

MEETING OF THE BOARD OF TRUSTEES OF POPLAR CREEK PUBLIC
LIBRARY DISTRICT
Thursday April 19, 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; Kim Schroeder and Attorney Kathie Henn.

2. Pledge of Allegiance

3. Questions and Comments from Audience-None

4. Correspondence-

- Thank you from the Village of Streamwood for attendance at the Annual Spring Commission.
- Thank you from the Streamwood Woman's Club for the Library's support.
- Brochure from Hanover Township "Support our Troops Bash".
- Village of Hanover Park will be having a "Maxwell Street" Flea Market.

5. Staff Sharing Ideas to Improve the Library-

- John Mitchell has set up an electronic file called "board business". This is intended as a place to archive board email communications. A copy is saved to the board business account and a copy is automatically sent to Pat Hogan.
- Board members asked how the public would be able to email the board. They will be set up to each account separately to avoid issues related to "reply all". This will be set up on the new website.

6. Ms. Harry moved and Ms. Carl seconded a Motion to Approve the Minutes from the Board Meeting March 22, 2012.

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

Motion Passed

7. Librarian's Report-Pat Hogan asked the Board if they had any questions on her report- there were none.

Pat Hogan shared that she received a message earlier this week from AT&T's fraud department. It appears someone had hacked into the phone system from outside the building and made international phone calls on the library's account. After the phone calls are billed, they can be disputed.

Buildings and Grounds-Sam Samara presented his report to the Board.

Adult Services/Ref/YA Quarterly-Marjorie Kiefer-Newman presented her report to the Board.

Technical Services Quarterly-Cassidy Fontana presented her report to the Board.

Report from Donna Markarian-Donna Markarian was not present. Some of the Board members had expected that Donna Markarian would be at the meeting to present the marketing information she compiled. Ms Schroeder requested that Donna attend the meeting next month to allow discussion on the topic. Pat Hogan will check with Donna to see if she is available to attend next month.

8. Business Manager's Report-Sue Haisan shared current information regarding electricity suppliers/plans.

Sue's department contacted the Village to see if there were any plans they had negotiated in which the library could be included. The Village uses several different suppliers for different purposes. They don't have a special plan in which the library could participate. Further discussion regarding the electricity providers took place. Information supplied by the providers does not include "pass through" costs. This makes the costs difficult to compare.

Ms. McCreary questioned if there was information regarding the reputation of the companies.

Sue will investigate if there are reviews available regarding these companies and what the "pass through" costs are and if they are the same regardless of the company.

Sue stated she had posted a part time position to fill the position she had left when she became the Business Manager. She reported that she has had a good response.

Ms. McCreary and Ms. Harry questioned if the position should be filled before the time study was completed. Ms. McCreary asked if there could be a hiring freeze. She requested it be added as a motion for next month.

Pat Hogan will present the outcome of the time study at the May meeting. Pat may share information with the Board sooner by email, if possible.

Discussion regarding the investment policies. Kathie Henn shared that these are standard policies required by law. The policy is intended to protect the public funds.

9. Ms Harry moved and Ms. Carl seconded a Motion to Approve Cash Disbursements for the Period from 3/16/12 to 4/11/12 in the amount of \$463,925.69.

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-None

13. Old Business

a. Ms. Harry moved and Ms. Carl seconded a Motion to Table the Motion to Select Electrical Supplier.

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

Motion Passed

b. Ms. Harry moved and Ms. Schroeder seconded a Motion to Select CE Smith as the Landscaping Contractor in the amount of \$7,245.00 for 7 months for both locations.

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

Motion Passed

c. Ms. Harry moved and Ms. McCreary seconded a Motion to Adopt Investment Policies

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

Motion Passed

d. Ms. Hulke moved and Ms. Harry seconded a Motion to Approve in the Amount not to Exceed \$1,000 for Parade Float and Decorations.

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

Motion Passed

Ms. Ellis asked if she should pursue looking into having the banner made by Henry Lee or if what the float company will provide is sufficient. Ms. Hulke will let Amy know after working with the float company.

e. Ms. McCreary moved and Ms. Carl seconded a Motion to not Support Township Freedom Bash at any Level.

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

Motion Passed

f. Ms. Harry moved and Ms. Hulke seconded a Motion to Approve Resolution (12-01) Relative to Sale of Unnecessary Library Property.

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

Motion Passed

Ms. McCreary asked about the state of the laptops that were included on the “unnecessary library properties”. She wondered if the Board could be provided their board packet information electronically through these laptops.

John Mitchell shared that they were not in good working order.

The plan is to ensure they are sold/donated/recycled.

Discussion Regarding the Personnel Manual.

Kathie Henn received one question ahead of time from Ms. McCreary. This was asking if we needed to have Affirmative Action policy as part of the manual.

- Kathie Henn stated that Affirmative Action language is typically only included if there had been a history of complaints/problems with your institution and is it required. She does not recommend including this as it can cause problems for the library.
- Ms Schroeder asked about the grievance procedure. She questioned the final paragraph that is included. She expressed that she felt the employees should have some way to express concerns to the Board.
- Ms. McCreary expressed concern about wording the policy in a way that would protect employees from retaliation. Kathie Henn will look into language that would allow employees to come to the Board when it is appropriate, but, not protect employees that are not fulfilling their duties.
- Ms. Schroeder asked about the “Whistle-Blower” policy. Kathie Henn stated that she has never seen such a policy included in a library manual. There was a misunderstanding that Pat Hogan and Ms. Schroeder had both thought the other felt it should be included The Board agreed that there was no reason to remove the policy.
- Ms. Schroeder asked about the policy related to use of the lounge. She felt that the trustees should be free to go to the staff lounge. (Trustees) were removed from the sentence, Guests (including Trustees) and family members are not allowed to spend time in the lounge.
- Ms. McCreary asked about the policy regarding alcohol use at the library and if we needed to have language regarding temporary licensing for functions. Kathie Henn said that because this policy is related to personnel, it was not necessary.
- Ms. Schroeder asked about the policy to employ relatives. She feels that can lead to challenging situations and doesn’t agree with including it. A consensus was taken and the majority of the Board agreed to remove the policy allowing relatives to be employed by the library. It was also agreed that current employees in this situation would continue in their position, they will be “grandfathered” under the old policy.
- Ms. McCreary asked about the probation period and if it should be longer than 6 months. Pat felt this time period was working well for the staff at this time.
- Ms. Schroeder asked if a person accumulates and will receive vacation time during the probation period. Kathie Henn replied yes, this is required by law.
- Ms. Schroeder asked if the employee reviews were going to be moved up earlier than December. Pat Hogan advised reviews will be done in November.
- Ms. McCreary asked about the policy about tuition reimbursement. Kathie Henn said that if we choose to include this on the next budget, she can add language related to it.
- Ms. Schroeder asked about the IMRF policy. A change was made to be sure that employees know they need to notify the library if they have received IMRF from a previous employer.

- Ms. Schroeder asked if the wording regarding exit interviews is sufficient. Kathy Henn will change the wording from “may be requested” to “will be requested”.
- Personal Appearance policy. Discussion regarding what to include as examples of inappropriate dress. Kathy Henn will add “tank tops” to examples and move up information about “frayed, ragged, skin tight and faded” jeans.
- Ms. McCreary asked John Mitchell if a male manager would feel uncomfortable addressing these issues with female employees. It was agreed that another manager could handle it if such a situation came up.
- Ms. McCreary asked if the page the employee signs can be moved up. Kathie Henn advised it can be anywhere.
- Ms. Schroeder asked to double check the Board contact list. The Board checked the list and all information was correct as listed.

g. Ms. Carl moved and Ms. Harry seconded a Motion to Table the Motion to Adopt the Employee Manual.

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

Motion Passed

14. Comments/Topics for May Board Meeting-FGM will present Branch information; Decision on Food for Fines; Donna Markarian-Marketing Plan; Hiring Freeze; Choose Electrical Supplier; Non Resident card; Approve Employee Manual and Raise fixed asset thresholds.

15. Ms. Harry moved and Ms. Hulke seconded a Motion to Adjourn to the Next Board Meeting of May 17, 2012.

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

Motion Passed

Adjourned at 10:13 p.m.

Amy Ellis
 Secretary

Deborah Muscarello
 Administrative Assistant