

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of October 30, 2018

**Board of Trustees Regular Meeting
October 30, 2018 – 6:30 p.m.**

A. Roll Call

President Suriano called the meeting to order at 6:35 p.m. Acting-Secretary Damon called the roll.

Present: Donald Damon, Marian Krupicka, Crystal Megaridis, Victoria Suriano

Absent: Beena Deshmukh, Diane Ruscitti

Staff Present: Jamie Bukovac, Maria Wlosinski, Natalie Williams (L1 of New Business)

Others:

President Suriano asked for additions and/or corrections to the agenda. There were none.

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

Vision Statement: Acting-Secretary Damon 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 the Board discussed item 1 of New Business, Food in the Youth Services Department. Williams left at 6:50 p.m. and the Board continued with the rest of the agenda.

D. Communications and Announcements

1. Padalik to Bukovac re: Thank You for Venue for Candidate Forum

E. Omnibus Consent Agenda

1. Minutes of Budget and Appropriations Hearing and Regular Board Meeting, September 19, 2018
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. 2019 Days Closed Calendar
5. Request to Dispose of Furniture
Krupicka moved, Damon seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Megaridis moved, Damon seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac reported that J&R 1st in Asphalt, Inc. was out on Friday for the parking lot punch list items. She hasn't heard back from the consultant whether all of the items have been completed. She hasn't received the final invoice but the consultant feels that the \$38,000 allowance built into the bid will cover things. We ended up with twelve additional regular parking spaces and one additional handicap parking space. We stayed within the city code and did not need to ask for a variance. The masonry work has been completed and the final walk-thru is done. Our new Communications Coordinator, Jill Yott, will start on November 7. Jill has worked for Moraine Valley College, Lions Club International, Downers Grove Public Library, Prairie State Community College, and Oak Lawn Library. She has a lot of promotion, social media, and events experience. She is very proactive, enthusiastic, and loves libraries.

H. Department Reports

I. Staff Report – none

J. Reports

1. Chamber Reports – backup in packet.
2. RAILS – backup in packet.
3. Building and Grounds Committee – no report.
4. Finance Committee – no report.
5. Planning/Outreach Committee – no report.
6. Policy Committee – no report.

K. Unfinished Business - none

L. New Business

1. Food in the Youth Services Department – Bukovac stated that we received an email from a patron expressing concern about children eating in various play areas while engaging with toys. His concern is that this could be a problem for kids with allergies. Natalie Williams said that staff researched other libraries to see if they have created food-free zones and have not found any. It was noted that it's difficult to ban a substance in a public place, materials returned to the library may be contaminated, the Youth Department is an open space and kids move around freely throughout the department, and because this is a public space we cannot ensure an allergen-free space. Staff suggested that the library stock epinephrine and train staff on how to use it. Also, that signs are posted reminding people bringing food to be mindful that others could have allergies. The Board agreed with these suggestions.
2. Exception in Notary Service Fees – The Board discussed Krupicka's request for an exception to the \$1.00 fee charged per notary signature for candidates running for office since they are performing a civic duty. Megaridis moved, Krupicka seconded to waive the \$1.00 fee per notary signature up to 10 notary signatures for candidate petitions. After the 10th notary signature the current \$1.00 fee per notary signature will apply. Ayes: Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: Deshmukh, Ruscitti. Motion carried unanimously.
3. Request to Donate Painting – Local artist Fanny Moy was an artist in residence this summer and she created a painting that she would like to donate to the library. Bukovac showed the painting to the Board. The Board agreed to accept the painting and discussed possible locations for it. Bukovac said that she would ask Moy to write a statement that would accompany the painting.

4. FY 2017-2018 Audit – Bukovac said the library received a very good report. Since the auditor came to last year’s meeting, the Board did not feel it was necessary for the auditor to come to the November Board meeting.
5. Draft of Levy for FY 2018-2019 – There were no questions regarding the draft.
6. Resolution #2018-C To Determine Estimate of Funds Needed For 2018-2019 Fiscal Year – Damon moved, Krupicka seconded to approve Resolution #2018-C To Determine Estimate of Funds Needed For 2018-2019 Fiscal Year. Ayes: Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: Deshmukh, Ruscitti. Motion carried unanimously.
7. Notice of Proposed Property Tax Increase for Indian Prairie – Megaridis moved, Damon seconded to approve the Notice of Proposed Property Tax Increase. Ayes: Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: Deshmukh, Ruscitti. Motion carried unanimously.
8. Review of Chapter 8, “Public Services: Reference and Reader’s Advisory Services” of Serving Our Public 3.0: Standards for Illinois Public Libraries for Per Capita Grant Requirements – Bukovac noted that we provide all the services with the following exceptions: With respect to #6, we haven’t done specific training but it is something to think about. With respect to #14, we don’t have telephone books, instead we go on-line. With respect to #19, Bukovac noted that we do general surveys but have never actually pinpointed reference services. Maybe we can create a survey for this in the future.

M. Scheduled Meetings

The November Board Meeting is on November 28 at 7p.m.

N. Community Events

O. Library Event

P. Adjournment

At 8:00 p.m. Krupicka moved, Megaridis seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Donald Damon, Acting-Secretary