

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of June 20, 2012

**Board of Trustees Regular Meeting
June 20, 2012 – 7 p.m.**

A. Roll Call

President Megaridis called the meeting to order at 7:07 p.m. Secretary Suriano called the roll.
Present: Marian Krupicka, Crystal Megaridis, Paul Oggerino, Luanne Spiros, Victoria Suriano
Absent: Jo Ann Schusterich, Robert Thomas
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski
Others:

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

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

Vision Statement: Secretary Suriano 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 Darien Lions Club re: Request for Donation
2. Trustee Day ILA Conference October 10, 2012, Peoria

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, May 16, 2012
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Budgetary Calendar 2012/2013 Fiscal Year
5. Ordinance #2012-2 Ascertain the Prevailing Wage
6. Ordinance #2012-3 Establishing Regular Meeting Dates
7. Minutes Finance Committee June 11, 2012

Spiros moved, Oggerino seconded to set the Omnibus Consent Agenda. Roll call vote.
Motion carried unanimously. Oggerino moved, Spiros 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 Darien Woman's Club donated \$1100. A local area resident donated a piece of sculpture which will be put outside in the Reading Garden area. The engraved plaque

for the Dimpy Pathria garden is on order and should arrive in 3-4 weeks. Bukovac said Dimpy's husband can pick between bed 1 and bed 2 since they were about the same in price. Bukovac showed the Board the shelf signage that Cigler referred to in her marketing report that clearly delineates subject areas. Other shelf signage is placed strategically to refer patrons to relevant databases. Cigler and Papaurelis will work with Bukovac and Birmingham on setting up the full color newsletter. Suriano commented that Borucki did a great job painting the meeting room.

H. Staff Report - none

I. Reports

1. Trustee Workshop – Megaridis and Spiros attended. Both reported that it was an excellent session and well worth the time. Notes from Megaridis are in the packet. Spiros said key ideas/messages included: self-service economy; people want more spaces; examples of how to use the media lab; discussion about services libraries are cutting back on so they can provide new services.
2. WB/BR Chamber of Commerce – Birmingham's report is in the packet.
3. Darien Chamber of Commerce - Bukovac's report is in the packet.
4. RAILS Board (no report)
5. Building and Grounds Committee - (no report)
6. Finance Committee – under New Business
7. Plan/Annexation Committee (no report)
8. Policy Committee – (no report)

J. Unfinished Business - none

K. New Business

1. Relocation of Shelving on First Floor – Bukovac reviewed the floor plan in the packet. Volunteers are working on the shifting and it should be done in 4-6 weeks.
2. Property Taxes – Bukovac spoke to DuPage County regarding decreased property values relative to property taxes. The County explained that the equalized assessed value makes no difference at all because as it goes down the tax rate goes up and vice versa. They noted that our extra money comes from new property so we need to pay attention to that and to the consumer price index; also, we will never get less money than what we are currently receiving.
3. Capital Items Long Term – Bukovac reviewed the capital replacement schedule. She also discussed the state of our funds. Once money is moved into a fund it has to stay there; money in the corporate fund can be moved into any of the other funds. Bukovac spoke to the attorney regarding the working cash fund (a tool that is used if the library can't pay its bills because it didn't receive its property tax money). The attorney said that the Board can pass a resolution to close out the working cash fund and put the money into the corporate fund. However, if we then wanted the working cash fund back, it would go to a backdoor referendum. The Board was interested in finding out from the attorney what steps would need to be taken to move the fund but only if there aren't any negative consequences.
4. Capital Items 2012 – Bukovac said these items are included in the financial forecast (building and maintenance fund). Spiros said to be sure we're including disaster recovery testing when we set up the server backup system. Spiros moved, Suriano seconded to approve the capital requests for 2012 out of the building and maintenance fund. Motion carried unanimously.

5. Financial Forecast, Reserves – Bukovac reviewed the financials with the Board. She noted that the highlighted items on the backup are those things that we would have flexibility paying.
6. 2012/2013 Salary Range – The Board reviewed the salary scale and compared IPPL’s starting salary to other libraries. They also reviewed median librarian salaries nationwide and in the Chicago area. Bukovac said that salary benchmarking and a job description review hasn’t been done in about 10 years. She will talk to the Management Association about doing these studies. Spiros moved, Suriano seconded to approve a 1.5% increase to the library’s salary scale. Motion carried unanimously.
7. Operating Budget 2012/2013 - Bukovac reviewed the budget with the Board. She noted that the 1.5% increase to the salary scale as well as merit increases are included; we are making changes in where we spend our money with respect to materials; the library is part of utility cooperatives that get us good rates (electric/gas/phone). Spiros complimented Bukovac on the strategic way that she approached the Office Coordinator position. Bukovac said that our Accountemps person has been great; Bukovac is very happy that she will be handling our migration to Quickbooks. Spiros moved, Suriano seconded to approve the 2012/2013 operating budget. Motion carried unanimously.
8. Building Bond – Bukovac reported that our last payment is December 2013. She verified with the attorney that if we want to continue with the bonds, we would have to go to referendum next spring. The attorney advised us to talk to a financial advisor. Bukovac spoke to Steve Larson with Ehlers and he will attend the July Board meeting. Larson said the library would need to have a compelling reason to go to a referendum. Bukovac said it’s a huge campaign to educate the public because the wording on the ballot is very hard to understand. Bukovac is sending our financials to Larson for review. Spiros suggested that in addition to Larson we have a second financial advisor attend the July meeting. Bukovac said there are 2 other companies that she will contact; they do bond and referendum service but she is not sure if they provide financial service.
9. Appoint Committee to Review Closed Session Minutes and Complete Secretary’s Audit – Krupicka and Spiros volunteered for the committee.

L. Scheduled Meetings – none

M. Community Events - none

N. Library Events

1. Exam Crams, May 29 & May 30, 11 a.m.
2. Computer Classes Registration, May 30, 10 a.m.
3. Movies & More, June 1, 7 p.m.
4. Choosing Local Plans, June 2, 10 a.m.
5. Exam Crams, June 4, 1 p.m.
6. Lessons from the Lurie Garden, June 4, 7 p.m.
7. Exam Crams, June 5 & 6, 11 a.m.
8. Summer Afternoon Book Group, June 6, 1 p.m.
9. Exam Crams, June 7, 9 a.m.
10. Dave Rudolf in Concert on the Lawn, June 11, 6:30 p.m.
11. Home Alone Class, June 12, 10:15 a.m.
12. 55+ Council Meeting, June 12, 1 p.m.
13. Computers for Beginners, June 12, 3:30 p.m.
14. Masquerade Mask, June 13, 1 p.m.
15. Computers for Beginners, June 13, 3:30 p.m.
16. Intro to Word 2010, June 13, 6 p.m.

17. Dream Big Days (Legos), June 14, 10:30 a.m.
18. Excel II, June 14, 3:30 p.m.
19. Beginner's Genealogy on the Web, June 14, 7 p.m.
20. Movies & More, June 15, 7 p.m.
21. Dinosaur Encounter, June 18, 6:30 p.m.
22. GENLit Book Discussion, June 18, 6:30 p.m. at Tap House Grill in Westmont
23. Kindle Users: Learn How to Download E-books, June 19, 6 p.m.
24. Nook & iPad Users: Learn How to Download E-books, June 19, 7:30 p.m.
25. Lunch & Learn with AtoZdatabases, June 20, 11:30 a.m.
26. Girls Night Out, June 20, 5 p.m.

O. Adjournment

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

Victoria Suriano, Secretary