

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of June 18, 2014

**Board of Trustees Regular Meeting
June 18, 2014 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:02 p.m. Acting-Secretary Krupicka called the roll.

Present: Donald Damon, Julia Lacayo, Marian Krupicka, Diane Ruscitti, Dorothy Schardt, Victoria Suriano

Absent: Beena Deshmukh

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others:

President Suriano asked for additions and/or corrections to the agenda. Bukovac added to Communications and Announcements, D1 Bukovac to Rotary Club of Darien re: Digital Media Equipment, D2 Weinshenker to Bukovac re: Painting, D3 Article re: Roku Lending.

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

Vision Statement: Acting-Secretary Krupicka 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 welcoming, state-of-the-art service, the library is an essential center of learning, inspiration, and community pride.

C. Public Comment – none

D. Communications and Announcements

1. Bukovac to Rotary Club of Darien re: Digital Media Equipment
2. Weinshenker to Bukovac re: Painting
3. Article re: Roku Lending

Bukovac reported that the library received a \$930 donation from the Darien Woman's Club. We are sorting through spending ideas for the money and will be sending the Club a thank-you.

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, May 21, 2014
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Ordinance #2014-2 Ascertainning the Prevailing Wage
5. Ordinance #2014-3 Establishing Regular Meeting Dates
6. Minutes Plan/Annexation Committee May 27, 2014
7. Minutes Finance Committee June 10, 2014

Schardt moved, Lacayo seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Damon moved, Krupicka 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 our newly purchased 3D printer kept breaking down even after it received a replacement part. Stovall worked with the company and the machine was replaced and has been working great. The largest demographic for print job submissions has been males between 18-35 which is a group that we don't normally get into the library. Bukovac showed the Board a collage that a local artist, Laura Lein-Svencner would like to donate to the library. The Board was very happy with the generous donation. It will be hung in the Kids & Teens Department.

H. Staff Report – none

I. Reports

1. WB/BR Chamber of Commerce – (no report)
2. Darien Chamber of Commerce - (no report)
3. RAILS – backup is in the packet.
4. Building and Grounds Committee – (no report)
5. Finance Committee – Krupicka (under New Business)
6. Plan/Annexation Committee - Krupicka (under New Business)
7. Policy Committee – (no report)

J. Unfinished Business - none

K. New Business

1. Review of Financial Policy – Damon moved, Schardt seconded to approve the changes to the Financial Policy as presented. Motion carried unanimously.
2. Capital Expenditures 2014 – Bukovac said that Birmingham will be getting more estimates for the chiller. We are looking to replace it in September or October. We will also be gathering furniture estimates for Kids & Teens. Building and Grounds will examine the information and give a recommendation to the Board. Both of these capital expenditures would come out of our reserves.
3. Financial Forecast – Bukovac reviewed the financial forecast information contained in the Board packet. She noted that Ehlers Financial Services originally prepared the document a few years ago and she continues to update it.
4. Operating Budget 2014/2015 – Bukovac highlighted the budget memo contained in the packet. The Board agreed that the memo was very helpful. They thanked Bukovac for the well thought out and presented information. Damon moved, Ruscitti seconded to approve the 2014/2015 operating budget as presented. Motion carried unanimously.
5. 2014/2015 Salary Range – Bukovac noted that the 2014/2015 salary range is covered in the budget. This document shows the minimum and maximum for each grade level. Bukovac also presented information comparing salaries among libraries. Schardt moved, Krupicka seconded to approve the 2014/2015 salary range as presented. Motion carried unanimously.
6. Unserved Areas – The Board reviewed the backup regarding the number of non-resident cards for unserved areas. Krupicka summarized the discussion from the Plan/Annexation Committee May 27th meeting. The Board agreed with the Committee's recommendation that the library do a targeted marketing push to residents in Farmingdale and in Burr Ridge regarding the benefits of purchasing a library card. This will include meeting with the

Village of Burr Ridge to discuss ways they can help us promote the library. We will work out a plan over the summer for targeting these areas.

7. Strategic Plan Process – Bukovac distributed proposals from ETC Institute and Library Strategies, the remaining two companies she had contacted (proposals from Technology of Participation, Donna E. Fletcher Consulting and Wiseman Consulting were already in the Board packet). Bukovac also distributed an information sheet summarizing key points from each of the five proposals. The Board reviewed the information. They discussed surveys, stakeholder interviews and focus groups. Also discussed was what the Board feels are key pieces to the process. The process should include focus groups with staff and the Board, stakeholder interviews and a survey. Based on their discussion and identification of key components they ruled out Technology of Participation, ETC and Library Strategies. They discussed using Donna E. Fletcher Consulting for the survey component and Wiseman Consulting for the facilitation and wonder if Wiseman will write the final plan. They would like more information from Fletcher regarding survey analysis and if costs could be reduced. Bukovac will speak to the two companies and report back to the Board at the July Board meeting. Bukovac noted that the library hasn't had a consultant do a community survey in a very long time and last worked with a facilitation consultant in 2006.
8. Appoint Committee to Review Closed Session Minutes and Complete Secretary's Audit – Schardt and Krupicka will be on the committee.

L. Scheduled Meetings

1. Presentation to the Burr Ridge Board, Monday, June 23 at 7 p.m.
2. Plan/Annexation Committee Meeting – It was determined that a meeting is not necessary at this time.
3. Building & Grounds Committee Meeting – Committee members will get back to Bukovac with their availability.

M. Community Events

N. Library Events

O. Adjournment

At 9:20 p.m. Lacayo moved, Schardt seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Marian Krupicka, Acting-Secretary