

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of August 20, 2014

**Board of Trustees Regular Meeting
August 20, 2014 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:03 p.m. Secretary Deshmukh called the roll.

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

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Patti Naisbitt, Ann Stovall

Others: none

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

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

Vision Statement: Secretary Deshmukh 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 Naisbitt and Stovall gave their staff reports. The Board then continued with Communications and Announcement and the rest of the agenda.

D. Communications and Announcements

1. Bongiovanni to Bukovac re: Use of Library Parking Lot for DarienFest

2. Jobs Fair 2014

Bukovac said the jobs fair was a great event with 200 people attending. Staff Shirley Jensen and Suzy Wulf represented the library and they will write a report for next month's meeting.

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, July 16, 2014

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

7. Revision to FY 14/15 Operating Budget to Include 3D Printer Revenue and Expenditure

Schardt moved, Deshmukh seconded to set the Omnibus Consent Agenda. Motion carried

unanimously. Schardt 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 Naisbitt is leaving the library at the end of September to take a full-time position in Woodridge. She has agreed to fulfill her teaching commitments through November.

H. Staff Report – Patti Naisbitt, Technology Instructor, gave an overview of her position. In addition to organizing and teaching computer classes, she manages the volunteer tech tutors, trains staff and partners with community organizations. Patrons fill out a survey after each class and provide feedback as well as information on what they want us to offer. This information is used when planning future classes and programs. Our new Tech Talk meetings invite technology users to join a discussion about technology trends as well as topics they would like the library to address with classes/programs. Future classes include 3D printing, YouTube, Skyping and on-line learning.

Ann Stovall, Head of Technology Services, leads and manages this area by researching emerging technologies and managing the technology services we offer. She gave an overview of the duties and strengths of our digital services technician and network services technician. The year in review saw the addition of new classes and technology including the 3D printer, digital media equipment, and Roku for checkout. What lies ahead includes 3D printing design classes/instructional videos, adult digital media equipment classes (how to create movies) and a Mac Pro for adults to use as well as programs for Mac users. We are also building on our assistive technology.

I. Reports

1. WB/BR Chamber of Commerce – Birmingham's report is in the packet.
2. Darien Chamber of Commerce - (no report)
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. Revised Strategic Plan Timeline and Activities – The Board reviewed the timeline that Bukovac had adjusted based on the Board's discussion at the August meeting. The Trustees agreed that Marianne Ryan, Head of Marketing and Promotion should be included as part of the strategic plan committee.
3. Schedule Half-Day Planning Retreats – The Board agreed on January 10 and January 24 at 9 a.m. for the two half day retreats.
4. Final Review of Stakeholder Interviews List – The stakeholder interview list was reviewed and finalized.

K. New Business

1. 3D Printer Policy – In writing the policy Bukovac gathered feedback from staff, looked at what other libraries are doing and spoke with our attorney. Stovall explained that when a project is submitted to the library the software tells staff how many grams the project is and how long it will take to print. The patron agrees to pay up to a certain dollar amount at the time of submission. Bukovac said the patron will pay for the item at the check-out desk. If the item is not picked up the charge will go on the patron's library card. We have added an expense and revenue line for this service. Lacayo moved, Schardt seconded to approve the cost of 3D printing at 10 cents per gram with a minimum cost of \$1.00. Motion carried

unanimously. Krupicka moved, Deshmukh seconded to approve the 3D printing policy. Motion carried unanimously.

2. Edge Assessment – The Board received a copy of the library’s Edge Technology Assessment at the May Board meeting and again in this month’s packet. Taking the assessment is a State requirement for the Per Capita Grant. Tonight the Board viewed a short Edge overview webinar. The Edge Initiative was developed by a national coalition of library and government organizations and funded by the Bill and Melinda Gates Foundation. This management and leadership tool helps libraries identify improvement areas, develop an improvement plan and share the information with its stakeholders. The Edge Benchmarks are divided into three areas: community value, engaging the community and organizational management. Bukovac said that the assessment is a very useful tool for strategic planning.
3. Community Survey Questions – The Board discussed what information they want to know from the community. Bukovac will also get ideas from the department heads. Bukovac will create community survey questions based on the input.
4. Review Chapter 7 “Collection Management and Resource Sharing” from *Standards for Illinois Public Libraries* – The Board reviewed the collection management and resource sharing standards.
5. Trustee Vacancy – Suriano said that Schardt is moving out of the district and will be leaving the Board at the end of September. When the Trustees interviewed candidates for the open position in March, they interviewed Diane Ruscitti and Kelly Von Zee. Diane was appointed at that time. The Board would like Bukovac to contact Kelly Von Zee to see if she is still interested in the position and to invite her to the September Board meeting.

L. Scheduled Meetings

1. Building and Grounds Committee meeting, August 25 at 7 p.m.
2. A Plan/Annexation Committee meeting was scheduled for October 2 at 7 p.m.

M. Community Events

N. Library Events

O. Adjournment

At 9:23 p.m. Krupicka moved, Schardt seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary