

**MEETING MINUTES OF THE BOARD OF TRUSTEES OF POPLAR CREEK PUBLIC LIBRARY  
DISTRICT**

Thursday October 19, 2017

7:00 p.m.

Mercedes A. McGowan Board Room

**1. Call to Order**–Vice President Candace McCreary called the meeting to order at 7:00 p.m.

**2. Roll Call**–Trustee Harry, Hulke, Kennedy, Khan, McCreary, Porter, President Prosser arrived at 7:05 and Student Trustee Katelynn Condrea.

Also Present Executive Director Debra Stombres, Deputy Director Kris Kenney, Business Manager Sue Haisan, Administrative Assistant Deborah Muscarello and Material Services Manager Peggy Maiken.

**3. Pledge of Allegiance**

**4. President’s Report**–Trustee Khan, Porter and President Prosser updated the Board on their attendance at the IIA Conference.

Trustee Khan and Porter stated the exhibit areas were very good and they learned about eBooks; vendors were there that have worked with the library.

There were educational seminars

- Diversity
- How to run a meeting
- How to do a tax levy

President Prosser stated one speaker addressed needing to be prepared for emergency situations before they happen, know the drill.

**5. Public Forum**–Questions concerning agenda–None

**6. Motion to accept agenda as presented**

Trustee Hulke moved and Trustee Khan seconded a motion to request the Board accept the agenda as presented.

Voice Vote Unanimous

Motion Passed

## 7. Secretary’s Report–Eva Porter

a. Trustee Porter moved and Trustee McCreary seconded a motion to request the Board to approve the minutes of the Regular Board Meeting of September 26, 2017 as presented.

Roll Call        Ayes    Harry, Hulke, Kennedy, Khan, McCreary, Porter, President Prosser  
                      and advisory vote Condrea

                      Nays

Motion Passed

b. Trustee Porter moved and Trustee Kennedy seconded a motion to request the Board to approve the minutes of the Public Hearing of September 26, 2017 as presented.

Roll Call        Ayes    Harry, Hulke, Kennedy, Khan, McCreary, Porter, President Prosser  
                      and advisory vote Condrea

                      Nays

Motion Passed

c. Correspondence–Thank you from Kurt Reckamp the Superintendent of Recreation at Streamwood Park District for sending a staff member to Harvestfest, the children enjoyed her stories; incident reports.

## 8. Treasurer’s Report–Treasurer McCreary

a. Trustee McCreary moved and Trustee Khan seconded a motion to request the Board to approve the semi-monthly expenditures in the amount of \$586,581.62 from September 19, 2017 through October 13, 2017

Roll Call        Ayes    Harry, Hulke, Kennedy, Khan, McCreary, Porter, President Prosser  
                      and advisory vote Condrea

                      Nays

Motion Passed

b. Business Managers Report–Sue Haisan Reported to the Board

## 9. Executive Director’s Report–Debra Stombres–Debra Stombres reported to the Board and introduced our Guest Manager Peggy Maiken, Material Services Manager

**10. Teen Advisory Report–Student Trustee Condrea**–Student Trustee Condrea reported to the Board

**11. Current Business**

a. Sue Haisan presented a resolution for the estimate of the amount of a tax levy in compliance with the requirements of the truth in taxation act, fiscal year 2018 no. 17-03

b. Trustee McCreary moved and Trustee Khan seconded a motion to request the Board to adopt resolution 17-03 estimating the annual tax levy for PCPLD for fiscal year 2018  
Roll Call       Ayes   Harry, Hulke, Kennedy, Khan, McCreary, Porter, President Prosser  
                          and advisory vote Condrea

Nays

Motion Passed

c. “Coffee with the Trustees”–Debra Stombres updated the Board on the event

**12. New Business**

a. Employee Holiday Luncheon Information–Debra Stombres discussed the luncheon with the Board and invited them to attend.

b. Trustee Kennedy moved and Trustee McCreary seconded a motion to accept the glass door portion of the Engberg Anderson proposal.

Roll Call       Ayes   Harry, Hulke, Kennedy, Khan, McCreary, Porter, President Prosser  
                          and advisory vote Condrea

Nays

Motion Passed

c. Discussion of unusual library items–Debra Stombres distributed a list of unusual library items to the Board for review, and asked them to choose ten items and/or add any ideas they may have.

d. Demonstration of library resources–Kris Kenney reviewed the new Website with the Board

e. Trustee McCreary moved and Trustee Kennedy seconded a motion to request the Board to approve closing the library for staff luncheon at 12:00 p.m. on Friday December 8<sup>th</sup>.

Voice Vote Unanimous

Motion Passed

**13. Public Forum**–Questions concerning library–None

**14. Comments/Topics for November Board Meeting**–Discuss Trustee Coffee, Library things, audit, levy, and TITA before meeting.

**15. Adjournment**

Trustee Hulke moved and Trustee Kennedy seconded a motion to adjourn to the next Board Meeting of November 16, 2017.

Voice Vote Unanimous

Motion Passed

Adjourned at 8:39 p.m.

Eva Porter  
Secretary

Deborah Muscarello  
Administrative Assistant