

Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of August 21, 2013

**Board of Trustees Regular Meeting  
August 21, 2013 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:14 p.m. Secretary Spiros called the roll.  
Present: Donald Damon, Beena Deshmukh, Julia Lacayo, Marian Krupicka, Luanne Spiros,  
Victoria Suriano

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others: none

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

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

Vision Statement: Secretary Spiros 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. Darien Chamber of Commerce to Bukovac re: DarienFest
2. Bukovac to Darien Lions Club re: Donation
3. Ritzman to Public Library Clients re: FOIA – Text Messages
4. Kehoe to Joynt re: Volunteer Experience
5. Illinois Library Association Conference

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, July 17, 2013
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Semi-Annual Statement of Receipts and Disbursements
5. Annual Statement of Receipts and Disbursements
6. Approval of FY2013 Illinois Public Library Annual Report  
Krupicka moved, Spiros seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Deshmukh moved, Spiros seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

#### G. Library Director's Report

Bukovac showed the Board the logo that our graphic artist created for our 25<sup>th</sup> anniversary. Bukovac distributed a new brochure that was created to brand our storytimes (Little U brochure). Spiros suggested we create a QR code for this. Bukovac spoke to the Board about our “my first library card” campaign which starts in September. This strategic plan initiative encourages parents to get their kids a library card. Children who get their first IPPL card will receive a newly designed card (paid for by the Friends), a kid-sized book bag and a souvenir photo. With respect to the Darien Town Hall Meeting scheduled for September 26, Bukovac was contacted about displaying a sign on an easel in the lobby of the library. Since we are part of the event, she agreed to the request. The sign, which was delivered to us today, was shown to the Board. Bukovac was concerned about the size. The Board agreed that the sign is much too big for the lobby. They suggested that instead a pdf of the sign be included on our kiosk.

#### H. Staff Report - none

#### I. Reports

1. WB/BR Chamber of Commerce – (none)
2. Darien Chamber of Commerce - (none)
3. RAILS – backup is in the packet.
4. Building and Grounds Committee - (no report)
5. Finance Committee – (no report)
6. Plan/Annexation Committee (no report)
7. Policy Committee – (no report)

#### J. Unfinished Business

1. Board Officers - Spiros moved, Deshmukh seconded that Spiros be Vice-President, Krupicka be Treasurer and Deshmukh be Secretary. Motion carried unanimously.

#### K. New Business

1. Audit of Secretary's Minutes and Review of Closed Session Minutes - Suriano and Krupicka conducted the audit and review. Suriano reported that everything was in order. Krupicka moved, Spiros seconded to keep all closed session minutes closed. Motion carried unanimously.
2. Library Policy 610 “Serious or Repeat Violations of Library Rules” – Bukovac explained that currently patrons are barred first for 30 days and if they continue to create problems they are barred for one year. Staff is requesting that a 90 day ban be added before the one year ban. The director would still have the authority to ban someone for one year in severe cases. Damon moved, Deshmukh seconded to add a third length of time of 90 days to the policy. Motion carried unanimously.
3. New Trustee - The Board discussed the option of considering the 3 people who interviewed for the open positions in May; offering the position to the 4<sup>th</sup> person who received the next highest number of votes in May; or recruiting new people and reopening the interview process. The Board directed Bukovac to contact the 4<sup>th</sup> person who received the next highest number of votes in May. Bukovac will let the Board know if the candidate declines the position.
4. Salary Cap – Bukovac said that some staff have been here long enough that they have hit or will soon hit the maximum amount of their grade level. She explained that the yearly performance appraisal is merit based. The Board reviewed the three approaches outlined in the backup. Damon moved, Spiros seconded to approve that when a staff person reaches the maximum amount for their grade level they will be awarded their merit increase as a bonus as well as any cost of living raise. Motion carried unanimously.

5. Environmental Scan – Bukovac said that this is a requirement of the state per capita grant application. The Board conducted a strengths, weaknesses, opportunities and threats assessment. Bukovac will compile the notes from tonight’s brainstorming exercise.

L. Scheduled Meetings - none

M. Community Events

Darien Town Hall September 26, 7:00 – 9:00

N. Library Events

Genealogy Group	8/22/2013	1:00 PM
Current Events Group	8/26/2013	7:00 PM
Fantasy Football 201 (Advanced)	8/27/2013	6:30 PM
Millennium Park: 4th Wednesdays	8/28/2013	1:00 PM
Fantasy Football Draft	8/29/2013	6:30 PM
Adult Chess Group	9/2/2013	6:00 PM
ESL Conversation Group	9/7/2013	10:00 AM
Adult Chess Group	9/9/2013	6:00 PM
Computer Class Registration Begins	9/9/2013	6:30 PM
Current Events Group	9/9/2013	7:00 PM
Novel Idea- A Painted House by John Grisham	9/11/2013	7:00 PM
Senior Friday Fun Days	9/13/2013	10:00 AM
Poetry Reading and Open Mic	9/13/2013	7:00 PM
Adult Chess Group	9/16/2013	6:00 PM

O. Adjournment

At 9:10 p.m. Spiros moved, Deshmukh seconded to adjourn the meeting. All ayes. Motion carried unanimously.

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Luanne Spiros, Secretary