MEETING MINUTES OF THE BOARD OF TRUSTEES OF POPLAR CREEK PUBLIC LIBRARY DISTRICT
November 17, 2022
7:00 p.m.
Mercedes A. McGowen Board Room

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

2. Roll Call-Trustee Bailey, Harry, Liapes, Student Trustee Filippi and President Kennedy
Absent: Trustee Arendt, Hulke and Khan
Also Present: Executive Director Debra Stombres, Deputy Director Ron Pauli, Deputy Director Kris Kenney, IT Services Manager Brian Ormond and Administrative Assistant Deborah Muscarello

3. Pledge of Allegiance

4. President's Report-President Kennedy
- Petitions will be exchanged at the December 8th Board meeting
- Petitions need to be notarized

5. Public Forum-None

6. Trustee Bailey moved and Trustee Harry seconded a motion to request the Board to accept the agenda as presented
Voice Vote Unanimous
Motion Carried

7. Secretary's Report-Trustee Bailey
Correspondence
- A patron and her granddaughter came to the memory Café' and shared the great time they had there, they also signed up for Chair Yoga and Pins and Needles
- Thank you from a patron to Lisa Mueller for her help in Local History
- Thank you from a patron to Johnathan for all his help in the studio

8. Treasurer's Report-Trustee Khan
Deputy Director Ron Pauli reported to the Board highlighting:
- Cook County Tax Revenue received in October-None
- DuPage County Tax Revenue received in October=$20,287.60
- Interest Earned in October=$7,990.34
- Expenses for October=$474,847.89
- At the end of October, we held $3,339,751.68 in cash and investments
  Investments with PMA are $205,087.24

9. Teen Advisory Report-Student Trustee Filippi reported to the Board highlighting:
- 3D printed ornament painting December 1st
- Holiday Earrings December 8th
- College apps workshop December 12th

10. Trustees Report-President Kennedy and Trustee Bailey shared their ILA conference experience. One take away was for Staff In Service, a program "Mental Health First Aid"

11. Executive Director's Report-Debra Stombres
Guest Manager-Brian Ormond IT Services Manager-Brian reported to the Board highlighting:

- Bibliotheca equipment is being upgraded.
- TBS will accept credit cards for printing, this includes all the coin boxes and fax scan machines

Debra Stombres reported to the Board highlighting:

- Bond payment is due later in December
- The State is giving us a $25,000 programming grant
- The Mobile Library is almost done, there will be an inspection before we accept deliver and then the staff will be trained.
- Program stats have improved

12. Trustee Harry moved and Trustee Liapes seconded a motion to request the Board to approve the consent agenda

a. Minutes of the Regular Board Meeting October 20, 2022
b. Semi-Monthly Expenditures for October 2022=$474,847.89
c. Acceptance of Executive Director's Report

Voice Vote Unanimous
Motion Carried

13. Current Business

a. Trustee Harry moved and Trustee Bailey seconded a motion to request the Board to accept the TBS quote in the amount of $36,379.00

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

Motion Carried

b. Trustee Harry moved and Trustee Liapes seconded a motion to request the Board to accept the Bibliotech quote in the amount of $37,483.83

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

Motion Carried

14. New Business
Debra distributed handouts and discussed the Salary Matrix and Salary Ranges as recommended by HR Source with the Board and answered any questions

a. Trustee Bailey moved and Trustee Liapes seconded a motion to request the Board to accept Salary Matrix and Salary Ranges as recommended by HR Source as presented

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

Motion Carried

15. Strategic Plan (continued)-Debra Stombres distributed a Strategic Plan Brochure, discussed with the Board and made changes.
President Kennedy asked the Board to review for final approval at the December 8th meeting

16. Comments/Topics for December Board Meeting-Strategic Plan

17. Adjournment

Trustee Bailey moved and Trustee Harry seconded a motion to adjourn to the next Board Meeting of December 8, 2022
Voice Vote Unanimous
Motion Carried

Adjourned at 8:18 p.m.

Marianne Bailey	Deborah Muscarello
Secretary	Administrative Assistant