MEETING MINUTES OF THE BOARD OF TRUSTEES OF POPLAR CREEK PUBLIC LIBRARY DISTRICT
Thursday April 19, 2018
7:00 p.m.
Mercedes A. McGowan Board Room

1. Call to Order–President Prosser called the meeting to order at 7:00 p.m.

2. Roll Call
Present: Trustees Hulke, Kennedy, Khan, McCreary, Porter, Student Advisory Trustee Condrea and President Prosser.
Absent Trustee Harry
Also Present: Executive Director Debra Stombres, Deputy Director Kris Kenney, Deputy Director Ron Pauli, Administrative Assistant Deborah Muscarello, Business Manager Sue Haisan
Guests Present: Children's Services Manager Elizabeth Drennan

3. Pledge of Allegiance

4. President's Report–The Harp Twins concert was a huge success, patrons also attended from out of town. The Trustee Coffee went very well, in the future we will continue to hold the Coffee along with a program.

5. Public Forum–None

6. Trustee McCreary moved and Trustee Hulke seconded a motion to request the Board to accept the agenda as presented.
Voice Vote Unanimous
Motion Passed

7. Secretary's Report–Eva Porter
    a. Correspondence–Thank you card from Debra Stombres for the beautiful flowers

8. Teen Advisory Report–Student Trustee Condrea–Reported to the Board

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

Guest Manager–Elizabeth Drennan reported to the Board on the Summer Reading Curriculum

Kris Kenney updated the Board on the Summer Celebration Schedule:

- Kris will submit all the paperwork for the Summer Celebration/Parade
- The library will have a table in the business tent, the Trustees and staff will work 2 hour shifts in pairs, July 27, 28 and 29th (the signup sheet was distributed).
- Prizes will be handed out, there will be a raffle basket and this is an opportunity to collect emails (patrons can decline giving their email address).
- The Parade is July 28th, we will have a convertible, book cart drill and Ron's truck for our participation.

Kris also reported to the Board that we were approved to be a passport facility, by June 1st the staff will be trained and the processes in place.

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

- The shredding event was a huge success, cleaned out a lot of old files in compliance with the Local Records Commission.
- Sue hosted a business managers meeting with 12 attendees. These meetings are designed to be informative and share information.

11. Consent Agenda Approval:

a. Minutes of Regular Board Meeting – March 15, 2018
b. Minutes of the Building and Grounds Committee Meeting March 27, 2018
c. Minutes of the Finance Committee Meeting April 12, 2018
d. Semi-Monthly Expenditures for $452,203.73 from 3/10/18, 2018 through 4/13/18, 2018.
e. Acceptance of Executive Director's Report and Business Manager's Report
f. Library Card Policy New
g. Loans Period Policy Updated
h. Studio Policy Updated
i. Travel and Conference Policy New
j. Naming Rights Policy New

Trustee Khan moved and Trustee McCreary seconded a motion to approve the consent agenda as presented.

Roll Call Ayes Hulke, Kennedy, Khan, McCreary, Porter, President Prosser and Student Advisory Trustee Condrea
Nays
Absent Trustee Harry

Motion Passed

12. Trustee Kennedy moved and Trustee Hulke seconded a motion to approve the updated meeting room policy as presented.

Roll Call Ayes Hulke, Kennedy, Khan, McCreary, Porter, President Prosser and Student Advisory Trustee Condrea
Nays
Absent Trustee Harry

Motion Passed

13. New Business

a. Discussion/Decision concerning next year's student advisory board member- Trustee McCreary suggested sending applications to the local schools, along with advertising on the website and newspaper for a student advisory board member that is 15 or older. The Board discussed and unanimously agreed.

b. Finance Committee Report-April 12, 2018

- Trustee McCreary stated she would like to see capital purchases by priority
- Discussion on purchasing a Van is leasing an option? There are a lot of variables to look at..

Sue Haisan distributed the Proposed Budget Request and clarified for the Board

Sue explained Pay Pal, eliminating the cash drawer we have and adding one that is compatible with Pay Pal, the goal is to offer patrons to pay with a debit/credit card. The vendor has to confer with Polaris rep to be sure they are compatible. There would also be a swipe/chip reader at the Circulation desk for any transaction that goes through the register. The patrons would also be able to put money on their cards.

14. Public Forum–None

15. Comments/Topics for May Board Meeting–Student Trustee Update/Interviews

16. Trustee Hulke moved and Trustee Khan seconded a motion to adjourn to the next Board Meeting of May 17, 2018.
Voice Vote Unanimous
Motion Passed

Adjourned at 8:14 p.m.

Eva Porter	Deborah Muscarello
Secretary	Administrative Assistant