MEETING MINUTES OF THE BOARD OF TRUSTEES OF POPLAR CREEK PUBLIC LIBRARY DISTRICT
Thursday January 16, 2020
7:00 p.m.
Mercedes A. McGowan Board Room

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

2. Roll Call-Trustee Bailey, Harry (left at 8:30 p.m.), Hulke, Jordan, Kennedy, Khan, Student Trustee Patel and President McCreary
Also Present-Executive Director Debra Stombres, Deputy Director Kris Kenney, Deputy Director Ron Pauli, Business Manager Sue Haisan, Branch Manager Steven Zanfardino and Administrative Assistant Deborah Muscarello.

3. Pledge of Allegiance

4. President's Report-None

5. Public Forum-Questions concerning agenda-None

6. Recess to Executive Session
a. Trustee Bailey moved and Trustee Kennedy seconded a motion to request the Board to adjourn to the Executive Session (5ILCS 120/2) (C) (1) to Discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
Voice Vote Unanimous
Motion Carried

7. Reconvene Open Session-President McCreary reconvened to open session at 7:42

8. Roll Call-Trustee Bailey, Harry, Hulke, Jordan, Kennedy, Khan and President McCreary

9. Trustee Jordan moved and Trustee Bailey seconded a motion to accept the agenda as presented
Voice Vote Unanimous
Motion Carried

10. Secretary's Report-Trustee Harry
- Thank you note for the flowers from Sherri Harry

11. Trustees Report-None

12. Treasurer's Report-Trustee Khan reported to the Board highlighting
- We received $14,933.00 of tax revenue in November
- At the end of December, we had $1.8 million dollars in cash and investments, investments with PMA are $487K
- 4 CD's matured in December, monies were used to pay semi-annual bond payment
- We earned $14,953.00 dollars in interest in December which includes the matured CD'S
- Fiscal year to date interest is $41,536.00

13. Teen Advisory Report-Student Trustee Patel reported to the Board highlighting-

- Winter Reading kick-off
- Teen Volunteers
- Mock SAT
- Spring ECC Day and College Fair
- Smash Brothers Tournament

14. Executive Director's Report

Branch Manager Steven Zanfardino reported to the Board highlighting

- Shared pictures of events
- Updated the Board on the book exchange at the Metra in Hanover Park-very well received, program posters are also posted.
- Park Pride Day-partnered with the Park District
- Internet speed is doubled and there will be a change in the Branch hours in February
- Summer Celebration Parade participation planning started

Debra Stombres reported to the Board highlighting-

- Updated the Board on the Chiller bid process
- Updated the Board on the Paver Stones, will close purchases the end of April.
- Working on grant for the Branch Meeting Room, and looking into solar grants
- The Studio had a record number of photos this year, very successful. They will also start doing their own programs.
- Census grant is $15,000.00 dollars $8,000.00 of that is for technology to take on location and assist the hard to count population.

15. Trustee Kennedy moved and Trustee Khan seconded a motion to the Consent Agenda as Amended

a. Minutes of the Regular Board Meeting-December 12, 2019
b. Minutes of the Policy Committee Meeting January 9, 2020
c. Semi-Monthly Expenditures or $431,485.83 from 12/7/2019 through 1/9/2020
d. Acceptance of the Executive Director's Report
e. Patron Ban Policy-Updated
f. Interlibrary Loan Policy-Updated
g. Patron Code of Conduct Policy-Updated
h. Reimbursement of Travel, Meal and Lodging Expenses Policy-Updated
i. Security Surveillance Policy-Updated
j. Website Privacy Policy-Updated

Roll Call Ayes Bailey, Harry, Hulke, Jordan, Kennedy, Khan, Student Trustee Patel and President McCreary
Nays
Motion Carried

16. New Business

a. Trustee Kennedy moved and Trustee Harry seconded a motion to approve the new Branch Hours moving from 12-9:00 p.m. to 1-9:00 p.m.

Roll Call Ayes Bailey, Harry, Hulke, Jordan, Kennedy, Khan, Student Trustee Patel and President McCreary
Nays
Motion Carried

b. Trustee Kennedy moved and Trustee Hulke seconded a motion to request the Board to approve the MOU Habitat for Humanity

Roll Call Ayes Bailey, Hulke, Jordan, Kennedy, Khan, Student Trustee Patel and President McCreary
Nays
Absent Harry
Motion Carried

c. Trustee Kennedy Discussed the Strategic Plan Meeting with the Board

- Presentation on the google drive with an explanation of the plan
- Copy of the old plan
- Review plan mission
- Focus on 6 areas we want to look at
- Brainstorm on goals for the next four years

d. Trustee Bailey moved and Trustee Khan seconded a motion to request the Board to approve the employee handbook amendment-employee community activities

Roll Call Ayes Bailey, Hulke, Jordan, Kennedy, Khan, Student Trustee Patel and President McCreary
Nays
Absent Harry
Motion Carried

17. Public Forum-Questions concerning library-None

18. Comments/Topics for February Meeting

19. Trustee Hulke moved and Trustee Bailey seconded a motion to adjourn to the next Special Board Meeting of January 18, 2020
Voice Vote Unanimous
Motion Carried
Adjourned at 8:50 p.m.

Sherri Harry	Deborah Muscarello
Secretary	Administrative Assistant