**MEETING MINUTES OF THE BOARD OF TRUSTEES OF POPLAR CREEK PUBLIC LIBRARY DISTRICT**
Thursday January 20, 2022
7:00 p.m.
Mercedes A. McGowan Board Room

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

2. Roll Call-Trustee Arendt, Harry, Hulke, Khan, Student Trustee Patel (left at 7:11 p.m.) and President Kennedy
Absent-Trustee Bailey and Jordan
Also Present-Executive Director Debra Stombres, Deputy Director Kris Kenney, Deputy Director Ron Pauli, Business Manager Sue Haisan and Administrative Assistant Deborah Muscarello

3. Pledge of Allegiance

4. Presidents Report-President Kennedy discussed with the Board the conditions under which the Board can have a Zoom Meeting, or remote attendance.

5. Public Forum-None

6. Trustee Khan moved and Trustee Arendt seconded a motion to accept the agenda as presented
Voice Vote Unanimous
Motion Carried

7. Secretary's Report-Trustee Harry
Correspondence-A patron commented on PCPLD being the best library in the neighboring towns kudos to the staff

8. Treasurer's Report-Trustee Khan reported to the Board highlighting:
- DuPage County tax revenue received in December=$9,137.33
- Interest earned in December =$169.79
- Expenses in December =$400,913.00 (Bond payment was expensed in November paid in December)
- At the end of December, we had $2,839,024.36 in cash and investments
- Investments with PMA are $204,317.73

9. Trustees Report-None

10. Teen Advisory Report-Student Trustee Patel reported to the Board highlighting:
- TAB members discussed the logistics of the Podcast
- A number of Spring Programs
- Summer volunteering opportunities-parade, podcast and more
- COVID update

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

- Circulation numbers are a little lower
- A few staff members are out with Covid
- Two staff members retired in December
- The Outreach Vehicle bid is due January 26th, the vote will take place at the February meeting
- Shawn Kelly (Engberg Anderson) is completing the paperwork for both projects
- Two FEMA grant applications have been obligated
- Phone system is up and running

12. Trustee Hulke moved and Trustee Khan seconded a motion to approve the consent agenda

a. Minutes of the Regular Board Meeting December 9, 2022
b. Minutes of the Policy Committee Meeting January 13, 2022
c. Monthly Expenditures December 2021 $2,054,029.62
d. Acceptance of Executive Director's Report
e. Patron Code of Conduct Policy
f. Patron Ban Policy
g. Security Surveillance Policy
h. Inter Library Loan Policy
i. Website Privacy policy
j. Employee Handbook 3.4 Hiring of Relatives
k. Executive Director Succession Plan

13. Current Business-None

14. New Business
Trustee Harry moved and Trustee Khan seconded a motion to set up auto debit card payments or electronic fund transfers for vendor payments including but not limited to Comcast, ComEd and Nicor
Voice Vote Unanimous
Motion Carried

15. Comments/Topics for February Board Meeting-Vehicle Bid

16. Adjournment
Trustee Hulke moved and Trustee Arendt seconded a motion to adjourn to the next regular Board meeting of February 17, 2022
Voice Vote Unanimous
Motion Carried

Adjourned at 7:29 p.m.

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| Sherri Harry | Deborah Muscarello |
| Secretary | Administrative Assistant |