

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of October 18, 2017

**Board of Trustees Regular Meeting
October 18, 2017 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7 p.m. Secretary Deshmukh called the roll.

Present: Asma Akhras, Donald Damon, Beena Deshmukh, Marian Krupicka, Crystal Megaridis, Diane Ruscitti (arrived at 7:03 p.m.), Victoria Suriano

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Mary Krekelberg

Others: Adrienne King, a Willowbrook resident and student at Anderson University is observing the Board for her leadership seminar and Joe Martin of Brian Zabel & Associates regarding L1 of New Business

President Suriano asked for additions and/or corrections to the agenda. There were none.

- B. Mission Statement: Secretary Deshmukh read the library mission statement. We enrich people's lives by providing opportunities to explore, connect, and be inspired.

Vision Statement: Secretary Deshmukh read the library vision statement. Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With a welcoming environment and state-of-the-art services, the library is an essential center of learning, inspiration, and community pride.

C. Public Comment

D. Communications and Announcements

1. Community High School District 99 re: Bond Measure
2. Bukovac to Darien Woman's Club re: Donation

E. Omnibus Consent Agenda

1. Minutes of Budget and Appropriations Hearing and Minutes of Regular Board Meeting, September 20, 2017
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. 2018 Days Closed Calendar
5. Proposal to Replace HVAC Pump Motors at Maximum Cost of \$5,641.80 from Reserve Monies

Megaridis moved, Damon seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Deshmukh moved, Damon seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

- F. Items Deleted from Omnibus Consent Agenda - none

At this point Joe Martin spoke to the Board regarding the FY2016-2017 Audit (item L1 of New Business). He left at 7:30 p.m. and the Board continued with the rest of the agenda

G. Library Director's Report

Bukovac distributed a sample postcard that will be mailed to Farmingdale to promote IPPL as a benefit to the residents there. Krupicka noted the thorough analysis of the security monitor position contained in Bukovac's written report. Bukovac feels the new plan will be much more effective especially for youth services and the library's basic custodial needs will still be met. Ruscitti asked if the Finance Committee will be meeting to review MPI's investment performance. It was noted that MPI attended the August Board meeting. Ruscitti stated that the return the library is getting from MPI may not be as high as we initially thought. She offered to help facilitate a Finance Committee meeting. Bukovac noted that Krupicka is the Finance Committee chairman.

H. Department Reports

I. Staff Report – Mary Krekelberg, Adult Services Librarian, spoke to the Board about her Civics 101 programming. She recognized a need for a civics refresher and developed a four-part series about how our government works. She lined up speakers for the four topics: Three Branches of Government, Role of the Supreme Court, Local and State Legislative Governments, and Civic Responsibilities. Krekelberg also highlighted two library discussion groups, Great Decisions and Current Events. Great Decisions, a staff-moderated group, discusses foreign policy issues based on topics developed by the Foreign Policy Association. Current Events, which evolved out of Great Decisions, is a self-directed group that meets to discuss foreign and domestic policy issues.

J. Reports

1. Chamber Reports – backup in packet.
2. RAILS – backup in packet.
3. Building and Grounds Committee- no report.
4. Finance Committee – no report.
5. Planning/Outreach Committee – no report.
6. Policy Committee – no report

K. Unfinished Business - none

L. New Business

1. FY 2016-2017 Audit, Joe Martin of Brian Zabel & Associates reviewed the audit report with the Board. Martin said the financials are in good order and the library received a clean opinion. He complimented the great job done by Administrative Office Coordinator, Nancy Roy. Martin said the library has a healthy General Fund balance and the Special Reserve Fund is not overfunded. The findings in the report are very positive. With respect to IMRF, the library's funded percentage is 81.34% which Martin noted is a good number. He has seen this number as low as 20% in some districts. Ruscitti questioned the library's liability if IMRF goes away. Bukovac said that if IMRF were to go away the library is not liable for pension payments and Martin agreed. Ruscitti said that we have a liability to IMRF. Bukovac said that's why each year the library finds out what the percentage is that it, as an employer, has to pay relative to this liability. The percentage is also relative to the

investment return that IMRF makes on the money it has. Ruscitti asked why the plan fiduciary net position went down from 86% in 2014 to 81% in 2016. She asked if we added any employees that have a lot of service that we're covering. Ruscitti said we need to be sensitive, when we hire, to the fact that people carry their IMRF liability with them.

2. Draft of Levy for FY 2017-2018 – There were no questions regarding the draft.
3. Resolution #2017-D To Determine Estimate of Funds Needed For 2017-2018 Fiscal Year – Damon moved, Krupicka seconded to approved Resolutions #2017-D To Determine Estimate of Funds Needed for 2017-2018 Fiscal Year. Ayes: Akhras, Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: none. Motion carried unanimously.
4. Notice of Proposed Property Tax Increase for Indian Prairie Public Library District – Akhras moved, Megaridis seconded to approve the Notice of Proposed Property Tax Increase for Indian Prairie Public Library District. Ayes: Akhras, Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: none. Motion carried unanimously.
5. Serving Patrons by Telephone – Bukovac brought information to the Board regarding how we manage answering the phones. Currently, the phones are answered by the receptionist in the Circulation Department and by an auto-attendant during some hours. Bukovac asked the Board to be thinking about whether we should continue to have a live person answering the phones or consider changing to an auto-attendant or call service. Our current phone system does not provide us with statistics on incoming calls however our new system, VOIP, will be able to provide us with statistics that we can analyze. The new phone system will also provide direct lines to the service desks and some staff. In order to understand the impact of phone calls, Bukovac has directed the service desks to track the type of calls they receive. She also asked the department heads to brainstorm about what their staff could be doing if they did not have to answer as many phone calls. How can we best use our staff? Bukovac will bring information and statistics to the Board as it is available. This will be an ongoing conversation.
6. Safety Review per Per Capita Grant Requirements – The Per Capita Grant requires the trustees review safety procedures. Birmingham presented on the library's active shooter safety procedures. Library staff are in the process of watching a video regarding what to do in the face of an active shooter. Emergency manuals that contain the written procedure are in the departments. The Board watched the active shooter video.

M. Scheduled Meetings - none

N. Community Events

O. Library Event

P. Adjournment

At 8:37 p.m. Krupicka moved, Megaridis seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary