

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of April 18, 2012

**Board of Trustees Regular Meeting
April 18, 2012 – 7 p.m.**

A. Roll Call

President Megaridis called the meeting to order at 7:13 p.m. Secretary Suriano called the roll.

Present: Marian Krupicka, Crystal Megaridis, Paul Oggerino, Jo Ann Schusterich, Luanne Spiros, Victoria Suriano, Robert Thomas

Absent:

Staff Present: Jamie Bukovac, Laura Birmingham, Cris Cigler

Others: Andrew Brennecke, Branch Manager with Sebert Landscaping regarding Item J1

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

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

Vision Statement: Secretary Suriano 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

At this point the Board proceeded with Landscape Design, Item J1 under Unfinished Business. They then moved on to Newsletter Advertisement, Item K3 under New Business. When the discussion was finished they continued with Communications and Announcements and with the rest of the agenda.

D. Communications and Announcements

1. Napoli to Megaridis re: Remodeling
2. Bukovac to Vuillaume re: Resolution
3. Goodwin to Birmingham re: VFW Donation Drive
4. Bongiovanni to Bukovac re: Use of Parking Lot
5. Bukovac to Bongiovanni re: Use of Parking Lot
6. Claney to Library re: ESL
7. Contreras to Library re: ESL
8. Martin to Library re: ESL
9. ATLAS Trustee Workshop
10. MPI Investment Management
11. Ritzman to Public Library Clients re: Use of Meeting Rooms
Spiros and Megaridis will attend the Trustee Workshop.

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, March 21, 2012
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Ordinance #2012-1 Authorizing Non-Resident Cards
5. Close the Library for Staff Institute Day May 11, 2012

There was no backup for Items E2 and E3 so both were removed from the Omnibus Consent Agenda. Thomas moved, Suriano seconded to set the Omnibus Consent Agenda. Roll call vote. Motion carried unanimously. Spiros moved, Schusterich seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda – Item E2 and Item E3

G. Library Director's Report

Our new Administrative Office Coordinator, Sandy Novak, resigned yesterday. Bukovac is working to get a good portion, if not all, of our money back from the search firm. The Accountemps person is coming back on Monday for payroll and accounts payable. Bukovac is considering outsourcing payroll. She also wants to look at new financial software. Our current system is not intuitive and is not state-of-the-art in terms of what most accountants/bookkeepers use. Bukovac would like to have the payroll outsourcing and the new financial software in place when the fiscal year starts on July 1 since it is difficult to move the finances in the middle of the year. Bukovac would like to have our Accountemps person help us with the transition so that we have standard practices in place when a new Administrative Office Coordinator is hired. Bukovac is looking into various financial software programs (i.e. Quicken) and is talking to other libraries about what they are using. Ideally, Bukovac would like to find someone for the Administrative Office Coordinator position but she wants to be sure it's the right person. If she is unable to find the right person, another option would be to create an administrative position that would do data entry but then outsource with an accounting firm to do the end of the month reconciliation, etc. This is a model that some libraries use. It would create more work for Bukovac and Birmingham in terms of personnel matters that they would then have to get involved in. Spiros asked if we could temporarily reallocate some duties to other staff until someone is hired. Bukovac said when Krzeczowski resigned she spoke with Palmisano and Wlosinski about taking over some tasks that were administrative in nature and they have done so. Bukovac noted that even though Krzeczowski resigned as of February 29, she came back to train and continues to help us during this transition; Bukovac greatly appreciates her help. The library received our per capita grant of \$43,000. As noted in her report, Bukovac and Birmingham met with Chief Brown. In addition to working with the police on a crisis plan, we are looking into having our security cameras web based so that the police could access our security cameras and look inside the building if necessary. Birmingham reported an update to providing a shredding service for patrons. S.C.A.R.C.E. will partner with the library. The event will be held in our parking lot and S.C.A.R.C.E. will ask a local bank to fund it. S.C.A.R.C.E. will also do an electronics recycling event. Birmingham will be scheduling it for late summer or in the fall.

H. Staff Report - none

I. Reports

1. Darien Committee for Intergovernmental Coordination – Minutes from the meeting are in the packet. Bukovac noted that AARP (not Darien Park District) provides tax assistance for seniors at the library. Krupicka will note the error to the committee.
2. WB/BR Chamber of Commerce - Cigler's report is in the packet.

3. Darien Chamber of Commerce - Cigler's report is in the packet.
4. RAILS Board - Backup is in the packet. Bukovac said that they found enough people to run for the board.
5. Building and Grounds Committee - (no report)
6. Finance Committee – (no report)
7. Plan/Annexation Committee (no report)
8. Policy Committee – (no report)

J. Unfinished Business

1. Landscape Design – Bukovac, Birmingham, Krupicka and Suriano met with Sebert Landscaping. Changes were made to their plan and bed 1 was extended to include the area on the other side of the brick walkway. Krupicka and Suriano reviewed the plants with the designer. The Board reviewed the proposals and diagrams for the 3 beds. Brennecke discussed the installation of the limestone outcroppings; with respect to color, they will try to work with the color of the existing flagstone. Bukovac noted that the original cost for bed 1 increased due to the addition of the japenese maple, the outcropping, and the area on the other side of the brick walkway. The original cost for bed 2 increased due to the addition of the weeping cherry and the outcropping. Brennecke said that the project will take about 3 days with the prep and outcropping work taking the longest. Brennecke reiterated that they will warranty everything for as long as they maintain the property. After Brennecke left, the Board continued with the discussion. Birmingham reported that due to the mild winter, she has enough money in her budget line to pay for bed 1 and bed 3 (bed 2 is the Dimpy Pathria memorial garden). As a result, we won't have to use building reserve funds. Spiros asked about negotiating Sebert's price. The Board agreed that Sebert's warranty is excellent and negotiation of price is not needed. Also, Sebert was the low bidder for property maintenance and Birmingham said that Sebert's monthly maintenance fee won't change based on these new plants. Suriano noted that the pricing was fair for the type and size of plants we are getting. Bukovac said their quote was comparable to what we did three years ago with Julie's Garden. Thomas moved, Spiros seconded to approve the proposal for bed #1, bed #2 and bed #3 from Sebert Landscaping. Motion carried unanimously. Megaridis thanked the committee (Krupicka and Suriano) and Bukovac and Birmingham for all their work.

K. New Business

1. Digital Board Packets – The Board agreed that we will continue with the digital board packets.
2. Trustee Email Procedures Per FOIA – Bukovac said there was a ruling in Illinois regarding a FOIA request which said that the requestor was entitled to a trustee's personal phone and e-mails because they had conducted trustee business using their personal phone and e-mail. Bukovac said that we will set up individual e-mail accounts on the library's server so that trustees will not have library related e-mails on their personal account. Also, trustees should not text library business among themselves. We have been having trouble with our e-mail for about a week so Stovall will be moving us to a different e-mail provider. We will have instructions for the trustees at the next board meeting.
3. Newsletter Advertisement - As Bukovac noted in her Director's Report, she and Cigler met with Darien Neighbors and Strathmore Printing. The library currently pays \$3500 per issue for printing four times a year for all households in our district. Publishing the newsletter in Darien Neighbors would cost \$3200 per issue six times a year and we would still need to provide the newsletter to households in Willowbrook and to our residents in Burr Ridge. Thus we would have to try to manage two different publishing schedules. With respect to Strathmore, their sales team goes out and gets the ads for the newsletter. A newsletter from

the City of Aurora and from Aurora Public Library was distributed. Cigler said that Aurora Public Library has made a little over \$600 for each of the 2 newsletters they have done with Strathmore; IPPL is about one-third the size of Aurora PL. Cigler explained that the businesses supply the printer with camera ready art; if a business needed help with an ad, the printer would help them with it. So our graphic artist would not have to create any ad and would only have to place them in the body of the newsletter while doing the layout. Depending on how much ad space is sold, there could be additional pages added to the newsletter. This would not result in any additional cost but would require us to create more content to fill those pages. The additional pages could also be a way to create more white space within the newsletter. Krupicka said she found the ads to be distracting and it felt like businesses were being promoted. Of the two newsletters distributed tonight, her preference would be having all the ads on the last page. Spiros asked if there would be any risk to the library as far as implied endorsement of an advertiser. Bukovac will ask the attorney if we have the right to control content. Cigler noted that Aurora PL said there was a lot of back and forth with their attorney with respect to creating the contract. The Board agreed that the matter would need more discussion. They will wait and watch how this works for Aurora. Bukovac said that even if we don't use Strathmore's ad service, they told Cigler they could print our newsletter in full color for the same price we are currently paying VISOgraphic. Cigler is looking at another full color quote and will also ask VISOgraphic for a full color quote based on competitors' pricing.

4. Meeting Room Policy – Bukovac reported on the number of tutors using the group study rooms and on turnaways. The Board decided the number of turnaways does not indicate a problem but want to check statistics again later in the year.

L. Committee Meetings - none

M. Community Events - none

N. Library Events

1. Email for Beginners, April 18, 3:30 p.m.
2. Word II, April 18, 6 p.m.
3. Crime Readers Book Discussion, April 19, 7 p.m. at Shanahan's in Woodridge
4. Movies & More, April 20, 7 p.m.
5. Celebrate Earth Day, April 22, 2:30 p.m.
6. Water Conservation & Rain Barrels, April 23, 7 p.m.
7. Intro to Excel 2010, April 24, 3:30 p.m.
8. Intro to PowerPoint 2010, April 24, 6 p.m.
9. Paris Today-Connections to Yesterday & Tomorrow, April 25, 1 p.m.
10. After School Chess, April 26, 3:45 p.m.
11. Protecting Your Nest Egg, April 26, 7 p.m.
12. R U Game, April 27, 6:30 p.m.
13. Friends of the Library Book Sale, April 28, 9 a.m.
14. Friends of the Library Book Sale, April 29, 1 p.m.
15. Email for Beginners, April 30, 3:30 p.m.
16. Intro to Word 2010, April 30, 6 p.m.
17. Intro to Excel 2010, May 1, 3:30 p.m.
18. Intro to Word 2010, May 1, 6 p.m.
19. Intro to PowerPoint 2010, May 2, 6 p.m.
20. A Visit with Paula McLain, May 3, 7 p.m.
21. Movies & More, May 4, 7 p.m.
22. Book Discussion, May 9, 7:30 p.m.

23. After School Chess, May 10, 3:45 p.m.
24. What You Need to Know-College of DuPage, May 10, 5 p.m.
25. Mother's Day Brunch Ideas, May 10, 7 p.m.
26. Excel II, May 12, 9:30 a.m.
27. The Art of Roy Lichtenstein, May 14, 7 p.m.
28. Computers for Beginners, May 15, 3:30 p.m.
29. Intro to Word 2010, May 15, 6 p.m.

O. Adjournment

At 8:57 p.m. Spiros moved, Schusterich seconded to adjourn the meeting. All ayes.
Motion carried unanimously.

Victoria Suriano, Secretary