khan, Building Manager Bill Slayton and Executive Director Debra Stombres to the Building and Grounds Committee.

Voice Vote Unanimous

Motion Passed

**e. Hanover Park Veteran’s Memorial Brick Program Discussion/Motion**

Trustee Porter moved and Trustee Kennedy seconded a motion to request the Board to approve buying a brick for \$100.00 for the Hanover Park Veteran’s Memorial Brick Program.

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

Nays

Absent Harry

Motion Passed

**12. Public Forum–Questions concerning library–None**

**13. Recess to Closed Session**

President Prosser moved and Trustee Kennedy seconded a motion to adjourn to executive session under the following exceptions to the Illinois Open Meetings Act (95ilcs 120/20) (C) (21) Discussion of minutes of meeting lawfully closed under the Act, whether for purposes of approval by the body of the minutes or semi–annual review of the minutes as mandated by Section 2.06. Tape Dates–Discussion of tapes to destroy and minutes to make open or keep closed.

Minutes to Approve–12/15/16 and 5/18/17

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

Nays

Absent Harry

Motion Passed

**Convened to Regular Board Meeting at 9:01 p.m.**

**14. Motion on executive session discussion**

Motion to destroy tapes

Motion to release minutes 12/15/16 and Do not release minutes 5/18/17

Trustee McCreary moved and Trustee Kennedy seconded a motion to approve executive session discussion.

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

                 Nays

                 Absent Harry

Motion Passed

**15. Comments/Topics for July Board Meeting**–Employee Manual, Teen advisory board candidate, parade and packets posted electronically for the public.

**16. Adjournment**

Trustee Hulke moved and Trustee Khan seconded a motion to adjourn to the next Board meeting of July 20, 2017

Voice Vote Unanimous

Motion Passed

**Adjourned at 9:07 p.m.**

**Eva Porter**  
**Secretary**

**Deborah Muscarello**  
**Administrative Assistant**

