MEETING OF THE BOARD OF TRUSTEES OF POPLAR CREEK PUBLIC LIBRARY DISTRICT
Thursday September 20, 2012
Main Library
Board Meeting Room

President Susan Spooner called the meeting to order at 7:41 p.m.

1. Roll Call-Present: President Susan Spooner; Secretary Amy Ellis; Treasurer Pat Carl; Trustees Sherri Harry; Bonnie Hulke; Candace McCreary and Kim Schroeder.

2. Pledge of Allegiance

3. Questions and Comments from the Audience-None

4. Staff Recognition:

Fifteen Years:
Susan Melone-Circulation
Ryan Roesler-Technical Services

Ten Years:
Laura Brad-Adult Services
Waheeda Haq-Circulation

Five Years:
Rosalie Mudra-Circulation
Susan Frazer-Branch
Mavis Sloan-Administration
Mary Tetzlaff-Children's

5. Correspondence-Board Email Replies-Ms. Ellis expressed that she would like there to be both an automatic response that the message has been received and that if it is a Board matter, it will be replied to after the next staff meeting.
And also a way to respond after the Board discussion so that the Board has a way to acknowledge what action was taken and letting them know who to expect will be contacting them.

6. Staff Sharing Idea to Improve the Library-None

7. Ms. McCreary moved and Ms. Carl seconded a Motion to Approve the Minutes from August 16, 2012.

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

Motion Passed

Regarding the approval of the minutes, Ms Schroeder asked about the motion agreeing to an hourly rate of $165.00 per hour for Z3 and why there was no maximum hours listed.
Ms. Spooner replied that the number of hours would be agreed upon by the Board as they were needed.
Upon further discussion, some Board members felt that a contract would be desirable.
Related to that, Z3 would like to meet with the Board once the bids have been received. The Board agreed to meet 10/1/12 @ 7:30 p.m.

8. Librarian's Report-Pat Hogan presented her report to the Board

Buildings and Grounds-Pat Hogan presented Sam Samara's report to the Board

Children's Review of Summer Activities-Elizabeth Drennan

9. Business Manager's Report-Sue Haisan presented her report to the Board

10. Ms. Carl moved and Ms. Harry seconded a Motion to Approve Cash Disbursements for the Period from 8/17/12 to 9/14/12 in the Amount of $499,227.83.

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

Motion Passed

11. Corporate Report-None

12. General Counsel-None

13. Officer Reports: President, Secretary, Treasurer-Ms. Spooner has been in communication with Tony Rosales and Jim Creath at Pepper Construction regarding the installation of the acoustic panels. Tony Rosales reported that he was unable to find a contractor to provide the installation because the library requires insurance and bonding.
Jim Creath felt that Pepper could provide that service in 2 days rather than the 8 days specified.
Ms. Schroeder asked if Tony Rosales had provided the service that he was hired to do.
Ms. Spooner said that he did complete the work that he'd agreed to do and it was half the "not to exceed" number.

Ms. Schroeder asked the status of the 4 screen project.
The Library staff has got it up and running. In the long term, additional work and updating might be needed.

Ms. McCreary requested that we advertise for the open positions in additional places (career builders, the Tribune) as she felt it would reach a greater variety of ethnic groups.

Regarding the survey reported about in the Librarian's report, Ms Schroeder asked if additional topics would be asked about besides the past renovation. Ms. Schroeder would like to see questions about the patrons' interests/experiences with programming, needs, etc. as well as about needs at the branch. Pat Hogan felt there was still time to ask about needs at the branch before any renovations would take place there.

14. Old Business-Ms. Schroeder asked for the final copy of the Employee Manual and Blood Borne Pathogens Policy. The Trustees received the final manual at the meeting.

15. New Business

a. Discussion to Allow for Profit Groups or Organizations to use Meeting Rooms-Board Discussed

b. Ms. Harry moved and Ms. Schroeder seconded a Motion to not Allow for " ProFit" Use of Library Photo Shoots or Other Things.
Roll Call Ayes Carl, Ellis, Harry, Hulke, McCreary, Schroeder, Spooner
Nays
Motion Passed

c. Ms. Carl moved and Ms. Harry seconded a Motion to Adopt Annual Budget and Appropriation Ordinance No. 12-03.
Roll Call Ayes Carl, Ellis, Harry, Hulke, Schroeder, Spooner
Nays McCreary
Motion Passed

d. Ms. Schroeder moved and Ms. Hulke seconded a Motion to Adopt Certification of Estimated Revenues.
Roll Call Ayes Carl, Ellis, Harry, Hulke, McCreary, Schroeder, Spooner
Nays
Motion Passed

e. Ms. Hulke moved and Ms. Harry seconded a Motion to Pass Resolution to Change Signers On "All Accounts Held by the Library and Necessary to Conduct its Business".
Roll Call Ayes Carl, Ellis, Harry, Hulke, McCreary, Schroeder, Spooner
Nays
Motion Passed

f. Ms. Carl moved and Ms. Ellis seconded a Motion to Pass an Ordinance for an Additional .02% Levy for Sites and Buildings.
Roll Call Ayes Carl, Ellis, Spooner
Nays Harry, Hulke, McCreary, Schroeder
Motion Did Not Pass

Discussion Regarding the Levy

Ms. Hulke asked about the amount of money that might be allotted for the "open/close" signs. No amount has been determined because it is unknown what it might cost.

16. Comments/Topics for October Board Meeting-Retreat Date

17. Ms. Harry moved and Ms. Carl seconded a Motion to Adjourn to Next Board Meeting of October 18, 2012.
Roll Call Ayes Carl, Ellis, Harry, Hulke, McCreary, Schroeder, Spooner
Nays
Motion Passed

Adjourned at 9:23 p.m.

Amy Ellis
Secretary

Deborah Muscarello
Administrative Assistant