

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of April 17, 2024

**Board of Trustees Regular Meeting
April 17, 2024 – 6:30 p.m.**

A. Roll Call

President Suriano called the meeting to order at 6:33 p.m. Secretary Krupicka called the roll.

Present: Donald Damon, Marian Krupicka, Stacy Palmisano, Themis Raftis, Christina Rodriguez, Victoria Suriano, Samia Wahab

Absent: none

Staff Present: Laura Birmingham, Kristen Lawson, Maria Wlosinski, Amy Pearson

Others: Annie Tsai, a Darien resident

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

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

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

Values Statement: Secretary Krupicka read the library values statement. We value and respect the individual. We empower and guide each visitor. We aspire to bring people together.

C. Public Comment – Darien resident, Annie Tsai, spoke to the Board about computer settings at the library.

D. Communications and Announcements

1. Note to IPPL from a Young Guest
2. Darien Woman's Club to IPPL re: Thank You
3. Early Literacy Rotary Project
4. Birmingham to Republic Bank re: Summer Reading
5. Trustee Training, April 26
6. Trustee Training, May 7
7. Trustee Training, May 18

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, March 20, 2024
2. Minutes of Special Board Meeting, March 20, 2024
3. Action on Bills/Additional Bills
4. Ordinance #2024-1 Authorizing Non-Resident Cards

Damon moved, Rodriguez seconded to approve the Omnibus Consent Agenda. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Suriano, Wahab. Nays: none. Absent: none. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

At this point Pearson gave her staff report. When she finished the Board continued with the rest of the agenda.

G. Library Director's Report

Birmingham noted that we received an additional \$150 for Library Giving Day bringing the total to \$1855. We received the tax distribution numbers from the county and it looks like the library will be getting \$300,000 more than last year. In addition to Republic Bank's sponsorship for our Summer Reading Program, Wintrust Bank has donated \$375 for one of the Animal Quest programs at our kick-off party. Birmingham met with the CEO of King-Bruwaert Senior Residence in Burr Ridge. The facility is not contiguous with the library and has always purchased a business card for homebound deliveries. They are starting a program for their residents in which the facility will pay \$50 per household library card.

H. Department Reports

Lawson reported that the Darien City Council meeting was cancelled due to lack of a quorum so the variance hearing for our electronic sign is delayed. Premier Landscaping sent an estimate for an extended French drainage system to mitigate the drainage and erosion. We are getting a second quote.

I. Staff Report – Amy Pearson, Guest Services Supervisor II, spoke to the Board about passport services at IPPL. We have been accepting applications for new passports since 2017. We received a perfect score on the Review Report issued by the Department of State in 2023 and have been recognized as one of the best out of the 700 facilities in the Chicago Passport Agency's Region. We currently have 16 agents and all go through a rigorous training and yearly recertification. We offer appointments 7 days a week and average 6 or more a day. We process 100 or more applications per month. A \$35 fee goes to the library and so far this year we've collected \$29,000. The only cost that the library incurs is for mailing – we can fit seven applications in one envelope which costs about \$10 to mail. The Department of State and the Chicago office keep us up to date and offer great customer service. Recently, staff from the Oak Park Public Library came to observe our passport process.

J. Reports

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

K. Unfinished Business - none

L. New Business - none

1. Emergency Roof Repairs – As reported at the March meeting, we had hail damage to our roof from a storm in February. We submitted a claim to our insurance company and

received a check for \$127,000. We are in the process of getting quotes from roofers and will be negotiating with the insurance company if the quotes come in higher than \$127,000. We have a \$2,500 deductible. Our attorney drafted a motion to circumvent the public bid process in this emergency situation. Damon moved, Palmisano seconded to proceed with the repairs to the library's roof on an emergency basis via selection of a contractor after obtaining at least two proposals for roof repairs. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Suriano, Wahab. Nays: none. Absent: none. Motion carried unanimously.

2. Workroom Furniture Purchase – The current Resource Services/Guest Services workroom was pulled out of the last renovation budget in order to save money. Birmingham noted that the room is a mismatch of furniture, some of which is 30 years old, and the layout is not efficient. Lawson met with several space planners and one stood out from the rest. Birmingham said that the savings from the generator replacement can pay for the new furniture and new layout design. The cost is approximately \$22,000. The company will take away all of the old furniture. Palmisano moved, Damon seconded that the leftover capital expense that was set aside for the generator replacement be used to purchase new workroom furniture and new configuration for the shared Guest Services/Resource Services workroom. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Suriano, Wahab. Nays: none. Absent: none. Motion carried unanimously.

M. Meetings Scheduled

1. Building and Grounds Committee Meeting, May 6 at 5:30 p.m.
2. Finance Committee Meeting, June 4 at 6:30 p.m.

N. Adjournment

At 7:44 p.m. Rodriguez moved, Raftis seconded to adjourn the meeting. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Suriano, Wahab. Nays: none. Absent: none. Motion carried unanimously.

Marian Krupicka, Secretary