

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

Tuesday September 26, 2017

7:03 p.m.

Mercedes A. McGowan Board Room

1. Call to Order–Vice President Candace McCreary called the meeting to order at 7:03 p.m.

2. Roll Call–Trustee Harry, Hulke, Kennedy, Khan, McCreary and Porter.

Absent President Prosser and Student Advisory Trustee Condrea

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

3. Pledge of Allegiance

4. President’s Report.

Appointment of Finance Committee–

Request Board approve to appoint a The Finance Committee; it shall be comprised of two members of the Board of Library Trustees, Trustee Porter and Trustee Khan including the President and Treasurer of the Board and the Library Director. The Treasurer will chair the committee. The Finance Committee’s responsibilities include, but are not limited to working with the Business Manager, drafting a preliminary Budget or Budget and Appropriations Ordinance for full board approval, drafting a Levy for full Board approval, drafting a working budget for full Board approval, monitoring library investments, and implementing the library’s investment policy. At Stombre’s request the motion was amended to include the business manager as a member of the committee.

Trustee McCreary moved and Trustee Kennedy seconded a motion to appoint a finance committee.

Roll Call Ayes Harry, Hulke, Kennedy, Khan, McCreary and Porter

Nays

Absent President Prosser and Advisory Student Trustee Condrea

Motion Passed as amended

5. Public Forum–Questions Concerning Agenda

James Rossel presented Chrome books to the Board

6. Motion to accept agenda as amended for James Rossel

Trustee Kennedy moved and Trustee Khan seconded a motion to accept agenda as amended for James Rossel.

Voice Vote Unanimous

Motion Carried

7. Secretary's Report–Secretary Porter

a. Trustee Porter moved and Trustee Kennedy seconded a motion to request the Board to approve the minutes of Regular Board Meeting of August 17, 2017 as presented.

Roll Call Ayes Harry, Hulke, Kennedy, Khan, McCreary and Porter

Nays

Absent President Prosser and Advisory Student Trustee Condrea

Motion Passed

b. Trustee Porter moved and Trustee Khan seconded a motion to request the Board to approve the minutes of the Building and Grounds committee meeting of August 24, 2017 as presented.

Roll Call Ayes Harry, Hulke, Kennedy, Khan, McCreary and Porter

Nays

Absent President Prosser and Advisory Student Trustee Condrea

Motion Passed

c. **Correspondence**–Thank you note from School District U-46 for our summer reading camp participation and support.

8. Treasurer's Report–Treasurer McCreary

a. Trustee McCreary moved and Trustee Hulke seconded a motion to approve the semi-monthly expenditures in the amount of \$593,732.51 from August 04, 2017 thru September 18, 2017.

Roll Call Ayes Harry, Hulke, Kennedy, Khan, McCreary and Porter

Nays

Absent President Prosser and Advisory Student Trustee Condrea

Motion Passed

b. Business Manager's Report–Sue Haisan reported to the Board

9. Executive Director's Report–Debra Stombres–Debra Stombres reported to the Board

10. Teen Advisory Report–Student Trustee Condrea–No report was provided.

11. Current Business.

a. Budget and Appropriation Ordinance

Trustee McCreary moved and Trustee Kennedy seconded a motion to request the Board to approve the 2017–2018 budget appropriations ordinance as presented and posted.

Roll Call Ayes Harry, Hulke, Kennedy, Khan, McCreary and Porter

Nays

Absent President Prosser and Advisory Student Trustee Condrea

Motion Passed

b. Levy Ordinance–Trustee McCreary discussed with the Board

c. Levy .02% Ordinance

Trustee McCreary moved and Trustee Hulke seconded a motion to request the Board to approve the Levy .02% ordinance to be used in the building and sites fund.

Roll Call Ayes Harry, Hulke, Kennedy, Khan, McCreary and Porter

Nays

Absent President Prosser and Advisory Student Trustee Condrea

Motion Passed

d. Present the Certificate of the Estimated Revenues–Sue Haisan presented the certificate for the Board Treasurer's signature.

e. Update on fall "Coffee with the Trustees" in October–Debra Stombres

Debra Stombres updated the Board, all public service departments will be represented at the coffee.

f. Building and Maintenance Committee Report–Trustee Khan see minutes–
Trustee Khan updated the Board, the next Building and Maintenance Committee meeting will be December 06, 2017.

g. Discussion of Per Capita Grants by the Board of Trustees as required–Debra Stombres

- Review required Web page–Kris presented the web page to the Board
- Discuss required pages from The Trustees Fact File–Debra Stombres reviewed with the Board
- Sign Off on viewing security video

Trustee Porter requested a script for the Trustees for when they are out representing the Library?

Trustee Harry advised that page 7 of the Trustee Fact File has this description.

Trustee Porter agreed to write up a condensed version of this page along with the services the Library provides. It was suggested she ask for Ron’s assistance.

h. Policy Committee Report–Trustee Hulke

Trustee Hulke moved and Trustee Kennedy seconded a motion to approve the 7 policies as presented (fines and fees, proctoring, reference services, revised serving/selling alcohol in the library, student trustee, revised unattended children and volunteer policy.

Roll Call Ayes Harry, Hulke, Kennedy, Khan, McCreary and Porter

Nays

Absent President Prosser and Advisory Student Trustee Condrea

Motion Passed

12. New Business

a. Discussion of Security Company Contract

Trustee McCreary moved and Trustee Khan seconded a motion to approve a one year contract with Signal88security at \$24.50 per hour with adjustments for one year, hours 10:15 a.m–9:15 p.m. 4 days a week all day on the weekends.

Roll Call Ayes Harry, Hulke, Kennedy, Khan, McCreary and Porter

Nays

Absent President Prosser and Advisory Student Trustee Condrea

Motion Passed

13. Public Forum–Questions concerning library–None

14. Comments/Topics for October Board Meeting–Resolution for .02% Levy

15. Adjournment

Trustee Hulke moved and Trustee Porter seconded a motion to adjourn to the next Board meeting of October 19, 2017.

Voice Vote Unanimous

Motion Carried

Adjourned at 8:18 p.m.

Eva Porter
Secretary

Deborah Muscarello
Administrative Assistant