

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of June 21, 2017

**Board of Trustees Regular Meeting
June 21, 2017 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:01 p.m. Secretary Deshmukh called the roll.
Present: Asma Akhras, Donald Damon, Beena Deshmukh, Marian Krupicka, Crystal Megaridis,
Diane Ruscitti, Victoria Suriano

Absent:

Staff Present: Jamie Bukovac, Maria Wlosinski, Laura Birmingham, Shirley Jensen

Others:

President Suriano asked for additions and/or corrections to the agenda.

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

At this point Shirley Jensen gave her staff report (Item I). She left at 7:20 p.m. and the Board continued with the rest of the agenda

D. Communications and Announcements

1. Brennan to Works: re RAILS Grant
2. Durbin to Bukovac re: IMLS Funding

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, May 17, 2017
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Ordinance #2017-2 Ascertainning the Prevailing Wage
5. Ordinance #2017-3 Establishing Regular Meeting Dates
6. Ordinance #2017-4 Amending the Budget and Appropriation Ordinance for the Fiscal Year 2016-2017
7. Building and Grounds Committee Meeting Minutes, 5/30/17
8. Finance Committee Meeting Minutes, 6/14/17
9. Proposed Change to Policy 465 Computers and Internet Services
10. Proposed Changes to Policy 900 Financial
11. Proposed Changes to Policy 430 Circulation of Materials

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

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

H. Department Reports

Birmingham updated the Board on the HVAC system. The fan motor will be installed on Friday. The actuator is on order. Because of the age of our system, they could not find an actuator that would work with our valve assembly so that will also be replaced. They also discovered that the glycol level was too high and that has been decreased.

- I. Staff Report – Shirley Jensen, Assistant Adult Services Department Head, spoke to the Board about business services offered by the library. Jensen has been the library's business liaison since last May. Bukovac noted that this is a new position that Jensen developed for the library. The library always offered services to businesses but never had a staff person acting as a dedicated contact for businesses. Jensen said her goals are to communicate our services and resources to the business community, help the library become known as part of the business community, and find additional ways we can support small businesses. We have branded the service, Biz Connection, and are working on a logo. Jensen spoke of the library's continued partnership with SCORE which includes programming, roundtable discussions, mentoring sessions, and lobby drop-in programs. She attends Darien and Willowbrook/Burr Ridge Chamber meetings as well as Women in Business meetings. She has found the Darien Chamber Coffee Connection to be a great opportunity for personalized networking. Jensen published our first Biz Connection e-newsletter earlier this month and a print newsletter is in the works for July. In the future Jensen would like to: connect with local community business leaders and ask them what they want from the library, connect with minority and women business development agencies for programming opportunities, get specific business information into the village offices, set up networking sessions in the library for entrepreneurs, and start a business librarians networking group. The Board thanked Jensen for the great job she has done with this new position as the library's business liaison.

J. Reports

1. Chamber Reports – backup in packet.
2. RAILS – backup in packet.
3. Building and Grounds Committee- minutes from the May 30 meeting were approved in the omnibus this evening.
4. Finance Committee – minutes from the June 14 meeting were approved in the omnibus this evening.
5. Planning/Outreach Committee – no report.
6. Policy Committee – no report

K. Unfinished Business

L. New Business

1. Financial Forecast - Bukovac reviewed the financial forecast information contained in the Board packet which maintains \$500,000 for capital and projects a 2% tax increase. She would like to use the July Board meeting to further discuss the capital projects and the best strategy for handling the projects. Ehlers Financial Services is analyzing our financial data.

Krupicka asked about bundling some of the capital projects together. Bukovac said that Ehlers talked about a debt certificate. He did not recommend a bond issuance based on the amount of money needed and the fees that would be associated with it. At the Board's request, Bukovac has been studying the use of the building and a survey is coming out next month. She will prepare a report based on the survey results. Bukovac asked if the Board would like Ehlers to meet with the Finance Committee first or attend a Board Meeting. The Board agreed that they would like Ehlers to come to the July Board meeting. Bukovac noted that Ehlers specialty is working with libraries and debt.

2. Operating Budget 2017/2018 – Bukovac reviewed the revenue and expenditure information contained in the board packet. Damon moved, Krupicka seconded to approve the operating budget for 2017/2018. Ayes: Akhras, Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Naves: none. Absent: none. Motion carried unanimously.
3. Proposed 2017/2018 Salary Range - The packet contains information comparing IPPL starting salaries with other libraries. The proposed 2017-2018 salary range reflects a 1% increase in the ranges. Megaridis moved, Deshmukh seconded to approve the proposed 2017-2018 salary range. Ayes: Akhras, Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Naves: none. Absent: none. Motion carried unanimously.
4. Proposal to Replace Sconce Lighting and Remove Globe Lights – Birmingham reviewed the proposal contained in the packet. Deshmukh moved, Damon seconded to approve the proposal to replace sconce lighting and remove globe lights. Ayes: Akhras, Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Naves: none. Absent: none. Motion carried unanimously.
5. Landscaping Proposal – Birmingham reviewed the proposal contained in the packet. The Board discussed the plantings. With respect to item 2 in the proposal, the Board decided to have the declining Austrian Pine trees near Plainfield Road removed but not replaced with anything at this time. With respect to item 3 in the proposal, they chose to have the declining Japanese Maple near the front entrance replaced with a new Japanese Maple. Damon moved, Megaridis seconded to approve the landscaping proposal without the Dense Yews in item 2 and with a Japanese Maple in item 3. Ayes: Akhras, Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Naves: none. Absent: none. Motion carried unanimously.
6. Appoint Committee to Review Closed Session Minutes and Complete Secretary's Audit – Megaridis and Krupicka will be on the committee.

M. Scheduled Meetings

N. Community Events

O. Library Event

P. Adjournment

At 8:26 p.m. Damon moved, Deshmukh seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary