MEETING MINUTES OF THE BOARD OF TRUSTEES OF POPLAR CREEK PUBLIC LIBRARY DISTRICT
Thursday August 19, 2021
7:00 p.m.
Mercedes A. McGowen Board Room

1. Call to Order-President Kennedy called the Public Hearing to order at 7:00 p.m.

2. Roll Call-Trustee Bailey, Harry, Hulke, Khan, Student Trustee Patel and President Kennedy.
Absent Trustee Jordan
Also Present: Executive Director Debra Stombres, Deputy Director Kris Kenney, Business Manager Sue Haisan, Popular Materials Manager Jill Berrill, Administrative Assistant Deborah Muscarello, Deborah Arendt and Guest Laura Shepherd.

3.Budget and Appropriation Presentation-Sue Haisan presented the B&A to the Board

4. Questions from the Audience-None

5. Adjournment-President Kennedy requested the Board to adjourn to the Regular Board Meeting at 7:08 p.m.
Ayes Trustee Bailey, Harry, Hulke, Khan, Student Trustee Patel and President Kennedy
Absent Trustee Jordan

1. Call to Order-President Kennedy called the Regular Board Meeting to order at 7:08 p.m.

2. Roll Call- Trustee Bailey, Harry, Hulke, Khan, Student Trustee Patel and President Kennedy.
Absent Trustee Jordan

3. Pledge of Allegiance

4. President's Report
- President Kennedy swore in our New Trustee Deborah Arendt
- President Kennedy encouraged the Trustees to complete their Sikich Survey for the audit
- Discussed extended access letters from disgruntled patrons

5. Public Forum-None

6. Trustee Hulke moved and Trustee Khan seconded a motion to accept the agenda as amended excluding item (A. Minutes of the regular Board Meeting June 17, 2021)
Voice Vote Unanimous
Motion Carried

7. Secretary's Report-Trustee Bailey
Correspondence-Patron extended a compliment to Mary Megan thanking her for the excellent 5 card craft program. Greatly enjoyed it, looking forward to more

8. Treasurer's Report-Trustee Khan reported to the Board highlighting:

- We received $53,530.47 in tax revenue from DuPage county in July
- Interest earned in July-$36.86
- At the end of July, we held $3,011,698.53 in cash and investments
- Investments with PMA are $453,779.48

9. Teen Advisory Report-Student Trustee Khan reported to the Board highlighting:

- Fall Programs
- Programming ideas for Winter
- Volunteer opportunities available for most of the crafting programs

10. Trustees Report- Trustee Hulke attended the NWMC Multimodal Transportation Plan and shared the brochures with the Board

11. Executive Director's Report-Debra Stombres reported to the Board highlighting:

- In-house programming plans
- Circulation is close to normal, the foot traffic is about half
- Planning the Winter Reading schedule
- The Library is renting meeting rooms again and the Café' is open

a. Poplar Material Manager Jill Berrill reported to the Board highlighting:

- Erin Senior Services Van at Westbrook is going well
- Promoting inhouse and online programming
- Patrons will be introduced to Virtual Reality headset works starting October 13th
- Craft programs are coming back
- Retiring Overdrive, moving to Libby by 2022

12. Trustee Bailey moved and Trustee Khan seconded a motion to request the Board to approve the consent agenda as amended

b. Minutes of the Policy Committee Meeting August 12, 2021
c. Social Media Policy
d. Collection Development Policy
e. General Exhibit Policy
f. Art Gallery Policy
g. Serving Alcohol in the Library Policy
h. Telecommuting Policy
i. Pandemic Policy
j. Semi-Monthly Expenditures for $445,296.87 from 7/10/21-8/13/21
k. Acceptance of Executive Director's Report

13. Current Business

a. Debra discussed a used bookmobile for sale with the Board, the bookmobile is up for bid
b. Trustee Bailey moved and Trustee Hulke seconded a motion to request the Board to accept the Agreement for Design Services proposal with Engberg Anderson for the various engineering studies of the West Entrance and related issues

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

Motion Carried

c. Presentation of Certificate of Estimated Revenue for FY22-Sue Haisan presented to the Board
d. Trustee Khan moved and Trustee Harry seconded a motion to request the Board to approve the B&A Ordinance #21-01

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

Motion Carried

14. New Business

- Discussed a Friend's Group per Trustee Bailey's request

15. Comments/Topics for September Board Meeting

16. Trustee Hulke moved and Trustee Arendt seconded a motion to adjourn to the next regular Board Meeting of September 16, 2021
Voice Vote Unanimous

Adjourned at 8:00 p.m.

Marianne Bailey	Deborah Muscarello
Secretary	Administrative Assistant