

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

Thursday May 17, 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; Trustees Pat Carl; Bonnie Hulke; Kim Schroeder.

Absent: Treasurer Sherri Harry and Trustee Candace McCreary.

2. Pledge of Allegiance

3. Questions and Comments from Audience-Dee DiIacova inquired about the hiring freeze. Wondered if it was possible for it to only apply to specific departments. Ms. Spooner responded that it would be voted on during the next Board Meeting. Ms. Spooner also stated she is not in support of this action and feels it would interfere with the running of the library. Ms. Hogan stated that there is no hiring freeze in place currently.

4. Correspondence-Thank you note from Marjorie Kiefer-Newman to the Board for her retirement necklace; Hanover Township letter asking PCPL to sponsor the Foundation Fundraiser.

5. Staff Sharing Ideas to Improve the Library-None

6. Ms. Carl moved and Ms. Hulke seconded a Motion to Approve the Minutes from the Board Meeting April 19, 2012.

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

 Nays

 Absent Harry, McCreary

Motion Passed

7. Librarian's Report-Ms. Hogan reported to the Board:

- EPA Compliance-The Library is in the process of working with the U.S. EPA for the submission of documentation on the Administrative Order of Consent for the Mallard Lake Land Fill.
- Financial Knowledge at the Library-FINRA's Investor Education Foundation and ALA invites public library systems, state libraries and community college libraries, to apply for a Smart Investing@your library grant. Janice Beckman (Interim Adult Services/Reference Head and Outreach Librarian) will be submitting a proposal that PCPL hopes will result in a grant.
- Community Relations Program-On Saturday, April 28, 2012 the Art Appreciation Around the World even was held at Poplar Creek Library from 1-4:00 p.m. The Village also had an ecology/recycle event at the Village Hall parking lot from 10-2:00 p.m. Since the events overlapped, signs suggested that people could use the

path which leads to and from the Village Hall and the Library to reach both events.

- Open House-The Hanover Township Senior Center has been a positive venue for Senior activities and it is used on a daily basis. The lower level needed to be renovated, so maximum use of the center would be possible. The renovation was completed on Thursday, April 26; and the Hanover Township office of Community Health and Service held an Open House from 4-6:00 p.m. to showcase the changes.
- Conference Calls-Ms. Hogan, Administrative Librarian, is on the GSLIS Alumni Council of Dominican University. As a member of this advisory unit for Graduate School of Library and Information Science for Dominican, she can participate by telephone. The most recent conference call on the Graduate School's Strategic Plan was held April 18, from 6-8:00 p.m. Ms. Hogan also participates in monthly Conference Calls for the ALA Advocacy Committee. The call held on April 26, at 3:00 p.m., covered advocacy activities at ALA is Annual Conference in Anaheim June 21-27, 2012; webinar (on building citizen coalition; empowering voices); and future topics, such as privatization.
- Social Media Committee-The next Social Media Committee will be held May 10 at 10:00 a.m. Topics will include Shout Bomb; Media use Policy; Facebook, and HootSuite.
- ALA Executive Board Spring Meeting-Held April 20-22, 2012. Ms. Hogan attended and some of the topics were evaluation of the ALA lawyer in closed session; Executive Director's Report; The Finance and Audit Committee reports from Midwinter and the RFP for prospective audit firms.
- Kiwanis Grant-This year's grant amount was \$500.00. Lisa Fabris, Head of Children's, is working on a list of materials that will help in their efforts to develop literacy and social ease. Her recommendations will be presented to the Kiwanis Board for approval. Then they will be purchased and the receipts turned into Kiwanis.
- Resolution for St. John's-If the Board basically accepts the Resolution it can be reprinted on heavier stock paper and framed for the presentations in June to the Church.
- Website-Work with Cleaver Consulting has been constant to bring the website "live" with various changes, from making it possible to have an Interlibrary Loan Form Online, to learning about Mango and Freegal, and various programs. We hope to see the website go live very soon.
- Use of Library Parking-Josh Peacock of the Village of Streamwood called to ask if the overflow parking related to the 5/27 Memorial Day programs at the Village of Streamwood could be directed to the Library's lot. We are happy to be of use on this important event.
- Demco Visit-A group from Demco is attending the Neocon Show in Chicago on June 12 and they hope to visit Poplar Creek for a tour on June 13, 2012. This would be a wonderful opportunity to showcase Poplar Creek and to offer ideas or raise questions. We look forward to this visit.

Building and Grounds-Sam Samara reported to the Board:

- Automatic Doors replaced the gear box for the swing on the Main level.
- Stain painted the floor in the storage room for Government Documents.
- Changed a leaking valve on the faucet in the janitors' closet on the Main level.
- Activated the Sprinkler system and inspected.
- Oak Brook Mechanical replaced thermostats on the old chiller.
- ACI came out and checked the temperature control system in the building.
- CE Smith came and landscaped with Mulch.

Government Documents Quarterly-Paulette Harding reported to the Board:

- As of March 16, 2012, the Government Printing Office (GPO) URL redirects were enabled to send users to the FDsys equivalent of GPO Access resources.
- The Depository Selection Information Management System (DSIMS) was released in April.
- We are currently participating in part two of the Federal Depository Library Program (D+FDLP) forecast Study which is the submission of the FDLP State Forecast.
- This year's tax season was a success here at the Library. Government Documents kept the tax materials available to the public until the very end.

Technology Quarterly-John Mitchell reported to the Board:

- Kept the Vita computers updated.
- Updated all the meeting room laptops.
- Kept the old website up to date to get ready to go live with the new site.
- Updated and imaged new laptops in the Children's Department to use as a "test" for windows 7.
- Working on filtering issues with ICN.
- Gathered information for the upcoming budget.

Branch Quarterly-Ms. Hogan reported to the Board:

- Patrons are using the computers for job searching, school reports and other various things.
- We have been weeding our children's fiction and the young adult fiction to make room for new items.
- Family story time continues to be popular and we are getting ready for our summer reading program.

Report from Public Relations-Donna Markarian reported to the Board:

- It would be beneficial for patrons to be able to see if the library is open or closed before they walk through the lot and across the street. A LED running sign would serve this purpose.
- Full size announcement boards would serve the entire library.
- One sheet announcement will be sent out between newsletters to all residents. The announcements are to advertise, for example summer reading programs for YA, Children's and Adults. We will be tracking the impact of the announcements.

- Add language classes that run steadily. Donna suggested English and Spanish and consider hiring a part-time language teacher.
- Art classes are often requested.
- Computer classes could be offered on a consistent basis.

8. Business manager’s Report-Sue Haisan Reported to the Board:

- The budget is being compiled.
- Sue Haisan is looking into whether or not a change in accounting software would be helpful.
- Ms. Schroeder asked if the way payroll is being done changed. Sue Haisan replied that they have used ADP in all the years she has worked here. She hears from other companies that also provide payroll service. ADP software does not communicate with our accounting software (Peachtree).
- Sue Haisan also explained that different members of staff handle different aspects of the accounting to contribute to accountability.
- Ms. Schroeder asked if there has been any more information about the hacking of the phone system. There is no further information thus far.

9. Ms. Carl moved and Ms. Hulke seconded a Motion to Approve Cash Disbursements for the Period from 4/12/12 to 5/10/12 in the amount of \$395,998.82.

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

Motion Passed

10. Corporate Report-None

11. General Counsel-None

12. Officer Reports: President, Secretary, Treasurer-None

13. Old Business

a. FGM to Discuss Branch Information-FGM was not present when the item came up on the agenda. Ms. Spooner shared that Tony Rosales had looked for appropriate fabrics to make acoustic panels (for the “green mile”). Pictured examples were provided that would complement the colors that are there.

The other topic that was to be presented by FGM was the possible changes for the branch. Plans were provided for consideration. An addition was suggested to accommodate a staff work room, check out area and bathrooms under the new codes. One pod would be used for adult collection and one for children’s collection.

Greg Steinbach recently received these plans and is going to provide a possible cost to complete the renovation.

b. Ms. Carl moved and Ms. Schroeder seconded a Motion to Select Integrys as the Electrical Supplier.

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

 Nays

 Absent Harry, McCreary

Motion Passed

c. Discussion on Food for Fines-Ms. Spooner asked what percentage of the total budget are excused fines.

Sue Melone has checked with other libraries. Few other libraries offer this. Some offer it, but fewer times or for shorter periods. Some have monetary limits to what can be waived. There was a discussion that we could possibly continue 3 times per year, but, reduce the length of time. Possibly only 1-2 weeks rather than a month. Sue Melone felt we could change to 2 weeks and that would be sufficient.

d. Ms. Hulke moved and Ms. Carl seconded a Motion to Approve Ordinance Number 12-1 for Non Resident Card.

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

 Nays

 Absent Harry, McCreary

Motion Passed

e. Ms. Carl moved and Ms. Hulke seconded a Motion to Adopt the Employee Manual.

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

 Nays

 Absent Harry, McCreary

Motion Passed

f. Ms. Schroeder moved and Ms. Carl seconded a Motion to Raise Fixed Asset Thresholds to \$3,000.00.

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

 Nays

 Absent Harry, McCreary

Motion Passed

g. Ms. Schroeder moved and Ms. Hulke seconded a Motion to Approve Resolution for St. John's.

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

 Nays

 Absent Harry, McCreary

Motion Passed

h. Ms. Hulke moved and Ms. Carl seconded a Motion to Pass Continuing Annual Budget Ordinance 12-2 Authorizing Expenditures until the Budget and Appropriation is Adopted.

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

Motion Passed

i. Ms. Carl moved and Ms. Hulke seconded a Motion to Set a Date for the Special Budget Meeting for Monday, June 11th at 7:30 p.m.

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

Motion Passed

Ms. Hulke moved and Ms. Carl seconded a Motion to change the Regular Meeting to June 28th.

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

Motion Passed

j. Discussion on Board Retreat-Ms. Spooner stated that, although there was interest in a board retreat, due to scheduling it might be better to wait until fall.

Ms. Schroeder asked if there was interest by other Board members in having the retreat and the consensus was yes.

Ms. Spooner asked Pat Hogan to look into what requirements there are to work within the open meetings act. She also expressed that there would need to be a facilitator for this activity.

15. Ms. Schroeder moved and Ms. Carl seconded a Motion to Adjourn to Next Special Board Meeting on June 11, 2012.

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

Motion Passed

Amy Ellis
Secretary

Deborah Muscarello
Administrative Assistant