MEETING MINUTES OF THE BOARD OF TRUSTEES OF THE POPLAR CREEK PUBLIC LIBRARY DISTRICT
Thursday July 17, 2025
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, Bailey, Hulke, Khan, Liapes, Student Trustee Friedman and President Kennedy
Absent-Trustee Harry
Also Present-Executive Director Jose Maldonado; Deputy Director Ron Pauli, Deputy Director Kandice Krettler, Business Manager Sue Haisan, Reference Services Manager Paulette Harding and Administrative Assistant Deborah Muscarello

3. Pledge of Allegiance

4. President's Report-President Kennedy swore in our Student Trustee Samuel Friedman

5. Public Forum-None

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

7. Secretary's Report-Trustee Bailey-None

8. Treasurer's Report-Trustee Khan reported to the Board highlighting:
- Cook County Tax Revenue June-$7,610
- DuPage County Tax Revenue June-$1,097,035
- Replacement Taxes (PPRT) $0
- Interest Earned-$24,156

9. Trustees Report-None

10. Teen Advisory Report-Student Trustee Friedman-None

11. Executive Director's Report-Jose Maldonado reported to the Board highlighting:
- We welcomed five new employees in June and no resignations occurred
- Maintained weekly meetings with Deputy Directors Ron Pauli and Kandice Krettler, and continued one on one check ins with administrative staff to ensure alignment on goal tasks and projects. Continued mentoring staff and participated in internal committees focused on the Summer Celebration, summer Reading Club and cross-departmental coordination through MAP and SALT meetings.
- Externally, I attended a Chamber of Commerce ribbon-cutting, met with Streamwood officials to discuss village priorities, and began conversations with Hanover Township regarding partnership opportunities. I began the Director's University training program, which will continue into July and culminate with in person sessions in August.
- Kandice remained engaged in both internal operations and external collaboration. She attended a range of committee meetings, led monthly one-on-ones with all department managers and

helped to promote the Extraordinary Things collection. She supported the successful rollout of the new Seed Library. She helped to plan and promote public services at both locations, including overseeing a smooth rollout of the new staff rotation at the Branch.

- Ron focused on recruitment and policy development. Oversaw onboarding for new hires, posted new job descriptions, and completed benefit enrollment for new eligible employees. He also worked on policy updates, and laid the groundwork for upcoming staff safety training and AED maintenance planning.
- The Business office supported fiscal year-end processing, launched the FY26 budget planning process and completed key financial updates to the software to reflect the new fiscal year cycle. Sue also participated in several professional development webinars on tax and employment law changes, Sage functionality, and fund balance reporting.
- The Access Services Department returned to full staffing and the Seed Library officially launched. Technical Services completed the annual fiscal rollover in Polaris and began a new partnership with Ingram for paperback processing. The Food for Fines program launched July 1st.
- The IT department focused on E-rate bids for fiber upgrades, WI-FI replacements, and a switch upgrade. Staff and Public computers began transitioning to Windows 11 and Office 2024. New printers and copiers were ordered with installation set for mid-July. Digital signage and emergency alert configuration is in progress, and a new Seed Library webpage is being built.
- Maintenance completed a wide range of repairs and improvements, including lighting retrofits, restroom plumbing, HVAC adjustments, and grounds cleanup. Seasonal landscaping and equipment testing also continues.
- Children's Services launched the Summer Reading Challenge with 454 signups and hosted 44 programs for over 900 attendees. Outreach visits with EPEL and ABC Toon Town extended early literacy efforts into the community.
- Teen services held several popular programs including an Ice Cream Social with 42 participants and logged 288 engagements in passive activities.
- Studio 1405 supported patron projects, trained new staff, and ran the Studio Cats context.
- Reference staff managed weeding and gallery prep, provided 31 one-on-one appointments, and offered several public programs
- Popular Materials hosted 27 programs for adults, including craft workshops, fitness programs, and book discussions. Home delivery remained consistent.
- Charlie B. led extensive marketing efforts, photographing over a dozen events, managing newsletter submissions, and supporting internal committees and program promotion.
- The Mobile Library, led by Blanca S. logged 18 days of service and 367 visits. It partnered with local schools, daycares and Hanover Townships Open Gym program to support summer learning.

A. Guest Manager- Paulette Harding Reference Services Manager reported to the Board highlighting:
    - VITA was a success with four volunteers completing 148 appointments
    - 174 Passports were processed January thru June
    - Steven completed the AI Ambassador program and he is now a Coordinator

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

a. Minutes of the Regular Board Meeting June 19, 2025
b. Monthly Expenditures for June=$571,735.82
c. Acceptance of the Executive Director's Report
Voice Vote Unanimous
Motion Carried

13. Current Business-None

14. New Business
Trustee Hulke moved and Trustee Khan seconded a motion to request the Board to approve policy updates internet use and safety policy; meeting room policy, and postpone unattended children's policy

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

Motion Carried

15. Comments/Topics for August Board Meeting-B&A hearing, Presentation of estimated revenue and Building and site .02 Ordinance

16. Adjournment
Trustee Hulke moved and Trustee Arendt seconded a motion to adjourn to the next Regular Board Meeting of August 21, 2025
Voice Vote Unanimous
Motion Carried

Adjourned at 7:41 p.m.

Marianne Bailey	Deborah Muscarello
Secretary	Administrative Assistant