# SPECIAL MEETING OF THE BOARD OF TRUSTEES OF POPLAR CREEK LIBRARY DISTRICT

Thursday June 28, 2012

Main Library

**Board Meeting Room** 

President Susan Spooner called the meeting to order at 7:30 p.m.

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

Absent: Trustee Candace McCreary

- 2. Pledge of Allegiance
- 3. Staff Recognition:

### Five Years

- Wendy Covalsky
- Lisa Orsini
- John Mitchell
- Kathleen Kirstein

### Ten Years

Lisa Fabris

# Twenty Years

- Janice Beckman
- 4. Greg Steinbach and Pete Zouras from Z3 Solutions presented a proposed cost for completing the branch expansion. A discussion followed:
  - Some Board members expressed that they would like to talk to FGM. Ms. Spooner said they are supposed to come next month.
  - Ms. Harry expressed concern regarding using FGM as the architect.
  - Ms. Schroeder brought up the idea of using the branch as a media lab.
  - Ms. Spooner explained that the branch had been opened to allow patrons at the south end of the district to go to the library without crossing Lake St.
  - Some Board members asked about checking into the process of changing architects. Ms. Spooner will ask the attorney what would be required legally to change architects.
  - Additional discussion took place regarding the branch project and investigating a media lab.
- 5. Questions and Comments from Audience-None
- 6. Correspondence-None
- 7. Staff Sharing Ideas to Improve the Library-Sue Melone attended to answer questions that had come up during the budget meeting regarding the device that unlocks media items.

The device would not unlock media until it has been checked out, which had been a Board concern. Sue Haisan will look into cost for just one or two of these devices (the current quote is for 3).

8. Ms. Carl moved and Ms. Hulke seconded a Motion to Approve the Minutes from the May 17, 2012

Board Meeting.

Roll Call Ayes Carl, Ellis, Hulke, Schroeder, Spooner

Nays

Abstain Harry Absent McCreary

Motion Passed

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

Building and Grounds-Sam Samara presented his report to the Board

Children's End of Semester-Elizabeth Drennan presented her report to the Board

10. Business Manager's Report- Nothing to Report

11. Ms. Harry moved and Ms. Carl seconded a Motion to Approve

Cash Disbursements for the Period from May 11, 2012 to June 21, 2012 in the Amount of \$391,901.56.

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

Nays

Absent McCreary

Motion Passed

- 12. Corporate Report-None
- 13. General Counsel-None
- 14. Officer Reports: President, Secretary, Treasurer-None
- 15. Old Business

a. Ms. Harry moved and Ms. Carl seconded a Motion to Adopt the Working Budget.

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

Nays

Absent McCreary

Motion Passed

b. Ms. Harry moved and Ms. Carl seconded a Motion to Table Motion on Hiring Options.

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

Nays

Absent McCreary

Motion Passed

Discussion regarding hiring options:

Ms. Harry expressed that she feels that, when a position opens for some reason, the needs in the department need to be looked at again to see if the needs are the same and if it needs to be filled, changed, etc. As an example, she suggested hiring an HR person that could also cover business functions.

c. Ms. Hulke moved and Ms. Harry seconded a Motion to Approve Acoustical Installation not to Exceed \$14.000.

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

Nays

Absent McCreary

Motion Passed

d. Ms. Schroeder moved and Ms. Harry seconded a Motion to Approve Public Internet Policy.

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

Nays

Absent McCreary

Motion Passed

### 16. New Business

- a. Ms. Schroeder and Ms. Carl agreed to find a date agreeable to them both to complete the secretary audit.
- b. Review Rules and Procedures Ordinance/By Laws-The Board agreed this has been completed.
- c. Midyear Review of Administrators Goals- Presented during the Librarian's Report.
- d. Ms. Harry moved and Ms. Hulke seconded a Motion to Approve Patron Behavior Policy.

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

Nays

Absent McCreary

Motion Passed

e. Ms. Harry moved and Ms. Hulke seconded a Motion to Change the July 19, 2012 Meeting to July 20, at 2:30 p.m.

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

Nays

Absent McCreary

Motion Passed

- f. Tour of Library-Moved to the July 20th Meeting
- g. Time Study-Ms. Harry said she received the Time Share Study and believes it will serve as a good future reference.
- 17. Ms. Carl moved and Ms. Harry seconded a Motion to Adjourn to Executive Session (5/ilcs/120 (c) 21) To discuss The Minutes Lawfully Closed Under the Illinois Open Meetings Act in Order to Determine Whether They Should be Made Public.

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

Nays

Absent McCreary

Motion Passed

18. Ms. Carl Moved and Ms. Hulke seconded a Motion to Return to Regular Meeting.

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

Nays

Absent McCreary

Motion Passed

19. Ms. Schroeder Moved and Ms. Hulke seconded a Motion to Table the Discussion Conducted in the Executive Session.

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

Nays

Absent McCreary

Motion Passed

20. Comments/Topics for July Board Meeting-FGM/Lonn Frye

21. Ms. Carl Moved and Ms. Schroeder seconded a Motion to Adjourn to the Next Board Meeting of July 20, 2012 @2:30 p.m.

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

Nays

Absent McCreary

Motion Passed

Amy Ellis Deborah Muscarello Secretary Administrative Assistant