

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of December 17, 2014

**Board of Trustees Regular Meeting
December 17, 2014 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:05 p.m. Secretary Deshmukh called the roll.
Present: Donald Damon, Beena Deshmukh, Marian Krupicka, Victoria Suriano, Kelly Von Zee
Absent: Julia Lacayo, Diane Ruscitti
Staff Present: Jamie Bukovac, Maria Wlosinski
Others: none

President Suriano asked for additions and/or corrections to the agenda. There was one addition to Communications and Announcements, 2015 ILA Trustee Forum Workshop February 14 (D5).

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

D. Communications and Announcements

1. Vuillaume to Bukovac re: Write On Festival
2. Bukovac to Vuillaume re: Write On Festival
3. Parlour to Bukovac re: Donation from Darien Garden Club
4. Bukovac to Parlour re: Donation from Darien Garden Club
5. 2015 ILA Trustee Forum Workshop, February 14

E. Omnibus Consent Agenda

1. Minutes of Truth in Taxation Hearing and Regular Board Meeting, November 19, 2014
2. Treasurer's Report
3. Action on Bill/Additional Bills
Krupicka moved, Damon seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Deshmukh moved, Damon seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

We will be upgrading the self-checkouts in April at the same time that the new SWAN software is introduced. The public will be informed about the new SWAN and self-checkout software in the Spring newsletter.

Bukovac reported that an arrest warrant had been issued for the staff person with the cleaning company who had stolen money and equipment from the library. Police found 108 DVDs at his apartment. Bukovac and Birmingham will prepare a letter to the Vice-President of the cleaning company asking for reimbursement for the DVDs. The cleaning company had reimbursed the library for the other items that were stolen.

Bukovac reported that a woman's wallet was stolen from a self-checkout station. The police were called and the library's security camera showed a man using the self-checkout station while the woman knelt on the floor sorting through her materials just a foot away from him. Her wallet was on the self-checkout station. The man checked out his item, looked to the left and to the right, then slid the wallet into his coat pocket. He then left the building. The woman later told Birmingham that the police arrested the man and he will be arraigned. The wallet was returned in a Woodridge mailbox minus money and gift cards that were in it. Bukovac had discussed the situation with Suriano to determine if the man should be banned for one year or indefinitely. After thinking about it for several days, Suriano agreed that the man should be banned indefinitely.

H. Department Reports

I. Staff Report – none

J. Reports

1. WB/BR Chamber of Commerce – report is in the packet.
2. Darien Chamber of Commerce - report is in the packet.
3. RAILS – backup is in the packet.
4. Building and Grounds Committee – no report
5. Finance Committee – no report
6. Planning/Outreach Committee - no report
7. Policy Committee – no report

K. Unfinished Business

1. Cleaning Service – Birmingham's written recommendation is in the packet. Deshmukh moved, Von Zee seconded to hire Neviol Inc. as the library's cleaning service at an annual cost of \$52,684. Motion carried unanimously.

L. New Business

1. Library Director Evaluation Process – Bukovac will prepare her end of year report and send it to the Trustees by December 30 along with the link to the online survey. Suriano would like the survey completed by January 12. Suriano will print out the collated results which will be discussed during the January closed session.
2. Community Survey – Strategic Planning Project binders were distributed to the Trustees. Bukovac reviewed the contents which included the community survey, stakeholder interviews, Board and staff focus group reports, the Edge assessment and recommendation, community data (census and school reports), library usage information and the last Strategic Plan and update.

M. Scheduled Meetings – Board Retreats are scheduled for January 10 and January 24 at 9 a.m.

N. Community Events

O. Library Events

P. Adjournment

At 8:45 p.m. Krupicka moved, Deshmukh seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary