

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

Thursday July 20, 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 Harry, Hulke, Kennedy, 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, Reference Services Manager Paulette Harding and Lawyer Julie Tappendorf.
Absent—Trustee Khan

3. Pledge of Allegiance

4. President's Report.

President Prosser updated the Board on the installation of our new Circulation Desk.

5. Public Forum—Questions concerning agenda—None

6. Motion to accept agenda as presented

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

Voice Vote Unanimous

Motion Passed

7. Secretary's Report—Secretary Porter

a. Trustee Porter moved and Trustee McCreary seconded a motion to request the Board to approve the minutes of the Regular Board Meeting of June 15, 2017 as presented.

Voice Vote Unanimous

Motion Passed

b. Correspondence–None

8. Treasurer’s Report–Treasurer McCreary

a. Trustee McCreary moved and Trustee Kennedy seconded a motion to request the Board to approve the semi-monthly expenditures in the amount of \$500,757.32 from June 10, 2017 through July 14, 2017.

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

Motion Passed

b. Business Manager’s Report–Sue Haisan reported to the Board and distributed a draft of the Tentative Combined Annual Budget and Appropriation Ordinance.

9. Executive Director’s Report–Debra Stombres reported to the Board.

Paulette Harding–Reference Services Manager also reported to the Board.

10. Current Business

a. Summerfest Parade Update

Charisse Ynocencio–Schock has volunteered her Mustang convertible to the Trustees to ride in during the parade and her insurance does cover the vehicle. The vehicle will be picked up at 8:30 a.m. and our position number is 21. Trustees Kennedy, Porter and Prosser will ride in the car. The parade schedule was distributed. The business tent library table schedule was also distributed.

b. HVAC update

Sue Haisan updated the Board, the contract is reviewed. The contractor was issued a notice to proceed.

11. New Business

a. PCPLD Employee Handbook updated by Management Association

Trustee McCreary moved and Trustee Porter seconded a motion to request the Board to approve the updated PCPLD Employee Handbook as amended with three corrections.

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

Motion Passed

b. Appointment of Personnel Committee–President Prosser

President Prosser moved and Trustee Hulke seconded a motion to request the Board to approve appointment of the Personnel Committee to be comprised of two members of the Board of Trustees Eva Porter and Ann Kennedy including the President and the Library Director. The Personnel Committee’s responsibilities include, but are not limited to preparation of the annual review of the Library Director for discussion among the full Board prior to the formal review, assisting the Library Director in the preparation of his or her annual statement of goals and objectives for the coming year, and assuming a leadership role in the resolution of any personnel conflict that cannot be resolved by the Library Director. The Library Director is responsible for the annual review of all other library employees.

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

Motion Passed

c. Discussion of Tablets for Trustees–Trustee McCreary found the scanned copies easier to read and a lot less paper will be used.

Our Lawyer Julie Tappendorf was asked for her input. Julie stated that half of her clients use them and the other half does not. There are many ways to utilize tablets, such as save in a cloud; email as pdf; on the website etc. She recommended creating a policy to return to be signed by the Board members when they were issued a tablet. Trustee Kennedy was open to the idea as long as it is not too expensive.

The Board agreed to have Brian Ormond, head of Technology look into Chrome Books and report back to the Board.

d. Illinois Funds Money Market Account

Trustee Kennedy moved and Trustee Porter seconded a motion to request the Board to leave Trustee Candace McCreary as the primary authority for the Illinois Funds Money Market Account.

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

Motion Passed

e. Discussion on Posting Board Packets on the Website–Trustee McCreary sees no problem with posting on the website.

Debra Stombres suggested posting all the department reports.

Julie Tappendorf/Lawyer advised the entire packet could be posted before or after the meeting or select portions.

Trustee Harry asked Trustee McCreary why she wanted the packets posted and Trustee McCreary replied “transparency”. Trustee Kennedy stated she had no problem with transparency.

The Board all agreed to start with the department reports and expand if desired.

f. Discussion/Motion to choose snow removal contract

Trustee Kennedy moved and Trustee McCreary seconded a motion to table a request to choose a snow removal contract until the next meeting.

Voice Vote Unanimous

Motion Passed

g. Student Advisory Trustee

Trustee Porter moved and Trustee Kennedy seconded a motion to request the Board to appoint Katelynn Condrea to the Board as a Student Advisory Trustee from August 2017–May 2018.

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

Motion Passed

h. Reference Desk

Trustee McCreary moved and Trustee Hulke seconded a motion to request the Board to accept reference desk quote if they settle our situation with our Circulation Desk.

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

Motion Passed

i. Vertical Lift

Trustee Kennedy moved and Trustee McCreary seconded a motion to accept vertical lift quote for United Rentals not to exceed \$6,600.00

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

Motion Passed

12. Public Forum–Questions Concerning Library–None

13. Comments/Topics for August Board Meeting–Set Hearing date for B&A Ordinance, Swear in Teen Trustee, Snow removal contract, parade update.

14. Adjournment–

Trustee Hulke moved and Trustee Porter seconded a motion to request the Board to adjourn to the next regular meeting of August 17, 2017.

Voice Vote Unanimous

Motion Passed

Adjourned at 8:31 p.m.

Eva Porter
Secretary

Deborah Muscarello
Administrative Assistant