

Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of May 16, 2018

**Board of Trustees Regular Meeting  
May 16, 2018 – 7 p.m.**

A. Roll Call

Vice-President Damon called the meeting to order at 7:03 p.m. Secretary Deshmukh called the roll.

Present: Asma Akhras, Donald Damon, Beena Deshmukh, Marian Krupicka, Crystal Megaridis, Diane Ruscitti

Absent: Victoria Suriano

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Tony Lucarelli

Others:

Vice-President Damon asked for additions and/or corrections to the agenda. There were none.

B. Mission Statement: Secretary Deshmukh read the library mission statement. We enrich people's lives by providing opportunities to explore, connect, and be inspired.

Vision Statement: Secretary Deshmukh read the library vision statement. Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With a welcoming environment and state-of-the-art services, the library is an essential center of learning, inspiration, and community pride.

C. Public Comment

At this point Tony Lucarelli gave his staff reports (Item I). He left at 7:20 p.m. and the Board continued with the rest of the agenda

D. Communications and Announcements

1. White to Bukovac re: Per Capita Grant
2. Delph to Bukovac re: Darien Woman's Club Donation
3. Bukovac to Krupicka re: Darien Woman's Club Donation
4. Reger to Bukovac re: AARP Tax Assistance
5. Doings Article

With respect to D3, Krupicka said the circulating collection of Braille toys is a great idea. She suggested it may be something that the Lions Club would be interested in supporting.

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, April 18, 2018
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Building and Grounds Committee Minutes, May 7, 2018

With respect to the investment portfolio, Ruscitti asked if the duration has changed with the change in interest rates. Bukovac noted that MPI's quarterly report was in the last Board packet but she will email the question to them. Akhras moved, Krupicka seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Krupicka moved, Megaridis seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac distributed a short information piece about our 2018 Summer Challenges. The Trustees can use the information when talking to people in the community. Bukovac reported that the Kingery Congregation of Jehovah's Witnesses came to speak with her on Friday regarding their intent to distribute information outside the library. Bukovac noted that our solicitation policy was written by our attorney and requires us to provide this type of opportunity per the First Amendment. We have no say in what is distributed. Circulation of petitions and distribution of literature is allowed outside our building and must be conducted 20 feet or more from the front doors (to the left or right). Groups cannot engage people if it is not welcome.

H. Department Reports

I. Staff Report –

Tony Lucarelli, Head of Adult Services, showed the Board a new product the library is subscribing to called Niche Academy. The company creates tutorial videos on many of the online resources we subscribe to which we can then imbed on our website in the appropriate places for patrons to access. We also have the capability to create and upload our own videos which could be useful for staff training and shared with other libraries. The company charges a flat rate based on our population served. Next Lucarelli spoke about the weeding project Adult Services has been doing. He distributed a handout explaining the CREW weeding method. CREW stands for Continuous Revision, Evaluation, and Weeding and was developed at the Texas State Library and Archives Commission. CREW serves in evaluating collections but it is not meant to be a hard and fast system. It leaves it up to the librarian's professional judgement based on knowledge of the community and library as to collection development. Lucarelli said they should be able to finish weeding the entire collection by the end of the calendar year. Then they can shift things around to make it easier for patrons. Studies show that keeping a collection fresh results in a healthier collection with a higher turnover rate. He noted that there aren't as many books published on certain topics and the collection is becoming more and more a popular materials collection.

J. Reports

1. Chamber Reports – backup in packet.
2. RAILS – backup in packet.
3. Building and Grounds Committee – Krupicka reported that the committee met on May 7. Minutes from the meeting were approved tonight under the Omnibus Consent Agenda.
4. Finance Committee – no report.
5. Planning/Outreach Committee – no report.
6. Policy Committee – no report.

K. Unfinished Business

1. Survey Results – The Board discussed the results at the March and April Board meetings. There were no additional comments this evening.

L. New Business

1. Seating Study - Staff tracked where patrons were sitting for two weeks in April. Bukovac distributed the information. Findings included: large tables are a waste of space as one or two people will sit there; the majority of seating configurations is one person and the next is two people; lounge chairs in a grouping are rarely used at the same time; study seating in Adult Services along the east wall and in the southeast area are used consistently throughout the day; the café is used consistently throughout the day; use of seating in Kids and Teens goes way down after 6:30 at night; use of seating in Adult Services is low on Friday night; at this time we do not need more chairs in either department; the majority of conference room usage was by one or two people.
2. Department Head Discussion re: Use of the Building - Bukovac distributed thoughts from the Department Heads regarding the building. They included: one problem is having enough meeting and programming space; patrons are interested in private and quiet spaces; some furniture needs to be updated; large tables are a waste of space; technology services is hidden; we don't have a good way to showcase our available technology and equipment; besides technology and equipment the library could provide other types of items for checkout; does it make sense to have three desks on the first floor; there is limited space to merchandise materials. Bukovac said we will be talking to staff in a more focused way and she will continue to pass along these thoughts and ideas to the Board.
3. Recommendation to Hire Independent Construction Services to Oversee Parking Lot Rehabilitation – Birmingham reviewed the backup with the Board. Krupicka noted the tremendous amount of research. Bukovac pointed out that this is a construction project. It will be more extensive than grinding down a few layers and adding asphalt. Areas will require digging down to the stone base. Birmingham noted that Dan Eallonardo of Independent Construction Services received very good references from other libraries. Eallonardo would oversee the project including the bid process. Ruscitti asked if there are any safety issues with our current parking lot. Bukovac and Birmingham said no. Akhras moved, Megaridis seconded to hire Independent Construction Services to oversee the Parking Lot Rehabilitation. Ayes: Akhras, Damon, Deshmukh, Krupicka, Megaridis. Nays: None. Abstain: Ruscitti. Absent: Suriano. Motion carried.
4. Recommendation to Hire Manhard Consulting for Civil Engineering Services for the Parking Lot Rehabilitation – Bukovac received four proposals to manage the civil engineering responsibilities of the project. She did not include Product Architecture and Design because they would outsource the job to a civil engineer which would give the library no control over who was selected. Studio CG's list of projects does not reflect any projects similar in scope to ours. Larson Engineering and Manhard Consulting have both completed numerous projects similar to ours but Larson did not come out to look at our parking lot before presenting their proposal. Bukovac is recommending Manhard Consulting. Megaridis asked about the possible reconfiguration of the parking lot that Building and Grounds had discussed. Bukovac said according to Eallonardo removing the island would be too expensive for the number of parking spaces we would get and we don't know what's underneath the area. Bukovac said reducing the size of our spaces may give us 13 more spaces. We will pursue this with Darien. Krupicka moved, Deshmukh seconded to hire Manhard Consulting for Civil Engineering Services for the Parking Lot Rehabilitation.

Ayes: Akhras, Damon, Deshmukh, Krupicka, Megaridis. Nays: None. Abstain: Ruscitti. Absent: Suriano. Motion carried.

5. Landscaping Proposal – Birmingham distributed updated backup containing some of the pricing. She is waiting for pricing on the decorative stones so she is not asking for Board approval on those areas at this time. Bukovac feels the reading garden needs to be spruced up now but said the corner bed on Plainfield and Clarendon Hills and the large bed along the Plainfield Road sidewalk could wait until the fall. Megaridis asked when the best time is to plant trees. Bukovac said the fall. Krupicka asked if the smaller tree has a better chance of surviving. Birmingham will check. Ruscitti asked if the city has preferred pricing. Birmingham said they only have certain types of trees. With respect to the large bed along the Plainfield Road sidewalk, Megaridis asked if the electrical box could be removed. Birmingham will check. If the box is removed we won't need a bush to hide it. Krupicka moved, Deshmukh seconded to approve work to the beds along the reading garden at a cost of \$1,200. Ayes: Akhras, Damon, Deshmukh, Krupicka, Megaridis, Ruscitti. Nays: none. Absent: Suriano. Motion carried unanimously. Megaridis moved, Akhras seconded to approve the work to the large bed along the Plainfield Road sidewalk at a cost not to exceed \$1,275. Ayes: Akhras, Damon, Deshmukh, Krupicka, Megaridis, Ruscitti. Nays: none. Absent: Suriano. Motion carried unanimously. The Board decided to hold off on the work to the corner bed on Plainfield and Clarendon Hills until Birmingham finds out which tree size has a better chance of survival.

M. Committee Meetings

1. A Finance Committee meeting is scheduled for June 12 at 6:30 p.m. Ruscitti said she will try to participate by phone.

N. Community Events

O. Library Event

P. Adjournment

At 8:20 p.m. Krupicka moved, Deshmukh seconded to adjourn the meeting. All ayes. Motion carried unanimously.

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Beena Deshmukh, Secretary