

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of July 16, 2014

**Board of Trustees Regular Meeting
July 16, 2014 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:04 p.m. Secretary Deshmukh called the roll.

Present: Donald Damon, Beena Deshmukh, Julia Lacayo, Marian Krupicka, Diane Ruscitti (arrived at 7:15 p.m.), Dorothy Schardt, Victoria Suriano

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Jennifer Asimakopoulos

Others:

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

D. Communications and Announcements

1. Bukovac to Brennan re: Donation from Darien Woman's Club
2. Bukovac to Bull re: Donation from Darien Woman's Club
3. Schmidt to Bukovac re: Donation from Darien Garden Club
4. Bukovac to Schmidt re: Donation from Darien Garden Club
5. Alicea to Palmisano re: School on Wheels
6. Bukovac to Lein-Svencner re: Collage Donation

At this point Asimakopoulos gave the staff report. She left at 7:22 p.m. and the Board continued with the Omnibus Consent Agenda and the rest of the agenda.

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, June 18, 2014
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Proposal to Dispose of Personal Property
5. Proposed Corrections to the FY13/14 Operating Budget
6. Ordinance #2014-5 Amending the Budget and Appropriations Ordinance #2013-6
Schardt moved, Lacayo seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Krupicka moved, Deshmukh seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Suriano said that Deshmukh did a great job presenting to the Burr Ridge Board and answering questions. Bukovac will contact the Village of Willowbrook to schedule a Trustee presentation to their Board in the fall. We are monitoring comments and complaints at the front desk regarding the pay phone to determine if it's worth replacing.

H. Staff Report – Jennifer Asimakopoulos, Senior Adult Services Librarian demonstrated the various staff generated blogs and resources on our website for online readers advisory. They include staff recommendations for books, movies and music. Special features include links to the library catalog, personalized recommendations and information about the staff reviewers.

I. Reports

1. WB/BR Chamber of Commerce – Ryan'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. Strategic Plan Work Plan - Bukovac reviewed the work plan with the Board. She noted that it's a tight schedule and it may need to be adjusted. The recommendation is for the department heads to be the staff participants. Twenty-one of our staff will take part in the staff focus groups. Ruscitti asked if there was any desire to do a scenario analysis relative to the financial forecast. Bukovac said that our property tax revenue is controlled in that we are always guaranteed the level of funding we have and the CPI increase. Bukovac said scenario analysis could be included in the strategic plan process if the Board wanted.
2. Strategic Plan Process Facilitation – Bukovac said that Wiseman is able to create a final document. His initial proposal was \$7000 and it is now \$7700. In addition to creating the final document, his new work plan includes working with staff work teams to create an implementation plan. Damon moved, Deshmukh seconded to hire Wiseman Consulting as the library's strategic plan consultant at a cost of \$7700. Motion carried unanimously. The Board discussed Fletcher's survey options. They questioned hiring a survey consultant versus Bukovac managing the survey process. They felt we could get qualified data to meet our needs using an online survey company for the analysis. The Board directed Bukovac to manage the survey process. Bukovac will research the packages & reports available and at what cost with various on-line survey companies and will report on it at the August Board meeting. Prior to the August Board meeting, Bukovac will provide the Trustees with copies of past IPPL surveys.
3. Review Timeline and Activities – Bukovac will adjust the timeline since she'll be doing the survey work. The revised timeline will be on the August agenda.
4. Schedule Half-Day Planning Retreats – Bukovac noted that the retreats will probably have to be moved to January. Dates were discussed.
5. Identify Stakeholders for Interviews – The Board discussed a number of people who should be included in the stakeholder interviews.

K. New Business

1. Adopt Tentative Budget & Appropriations – Krupicka moved, Damon seconded to approve the Tentative Budget & Appropriations Ordinance. Motion carried unanimously.
2. Ordinance 2014-4 Determining to Levy an Additional tax of .02% - Damon moved, Lacayo seconded to approve Ordinance 2014-4 Determining to Levy an Additional tax of .02%. Motion carried unanimously.
3. Audit of Secretary's Minutes and Review of Closed Session Minutes - Schardt and Krupicka conducted the audit and review. Krupicka reported that everything was in order and they recommend keeping all the closed session minutes closed. Deshmukh moved, Lacayo seconded to keep all closed session minutes closed. Motion carried unanimously.
4. Approve Up to \$10,000.00 for Furniture Expenditures – These are expenses for the mid-kids and teen areas. Schardt moved, Lacayo seconded to approve up to \$10,000.00 for furniture expenditures. Motion carried unanimously.

L. Scheduled Meetings

1. Building and Grounds Committee, August 25 at 7 p.m.

M. Community Events

N. Library Events

O. Adjournment

At 8:51p.m. Deshmukh moved, Krupicka seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary