

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of October 16, 2019

**Board of Trustees Regular Meeting
October 16, 2019 – 6:30 p.m.**

A. Roll Call

President Suriano called the meeting to order at 6:30 p.m. Secretary Megaridis called the roll.

Present: Donald Damon, Taylor Frawley (arrived at 6:55 p.m.), Marian Krupicka, Crystal Megaridis, Victoria Suriano

Absent: Asma Akhras

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others:

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

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

Vision Statement: Secretary Megaridis read the library vision statement. Lives are enriched and dreams are realized.

C. Public Comment

D. Communications and Announcements

1. Save the Date Darien 50th Birthday Dinner Gala

E. Omnibus Consent Agenda

1. Minutes of Budget & Appropriations Hearing and Regular Board Meeting, September 18, 2019
2. Action on Bills/Additional Bills
3. 2020 Days Closed Calendar
4. Ordinance #2019-6 Amending Budget and Appropriations Ordinance for FY 2019-20
Damon 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 received the health insurance rates yesterday and they went up 4.03% - she budgeted for a 10% increase. With respect to the new staffing model, we want to start working on a timeline for whatever training needs to be done as well as team building.

H. Department Reports

I. Staff Report – none

J. Reports

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

K. Unfinished Business

1. Approval of Architectural Firm – Bukovac received the agreement yesterday and sent it to the Trustees. The library's attorney has reviewed it and prepared a rider which is attached to the agreement. He also prepared a summary. Megaridis asked Bukovac if she had any concerns with the agreement. Bukovac said no. Krupicka moved, Damon seconded to approve the agreement between Indian Prairie Public Library District and Product Architecture+Design for a base fee of \$70,500.00. Ayes: Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: None. Absent: Akhras. Motion carried unanimously.

L. New Business

1. Renovation Priorities – Bukovac distributed and discussed a list of priorities with respect to services, the building and staff. Most of the information appeared in the Request for Qualifications. With respect to study rooms/meeting spaces the Trustees discussed the idea of having two smaller rooms next to each other that hold 1-2 people but could also be opened up to become one larger room, rooms that are closed on three sides for privacy, and white noise machines. With respect to a high tech conference room/media room, it was suggested that we record classes/programs while they are being presented so that people who cannot attend can view them at another time. An additional idea for the building was a drive-up window for picking up materials. With respect to the basement, Bukovac said that two rooms can be cleared out. She suggested the space can then be used as storage for programming materials as well as an area for staff to prepare for programming. Parts of the collection, such as additional copies and parts of series, can also be stored there. These measures would free up space on the first and second floors. Suriano noted that all three architectural firms that were interviewed talked about reduction of collections. Bukovac said that the State Library used to have collection standards based on population. But they no longer have standards around the collection size a library should have. Bukovac said something we will be working on with the new staffing model is that as books are checked in they won't go to the recently returned area but instead will go right back to the shelf which will eliminate gap time and open up more space. Also, the database computer area will be eliminated since the databases can be accessed from our catalog and public computers.
2. Open Trustee Position – Suriano asked the Trustees to let her know if they know of anyone who is interested in the open trustee position.
3. Draft of Levy for FY 2019-2020 – There were no questions regarding the draft.
4. Resolution #2019-D To Determine Estimate of Funds Needed for 2019-2020 Fiscal Year – Damon moved, Megaridis seconded to approve Resolution #2019-D To Determine Estimate of Funds Needed for 2019-2020 Fiscal Year. Ayes: Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: None. Absent: Akhras. Motion carried unanimously.

5. Review of Chapters 11-14 and Appendices from *Trustee Facts File* for Per Capita Grant Requirements – The Board reviewed the information which pertained to fundraising, advocacy, public relations and trustee continuing education. With respect to advocacy, it was suggested that we invite Burr Ridge, Darien and Willowbrook to the library after the renovation. Bukovac noted that we will be increasing outreach through the new staffing model.

M. Scheduled Meetings

N. Community Events

O. Library Event

P. Adjournment

At 8:26 p.m. Megaridis moved, Frawley seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Crystal Megaridis, Secretary