Poplar Creek Public Library District
1405 S. Park Ave.
Streamwood, IL 60107

Board of Trustees Regular Meeting Minutes of February 21, 2013; Main Library, Board Meeting Room

Meeting was called to order at 7:30pm by President Spooner in the Board Meeting Room in the library.

Attendance Roll Call:
Trustee Carl – Present
Trustee Harry – Absent
Trustee Hulke –Present
Trustee McCreary –Present
Trustee Schroeder –Absent
Trustee Spooner –Present

All those answering "present" were physically present at the meeting.

Additional Attending: Pat Hogan, Administrative Librarian; Betty Cress, Asst. Administrative Librarian; Sue Haisan, Business Manager; Deb Muscarello, Admin. Asst.; Greg Steinbach, Z3 Solutions; Pete Zouras, Z3 Solutions; Brian Ormond, IT/ Technology; Paulette Harding, Government Section

Pledge of Allegiance

Town Hall: Questions and Comments from Audience (sign in sheet attached of those wishing to speak) No one present.

Correspondence-Board Email Replies
Thank you letter from Hanover Township Supervisor concerning our generosity for the holiday season

Staff Sharing Ideas to Improve the Library

Approval of Minutes
Trustee Carl moved to approve the minutes of January 17, 2013 Regular Board Meeting.
Trustee McCreary seconded.
Trustee Hulke stated she would prefer that the minutes be numbered.
Roll Call Vote to approve minutes:
Trustee Carl – Aye
Trustee Harry – Absent
Trustee Hulke –Aye
Trustee McCreary – Aye
Trustee Schroeder – Absent

Trustee Spooner – Aye
Motion Approved

Trustee Carl moved to approve the minutes from January 29, 2013 Special Board Meeting. Trustee Hulke seconded the motion.
Roll Call Vote to approve minutes:
Trustee Carl – Aye
Trustee Harry – Absent
Trustee Hulke –Aye
Trustee McCreary – Aye
Trustee Schroeder – Absent
Trustee Spooner – Aye
Motion Approved

Administrative Librarian's Report – report attached

- Branch – Victoria Lynn Hallack
- Building and Grounds – Samara Khalid, report attached
- Business Manager – Susan Haisan
- Circulation – Sue Melone
- Government – Paulette Harding
- IT/Technology – Brian Ormond

Treasurers Report
Treasurer Carl moved to approve Cash Disbursements for the Period from 1/12/2013 to 02/14/2013 in the amount of $549,821.10. Trustee McCreary seconded the motion.
Discussion: Trustee McCreary inquired why this month's disbursements are $200,000 dollar higher than last month. There were 3 payrolls that caused the increase.
Roll Call Vote:
Trustee Carl – Aye
Trustee Harry – Absent
Trustee Hulke – Aye
Trustee McCreary – Aye
Trustee Schroeder – Absent
Trustee Spooner – Aye
Motion passed

Officer Reports: President, Secretary, Treasurer

Corporate Report – no report
General Counsel – no report

Update Report on Branch Remodel Update from PHN Architects report attached.

Update on Branch Remodel Update from Z3 Solutions – Greg Steinbach presented the preconstruction services schedule and project summary report. Soil borings have been done on property. Design documents should be ready March 15, 2013. Go out for the bids the following week with tentative April 11date for bids to be in, with construction tentatively scheduled to begin in early May. Public notice for bids will be coordinated through Sue Haisan.

Board Vacancy – Trustee McCreary moved to table this appointment of Mary Prosser as a Trustee to fill out the remaining portion of the vacant Trustee position until a new Trustee is elected in the election until March 21, 2013. Trustee Hulke seconded the motion.
Roll Call Vote:
Trustee Carl – Aye
Trustee Harry – Absent
Trustee Hulke – Aye
Trustee McCreary – Aye
Trustee Schroeder – Absent
Trustee Spooner – Aye
Motion Carried

Discussion on information Trustee McCreary received at ILA workshop for Trustees on February 2, 2013. Trustee McCreary explained the Succession and Replacement Planning needs affecting libraries in Illinois today. Especially the state's legislature's desire to cost-shift the IMRF back on to employers since the state debt is over $90B and the costs libraries would incur. McCreary also went over the need for an emergency succession plan for PCPL. Trustee McCreary also reported on the need of Library Director contracts for newly hired and new requirements. Emergency plan will be done next month by board.

Discussion on the Survey – Discussed earlier in Paulette's Harding's report. Another survey at another level will be conducted in future.

Discuss the Policy for Website Transparency with intent to approve it at March meeting. Trustee Schroeder sent her information with Trustee Hulke with motions for next meeting. Some of these things will be placed on the website without needing motions. RFPs need to be discussed with attorney.

Discuss Compensation Committee/Salary Ranges – attached report; established a committee of the whole in the March board meeting.

Trustee McCreary moved to allow President Spooner to execute Change Orders not to exceed $10,000.
Trustee Hulke seconded the motion.
Roll Call Vote:
Trustee Carl – Aye
Trustee Harry – Absent
Trustee Hulke – Aye
Trustee McCreary – Aye
Trustee Schroeder – Absent

Trustee Spooner – Aye
Motion Carried

Discussion on contact the board emails – previously discussed with Brian, IT/Technology.

Discussion of Secretary Board Training. Secretary McCreary announced that she would provide Secretary Board Training on March 9, 9:30am to 11:30am, for any Trustee who would like to learn how to take board minutes, learn duties and responsibilities of the office. This training session will need to be posted under Open Meetings Act. Training will be provided by Board Secretary in the Board office.

Trustee Hulke moved to pass resolution authorizing intervention in all 2010, 2011 and 2012 tax year appeals. Trustee Carl seconded the motion. Discussion
Roll Call Vote:
Trustee Carl – Aye
Trustee Harry – Absent
Trustee Hulke – Aye
Trustee McCreary – Aye
Trustee Schroeder – Absent
Trustee Spooner – Aye
Motion Carried

Trustee Hulke moved to adopt and approve new check signer due to change in Secretary of Board. Trustee Carl seconded the motion.
Roll Call Vote:
Trustee Carl – Aye
Trustee Harry – Absent
Trustee Hulke – Aye
Trustee McCreary – Aye
Trustee Schroeder – Absent
Trustee Spooner – Aye
Motion Carried

Discuss collection of Unpaid Library fines-discussed earlier under administrative librarian report, board directed Librarian to check out collection agencies,

Discuss Moving and Storage of Branch materials – discussion of Hallett's bid and PODS bid for storing Branch materials while construction is taking place. Bids vary from 6 to 8 months.

Trustee Hulke questioned what is occurring about LED open/close sign status. Trustee Hulke questioned about parade moneys available, motion for next month.

Trustee Carl moved to adjourn the meeting to the March 21, 2013 Board meeting. Trustee McCreary seconded the motion. A voice vote was unanimous for approval.

Adjourned at 9:39 pm
Respectfully Submitted by:

Candace McCreary
Secretary

Deborah Muscarello
Administrative Assistant