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

Thursday March 22, 2012 Board Meeting Room

President Susan Spooner called the meeting to order at 7:30 p.m.

- 1. Roll Call-Present: President Susan Spooner; Secretary Amy Ellis; Treasurer Sherri Harry; Trustees Pat Carl; Bonnie Hulke; Candace McCreary and Kim Schroeder
- 2. Pledge of Allegiance
- 3. Questions and Comments from the Audience-
  - Staff member Dee Dilacova asked for explanation of per capita grant.
  - Dee also brought up that she has suggested furniture & artificial plants for the outdoor area. President Spooner advised outdoor space is limited by insurance. Guests must have a staff member with them.
  - Dee asked if there was a possibility it could be made available to the staff.
  - Dee further suggested the patrons might enjoy a historical movie being played.
  - Pat Hogan will look into outdoor furniture.
- 4. Correspondence-invitation to the Spring Commission Reception; Hanover Township Appreciation Plaque; Hanover Township invited PCPL to participate in "Freedom Bash 12".
- 5. Staff Sharing Ideas to Improve the Library-John Mitchell distributed a list of items to be gotten rid of and approximate value. The Board felt this should be checked with Attorney Kathie Henn.
- 6. Ms. Harry moved and Ms. Hulke seconded a Motion to Approve the Minutes from the Board Meeting February 16, 2012.

Roll Call Ayes Carl, Ellis, Harry, Hulke, McCreary, Schroeder, Spooner

Nays

Motion Passed

7. Librarian's Report-Pat Hogan reported on a LACONI presentation she attended where customer service was provided in a different model. Pat brought up that she had, in the past, mentioned the idea of having customer service positions.

Employee Manual- if the Board has any questions or comments regarding the Employee Manual draft revisions send them to Pat Hogan no later than 4/5/12, so she can pass them along to Kathie Henn.

Pat updated the Board on the computers. Access had been blocked if the patron had fines. Pat expressed that she feels that is unnecessary. She has decided to allow computer use regardless of whether they have fines or not. Circulation can issue guest passes.

The Library has been requiring 2 forms of ID to get a card for the first time and to renew. Pat has decided to only require one form of ID to renew.

Interlibrary loan information is not yet on the Website. This information needs to go to Diane Cleaver so that it can be included on the new web page. Ms. Schroeder shared a copy of Algonquin's page. They include a request form. John Mitchell will share our policy with Diane.

Buildings and Grounds-Sam Samara shared his report. The CE Smith landscaping contract is up for renewal Ms. McCreary asked what is included in the fees for the company. Sam reports they

cut the grass, provide Spring and Fall clean up, fertilize, prune, edge, weed, treatments and mulch. Sam said the library building and grounds staff maintains the flower beds. Ms. McCreary and several Board members requested if additional quotes could be collected to determine if this is the most reasonable option. Sam will collect additional quotes for the landscape work.

Circulation –Annual Report-Sue Melone presented her report-The question was raised if we can afford "food for fines". The Board will need to decide if it should be discontinued or number of opportunities should be decreased or the time period reduced. Currently it is 3 times per year, one month each.

- 8. Business Manager's Report-Sue Haisan asked if the Board had any questions regarding the financial report. Sue Haisan and Pat Hogan were asked if Sue's position would be re-filled. They plan to discuss this to determine how responsibilities might be distributed. At this time they feel it might be possible to hire a part time person rather than a full time.
- 9. Ms. Harry moved and Ms. Carl seconded a Motion to Approve Cash Disbursements for the Period from 2/3/12 to 3/15/12 in the amount of \$448,410.35.

Roll Call Ayes Carl, Ellis, Harry, Hulke, McCreary, Schroeder, Spooner

Nays

Motion Passed

- 10. Corporate Report-None
- 11. General Counsel-None
- 12. Officer Reports: President, Secretary, Treasurer-President Spooner shared that Dee DiIacova had sent a complimentary email regarding Mary Hauserman in Media.

John Mitchell asked the Board if it was decided that library emails would be used. The Board felt it had been decided that library emails would be used. Ms. Harry reminded the Board that we cannot "reply all" to the rest of the Board.

President Spooner spoke with Lonn Frye; he has some suggestions for using the space at the branch. She is hopeful that in May FGM will come and present some general information to help decide what changes if any are available.

Regarding the noise in the lower level, Lonn had several ideas. President Spooner requested the solution the acoustician suggested might be the most effective, be tried first and see if that is sufficient. If it is not, others can be implemented.

There was a discussion regarding the electrical supplier. Ms. McCreary wondered if the Village may be planning to negotiate a rate with an electric supplier. Sue Haisan will check with the Village.

#### 13. Old Business

a. Ms. McCreary moved and Ms. Schroeder seconded a Motion to Table the Motion to Change of Electrical Supplier.

Roll Call Ayes Carl, Ellis, Harry, Hulke, McCreary, Schroeder, Spooner

Nays

Motion Passed

b. Ms. Carl moved and Ms. Harry seconded a Motion to Table the Motion to Approve CE Smith Landscaping Contract.

Roll Call Ayes Carl, Ellis, Harry, Hulke, McCreary, Schroeder, Spooner

Nays

Motion Passed

### c. Discussion of Time Management Form and Analysis

Pat Hogan shared with the Board that the staff has expressed concern that information may be judged by the other staff or might lead to losing their job.

Ms. Harry expressed that she didn't feel it would lead to eliminating positions, just deciding distribution of responsibilities.

The study will be done for a 2 week period.

### d. Discussion of NIU Report Pages 74-76

Ms. McCreary expressed concern regarding the current performance evaluation form. She expressed there should be a new form and training for staff regarding these changes. Would like to see the employee participate to a greater degree. She brought up that the association we'd joined (MIA) might have a useful form. Pat will talk to MIA to see what performance evaluation forms they might have.

Pat Hogan shared that the departments add their own additional evaluation. Some things are specific to departments.

### 14. New Business

## a. Discuss Investment Policy

Kathie Henn only received the policy today. She did not have something for this evening. Will discuss further next month.

#### b. Discuss Parade Banner and Float

Ms. Hulke presented a sample of what the banner would look like. She has a quote for a float. The price is \$700.00 for the float including the trees, grill prop, table w/benches, tow vehicle, driver and basic signs.

Ms. McCreary asked what happened to the plan to try extended hours for Friday. Pat said that, because it hadn't been budgeted, it would be difficult to try out.

The suggestion was made that it might be helpful to have a way to post the hours on the parking lot side of the street. Gail Borden has an "open" sign that is turned on when open. Pat Hogan will look into "hours" and "open" signs.

- 15. Comments/Topics for April Board Meeting-Discuss Investment Policy; Employee Manual; Marketing Plan; Questions from the audience from the February Board Meeting; dress code; texting on job; and nepotism.
- 16. Ms. Carl moved and Ms. Schroeder seconded a Motion to Adjourn to the Next Board Meeting of April 19, 2012.

Roll Call Ayes Carl, Ellis, Harry, Hulke, McCreary, Schroeder, Spooner

Nays

Motion Passed

Adjourned at 9:43 p.m.

Amy Ellis Secretary Deborah Muscarello Administrative Assistant