

Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of August 19, 2015

**Board of Trustees Regular Meeting  
August 19, 2015 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7 p.m. Acting-Secretary Damon called the roll.  
Present: Donald Damon, Julia Lacayo, Crystal Megaridis, Diane Ruscitti, Victoria Suriano  
Absent: Beena Deshmukh, Marian Krupicka  
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Ann Stovall  
Others:

President Suriano asked for additions and/or corrections to the agenda. Bukovac added D6 to Communications and Announcements, Storytimewithmeganfox to IPPL re: FOIA Request.

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

Vision Statement: Acting-Secretary Damon 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 a welcoming environment and state-of-the-art services, the library is an essential center of learning, inspiration, and community pride.

C. Public Comment – none

At this point Ann Stovall gave her staff report (Item I). She left at 7:30 p.m. and the Board continued with the rest of the agenda.

D. Communications and Announcements

1. Radogno to Jensen re: 2015 Jobs Fair
2. Illinois Public Library Per Capita and Equalization Grants FY2016-FY2017
3. Illinois Library Trustee day
4. Maercker School District 60 to Monica re: ELL Family Night
5. Jenn Weinshenker to Library re: Thank you
6. Storytimewithmeganfox to IPPL re: FOIA Request

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, July 15, 2015
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 FY2014 Illinois Public Library Annual Report
7. Determination to Dispose of Property

Damon moved, Ruscitti seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Lacayo moved, Ruscitti seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

H. Department Reports

I. Staff Report –

Ann Stovall, Head of Technology and Technical Services, spoke to the Board about the responsibilities and goals of the two departments. Both departments strive to improve and enhance the user experience. The Technical Services Department orders, processes, catalogs and repairs items. Their tasks continue to evolve as the library adds new services and formats. Their main goal continues to be getting the materials out to the public. During the past year they learned the new SWAN software and adjusted their workflow and processes to accommodate the new software. They also expanded resources and streamlined processes for quality efficiency and cost savings. The Technology Department's responsibilities include new technology and services, teaching technology to patrons and staff, the library website, and troubleshooting equipment and software problems. During the past year they improved and added services (assistive technology, digital media production, Netflix access on Roku, upgraded online calendar). New equipment was added (family Rokus, digital video equipment, document scanner, Mac Pro for adults, eReaders for parents and mid-kids). The number of computer classes offered increased by 30% and attendance increased by 43%. Some existing classes were modified while new classes were added such as 3D Design, Coding, Google, Skype, iMac and Digital Video Production. What lies ahead includes our new website which is set to launch in March. Digital displays are currently being installed in the library. The department will continue to keep abreast of new technologies while building on our current computer technology, classes and devices for checkout.

Laura Birmingham, Assistant Director, updated the Board regarding building projects.

- LED lighting: Waiting for grant information. Found out we can replace the bulbs without having to replace the fixtures.
- Parking Lot: Asphalt originally put down was too thin and there are cracks at the seams. Two options per expert. First option would be to rebuild the lot by grinding down the asphalt, installing the correct thickness, seal and striping for \$143,000. Second option would be to start from scratch by removing all of the asphalt for \$192,000. Right now it's basically a cosmetic situation.
- Tuck-pointing/Masonry: The expert felt we should do the work soon. Needs caulking, some brick replacement and tuck-pointing for \$41,600. We are looking at doing the work in the spring.
- Landscaping: Overall everything looks very good.

J. Reports

1. Chamber Reports – backup in packet.
2. RAILS – backup in packet.
3. Building and Grounds Committee – no report
4. Finance Committee – no report
5. Planning/Outreach Committee - no report
6. Policy Committee – no report

K. Unfinished Business - none

L. New Business

1. Unattended Personal Belongings – Ruscitti was visiting the library and noticed that a patron left the library but left behind his computer and peripherals on one of the desks for more than 30 minutes. This prompted us to track the number of unattended items in the library at different times for a two week period. The results are included in the backup. The Board was surprised not only by the number of items left unattended but also by the fact that people seem to be very comfortable leaving items unattended here for long periods of time when they would not do so in other public places. They discussed making a public announcement and then having staff move the items. Concerns included: it would be impossible for staff to track a person’s movements and know for certain whether the person had physically left the building; staff could be accused of stealing something; it could create an unwelcoming atmosphere; we don’t have a secure location that staff can move unattended items to; the volume of items that are left unattended would require constant public announcements. Ruscitti suggested that we put up signage reminding people not to leave their items for safety sake. The Board agreed with putting up signage. They felt it would alert people to take responsibility for their belongings and to not expect or assume that library staff is paying attention to their items.
2. Health Insurance Changes under the ACA – The library was notified in July that Affordable Care Act provisions now impact the library as an employer. Backup in the packet provided the communication we received from our insurance broker as well as information and analysis prepared by Bukovac about the options available for our insurance renewal. The Board discussed the options. Megaridis moved, Damon seconded to renew our current plans October 1, 2015 with a guaranteed 9% increase as offered by Blue Cross and Blue Shield. Motion carried unanimously. Bukovac wants to have a financial discussion next month to review the financial projections. The Board thanked Bukovac for the huge amount of work that went into the overview she prepared.
3. Donation of Sculpture by Anne Kleboe – The Board saw the sculpture that Anne Kleboe would like to donate to the library. Suriano said we could place it outside the large window along Clarendon Hills Road. Patrons sitting inside would be able to view it. Megaridis moved, Lacayo seconded to accept the sculpture donated by Anne Kleboe. Motion carried unanimously.

M. Scheduled Meetings - none

N. Community Events

Darien Town Hall Meeting, September 24

O. Library Events

P. Adjournment

At 9:15 p.m. Megaridis moved, Ruscitti seconded to adjourn the meeting. All ayes. Motion carried unanimously.

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Donald Damon, Acting-Secretary