

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of July 20, 2011

**Board of Trustees Regular Meeting
July 20, 2011 – 7 p.m.**

A. Roll Call

President Megaridis called the meeting to order at 7 p.m. Acting-Secretary Oggerino called the roll.

Present: Marian Krupicka, Crystal Megaridis, Paul Oggerino, Luanne Spiros, Victoria Suriano (arrived at 7:05 p.m.)

Absent: John Klempir, Jo Ann Schusterich

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, April Krzeczkowski (left at 7:35 p.m.)

Others: David Pequet of MPI Investment Management, Inc. (regarding item K1)

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

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

Vision Statement: Acting-Secretary Oggerino 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

Megaridis thanked Krupicka for serving as Board President for the last 6 years.

At this point, the Board proceeded with item K1 of New Business. Pequet left at 7:35 p.m. and the Board continued with the rest of the agenda.

D. Communications and Announcements

1. Check to Bukovac re: Use of Library Parking Lot for DarienFest
2. Bukovac to Durkin re: Thank You for Donation

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, June 15, 2011
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Budgetary Calendar 2011/2012 Fiscal Year, revised
5. Motion to Dispose of Personal Property
6. Ordinance #2011-4 Determining to Levy an Additional Tax of .02% for the 2011-2012 Fiscal Year
7. Semi-Annual Statement of Receipts and Disbursements
8. Annual Statement of Receipts and Disbursements
9. Tentative Budget and Appropriations Ordinance
10. Approval of Building and Grounds Committee Minutes, July 6, 2011
11. Approval of Nominating Committee Minutes June 15, 2011
12. Approval to Close the Library December 2, 2011 for Staff Institute Day
13. Proposed Changes to Circulation Policy

Suriano moved, Oggerino seconded to set the Omnibus Consent Agenda. Roll call vote.

Motion carried unanimously. Suriano 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 the library was a cooling center in response to the power outage and the lost roof at Willowbrook Corners. A corrected Circulation Services department report was distributed tonight. We would have topped last year for circulation statistics if we did not have to close due to the renovation. In the Youth Services department report, Bukovac pointed out that circulation of the picture book collection has increased by 25% due to the books being shelved face-out and by subject. This was one of our goals. In addition to our group purchase of e-books, we have started putting money into our own e-book collection. E-readers will be available right after labor day. We would like to present the resolutions that the Board approved last month to the Darien Lions Club and the Darien Woman's Club. Krupicka and Megaridis will present the resolution to the Darien Woman's Club at their October meeting. Bukovac e-mailed the Darien Lions Club and will let the Board know when she hears back from them.

H. Staff Report - none

I. Reports

1. WB/BR Chamber of Commerce – Cigler's report is in the packet.
2. Darien Chamber of Commerce (none)
3. RAILS Board (no report)
4. Building and Grounds - Oggerino reviewed the minutes from the meeting on July 6 (item E10). Spiros asked about FOIA issues with respect to security cameras and the police requesting footage from it. Bukovac will speak to our attorney.
5. Finance Committee – (no report)
6. Plan/Annexation Committee (no report)
7. Policy Committee (no report)

J. Unfinished Business

1. Strategic Plan Process Update – Bukovac reported that the survey is done and the results will be tabulated into a comprehensive report. The staff and the department heads completed the SWOT exercise. Stakeholder information is due August 1.

K. New Business

1. Investment Update – Pequet gave corporate background information and distributed a portfolio review prepared for the library. He reviewed the library's investment statistics, combined account net performance and portfolio appraisal. He was very pleased with our account performance. He also distributed MPI's representative client list. He responded to questions from Spiros regarding sanctions brought against them by the SEC due to an administrative violation in 1993; the matter was settled in 2000. Pequet said that a summary of the report is included in all of their marketing literature and on their website.
2. Preliminary Financial Projections – Updated backup was distributed tonight.
3. Motion to Replace HVAC Automation System Using Building & Maintenance Fund Monies – Birmingham explained that the automation system that coordinates the HVAC operation is broke. Our HVAC company was able to put all our equipment on stand-alone so everything is working but it's not working efficiently. We have a Trane system but we do not have to use a Trane operating system. Birmingham has received 1 quote from our HVAC company for \$13,550; this includes the computer operating system, labor, a program that will allow her to view our system from any computer and training. Birmingham is waiting for quotes from Trane and Carrier. Spiros moved, Suriano seconded to approve spending up to

\$13,550 to replace the library's HVAC automation system. Roll call vote. Motion carried unanimously.

4. Audit of Secretary's Minutes and Review of Closed Session Minutes – Suriano reported that she and Megaridis conducted the audit and review. Everything was in order. Suriano moved, Oggerino seconded to keep all closed session minutes closed. Motion carried unanimously.
5. Strategic Plan 2011 Update – backup is in packet.
6. Trustee Focus Group Exercise – The Board conducted the SWOT exercise by identifying the library's strengths, weaknesses, opportunities and threats.

L. Scheduled Meetings

Trustee Retreats September 7 and 14

M. Community Events

N. Library Events

1. Book Discussion, *The Cloud Atlas* by Liam Callanan, July 21, 1 p.m.
2. Make Big Virtual Money, July 22, 11 a.m.
3. Traditional American Tall Tales & Folksongs, July 25, 6:30
4. Cut Your Phone Bill, July 27, 1 p.m.
5. Kaplan ACT Test Strategies & Results Session, July 27, 7 p.m.
6. RU Game, July 28, 6:30 p.m.
7. Read to the Dogs, August 1, 8 & 15, 7 p.m.
8. Home Alone Class, August 2, 10:30 a.m.
9. VolunTEEN Party, August 6, 6:30 p.m.
10. Practice PSAT, August 12, 9:30 a.m.
11. Book Discussion, *I was Told There'd be Cake* by Sloane Crosley, August 16, 6:30 p.m. at Ballydoyle Irish Pub in Downers Grove

O. Adjournment

At 9:05 p.m. Spiros moved, Suriano seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Paul Oggerino, Acting-Secretary