MEETING MINUTES OF THE BOARD OF TRUSTEES OF THE POPLAR CREEK PUBLIC LIBRARY DISTRICT
Thursday September 18, 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, Khan, Liapes, Student Trustee Friedman and President Kennedy
Absent-Trustee Harry and Hulke
Also Present-Executive Director Jose Maldonado, Deputy Director Ron Pauli, Deputy Director Kandice Krettler, Business Manager Sue Haisan, IT Services Manager Brian Ormond and Administrative Assistant Deborah Muscarello.

3. Pledge of Allegiance

4. President's Report-None

5. Public Forum-None

6. Trustee Bailey 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
Correspondence-Thank you for all the books, you made our Adult Education and Literacy Week special. From the Education and Work Center Staff in Hanover Park

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

- Cook County Tax Revenue August-$30,876
- Du Page County Tax Revenue August-$18,493
- Replacement Taxes (PPRT)-$1,493
- Interest Earned-$21,864

9. Trustees Report-None

10. Teen Advisory Report-Student Trustee Friedman reported to the Board highlighting:

- Attended one TAB meeting, with five other teens
- Craft events were discussed
- Moving High School subject textbooks from the non-fiction section to the space where the new books currently are was also a discussion

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

- August has been a month of momentum. We welcomed a full-time Studio Services Assistant Coordinator, a full-time Popular Materials Bilingual Librarian and a part-time Studio Services Assistant. We thanked Kitty Naughton for 23 years of service upon her retirement, and Kathleen Ryczek, Adult Services Librarian, for fifteen years upon her retirement. These changes reflect a commitment to sustainment in service while honoring long service to the community.
- I completed Directors University August 4-6. Throughout the month I met regularly with managers to advance the IPLAR and to plan the November 7th Staff In Service Day. Three staff were recommended to the RAILS Catalyst Program and one was accepted. I continued coordination with Streamwood, School District U-46, the Park District, and Hanover Township and worked with John Shales (SMC) and Harlan Doland (MEG) on the PUD amendment plans, in preparation for submitting the required documents to the Village.
- Leadership participated in MAP and SALT meetings, coordinated staffing and programming, and supported hiring and separations. Human Resources processed open enrollment, Family and Medical Leave Act documentation , IMRF transitions and prepared offers and onboarding. Access Services completed 18 professional development hours, adjusted cataloging, improved Mobile Library workflows, and launched September initiatives such as Pet Food for Fines and Library Card Bingo. IT reported that our E-rate discount increased from 80 to 90 percent and secured a five-year contract to upgrade staff fiber from 250 Mbps to Gbps at both library locations. Brian scheduled triband Wi-Fi 6, access point replacements, planned a router upgrade for the ICN network, prepared for a catalog upgrade and reporting tool install in the fall. IT also continued printer and copier configurations. Maintenance coordinated sealcoating of the main parking lot, addressed lighting and electrical safety, tuned HVAC, and completed repairs and room setups. Public Services delivered strong programming and outreach, including 765 Mobile Library visitors and a teen volunteer recognition event.

  a. Guest Manager IT Services Manager Brian Ormond Reported to the Board Highlighting:

- Printer and Copier configurations are complete
- E-rate secured a five year contract to upgrade staff fiber from 250 Mbps to Gbps at both locations
- All public computers at both locations have been upgraded to Windows 11 and Office 2024.

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

a. Minutes of the Regular Board Meeting August 21, 2025
b. Monthly Expenditures for August $597,889.56
c. Acceptance of the Executive Director's Report
Voice Vote Unanimous
Motion Carried

13. Current Business

a. Discussion/Update on Water Retention-Jose updated the Board highlighting:

- **Green Roof Replacement and Water Retention-**We are moving forward with plans to replace the non-functional green roof trays with underground stormwater detention storage in the parking lot. This solution will allow us to address roof damage and meets requirements of the Village and the Metropolitan Water Reclamation District of Greater Chicago. Approvals are being sought, with the plan to complete all projects by June 30, pending engineering reviews and a Planned Unit Development (PUD) amendment which will be conducting in the fall or at the latest by end of year.
- **Drive Through-**We are including a drive-through window in the Planned Unit Development (PUD) amendment so the approval is in place. What we're still exploring is whether we'll move forward with actually building it, which will depend on updated costs and feasibility. By getting the approval now, we won't need to reopen the PUD process later if we decide to proceed.

Next Steps

- IMEG (Harlan) will finalize engineering submittal documents and seek MWRD and village approvals
- Bill will provide past drive-through documentation and sketches for evaluation of the drive through window specifications we previously had done.
- John from SMC will update us on feasibility and costs as soon as those are ready.
- Library staff and board will work together to decide on building the drive-through at a later time.

14. New Business

a. Presentation of Certificate of Estimated Revenue for FY26-Sue Haisan presented to the Board and answered any questions

b. Trustee Liapes moved and Trustee Khan seconded a motion to request the Board to accept the updated By Laws as amended

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

Motion Carried

15. Comments/Topics for October Board Meeting-Auditors

16. Trustee Liapes moved and Trustee Bailey seconded a motion to adjourn to the next Special Board Meeting of September 25, 2025
Voice Vote Unanimous
Motion Carried

Adjourned at 8:05 p.m.

Marianne Bailey
Secretary

Deborah Muscarello
Administrative Assistant