

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

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

Meeting was called to order at 7:33pm by President Spooner in the Board Meeting Room in the library.

Attendance Roll Call:

Trustee Carl – Present
Trustee Harry – Present
Trustee Hulke – Absent
Trustee McCreary –Present
Trustee Schroeder –Present
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.; Pete Zouras, Z3 Solutions; Andrew Dogan, PHN Architects; Kathleen Henn, attorney.

Pledge of Allegiance

Adjust agenda to have Mary Prosser’s appointment and swearing in after the minutes are approved.

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

Staff Recognition

Joyce Wagner – 30 years
Eugenia Restrepo – 15 years

Correspondence-Board Email Replies

Hanover Township Democrats & Independents thank you note was read by Pat Hogan for candidate forum.

Staff Sharing Ideas to Improve the Library – no comments

Approval of Minutes

Trustee Carl moved to approve the minutes of February 17, 2013 Regular Board Meeting.
Trustee McCreary seconded.
Roll Call Vote to approve minutes:

Trustee Carl – Aye
Trustee Harry – Abstain
Trustee Hulke – Absent
Trustee McCreary – Aye
Trustee Schroeder – Abstain
Trustee Spooner – Aye
Motion Approved as corrected

Trustee McCreary moved to accept the minutes of March 9, 2013 Training Meeting. Trustee Schroeder seconded.

Roll Call Vote to approve minutes:

Trustee Carl – Abstain
Trustee Harry – Abstain
Trustee Hulke – Absent
Trustee McCreary – Aye
Trustee Schroeder – Aye
Trustee Spooner – Abstain
Motion Approved as corrected

Trustee McCreary moved to appoint 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 through May 16th meeting. Trustee Harry seconded the motion.

Roll Call Vote:

Trustee Carl – Aye
Trustee Harry – Aye
Trustee Hulke – Absent
Trustee McCreary – Aye
Trustee Schroeder – Aye
Trustee Spooner – Aye
Motion Carried

Secretary McCreary swore in Trustee Prosser. Trustee Prosser was seated.

Administrative Librarian's Report – report attached

- Building and Grounds-Samara Khalid, report attached
- Circulation Annual Report- Sue Melone hit on highlights, requested collection agency utilization-instructed to work with Administrative Librarian for a motion on the April agenda, report attached
- Business Manager- Sue Haisan, report attached

Treasurers Report

Treasurer Carl moved to approve Cash Disbursements for the Period from 2/15/2013 to 03/15/2013 in the amount of \$490,856.63. Trustee McCreary seconded the motion.

Roll Call Vote:

Trustee Carl – Aye
Trustee Harry – Aye
Trustee Hulke – Absent

Trustee McCreary – Aye
Trustee Prosser -Aye
Trustee Schroeder – Aye
Trustee Spooner – Aye
Motion passed

Corporate Report – no report

General Counsel – Kathleen Henn responded to emails that she was copied on. Andrew Dogan addressed his company’s response to posting the renovation plans of the branch, he said okay with his company.

Officer Reports: President, Secretary, Treasurer

Trustee McCreary reported to the board about the Secretary training that had been provided on March 9, 2013 and that is the first internal training provided to interested members.

Update Report on Branch Remodel Update from PHN Architects- Andrew Dogan reported on the awarding of a state grant for \$50,000 and addressed issue on renovation bids, wrapping up project drawings and project manual, getting closer to bid timeline. Next month interior designs will be ready for presentation for what they are proposing.

Update on Branch Remodel from Z3 Solutions – Pete Zouras reported reviewing internal documents; projecting receiving bids April 23.

Website Material Postings

Trustees discussed the various items to be posted on the website with input from attorney concerning not placing RFPs and Contracts on it. It was decided that the following items would be posted on the PCPL website: **PCPL District Boundary map, PCPL Public Act 097-0609 in detailed form, current budget and Appropriation Ordinance and for each future year, Operating Budget beginning with 2012-2013 and each subsequent year, current annual Tax Levy Ordinance and each subsequent year, Annual Audit Fiscal Year 2011-2012, the PCPL Sonya Crawshaw Branch Renovation Plans and Pictures, the PCPL Long Range Plan, Strategic Plan, Technology Plan, the PCPL Floor Plan.**

The Board worked to complete the **Emergency Succession Form** identifying “in a timely manner” for the replacing Administrative Librarian.

The Board established April 25, 2013 at 7:30pm in the PCPL Board room as the date for the first meeting of the **Compensation Committee** as the Committee of the Whole.

Trustee Carl moved to approve Hallett Moving and Storage for a price of 8 months at a rate not to exceed \$20,000. Trustee McCreary seconded the motion. No Discussion.

Roll Call Vote:

Trustee Carl – Aye
Trustee Harry – Aye
Trustee Hulke – Absent
Trustee McCreary – Aye

Trustee Prosser - Aye
Trustee Schroeder – Aye
Trustee Spooner – Aye
Motion passed

Trustee Harry moved to approve using the **ALA Code of Ethics** for PCPL. Trustee McCreary seconded the motion. No Discussion.

Roll Call Vote:

Trustee Carl – Aye
Trustee Harry – Aye
Trustee Hulke – Aye
Trustee McCreary – Aye
Trustee Prosser - Aye
Trustee Schroeder – Aye
Trustee Spooner – Aye
Motion passed

Discussion proceeded concerning a hiring freeze among the Trustees for positions budgeted for, it was discussed not too have one.

Trustee Carl moved to approve \$1,000 from the budget for the **Parade Committee** use for the Summerfest 2013 “Best of Broadway” Parade. Trustee Schroeder seconded the motion. No Discussion.

Roll Call Vote:

Trustee Carl – Aye
Trustee Harry – Aye
Trustee Hulke – Absent
Trustee McCreary – Nay
Trustee Prosser - Aye
Trustee Schroeder – Aye
Trustee Spooner – Aye
Motion passed

Trustee Schroeder moved to approve DP Landscaping Inc. for the Main and the Branch libraries this coming season not to exceed \$6,411.00. Trustee Harry seconded the motion. No Discussion.

Roll Call Vote:

Trustee Carl – Aye
Trustee Harry – Aye
Trustee Hulke – Absent
Trustee McCreary – Aye
Trustee Prosser - Aye
Trustee Schroeder – Aye
Trustee Spooner – Aye
Motion passed

Discussion/Adoption of Cost of **Phone Consulting RFP** not to exceed \$25,000.00. Trustee Carl moved to table this item until we have further information. Trustee Schroeder seconded the motion.

Roll Call Vote:

Trustee Carl – Aye

Trustee Harry – Aye

Trustee Hulke – Absent

Trustee McCreary – Aye

Trustee Prosser - Aye

Trustee Schroeder – Aye

Trustee Spooner – Aye

Motion passed

Comments/Topics for April Board Meeting of April 18, 2013.

Trustee Harry brought up the last PCPL newsletter was a mess. Trustee Schroeder passed out information concerning examples of a Task/Function Calendar, Action Plan and a Strategic Plan Calendar from other libraries for us to consider. Trustee Schroeder raised the question of PCPL needing a Conflict of Interest Policy. Trustee Schroeder wants to develop an all-inclusive survey to tie it with the reopening of Branch.

Trustee Carl moved to adjourn the meeting to the April 18, 2013 Board meeting. Trustee Prosser seconded the motion. A voice vote was unanimous for approval.

Adjourned at 9:56 pm

Respectfully Submitted by:

Candace McCreary
Secretary