

Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of March 21, 2012

**Board of Trustees Regular Meeting  
March 21, 2012 – 7 p.m.**

A. Roll Call

Vice-President Schusterich called the meeting to order at 7:04 p.m. Secretary Suriano called the roll. Present: Marian Krupicka, Jo Ann Schusterich, Luanne Spiros, Victoria Suriano, Robert Thomas (arrived at 7:25 p.m.)

Absent: Crystal Megaridis, Paul Oggerino

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Debbie Sheehan

Others: Andrew Brennecke, Branch Manager with Sebert Landscaping regarding Item K1

Vice-President Schusterich 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. White to Bukovac re: Per capita Grant
2. Shilt to Bukovac re: Macy's Museum Adventure Pass Program
3. Branham to Bukovac re: Darien Park District Garden Club Plant Sale
4. Bukovac to Branham re: Darien Park District Garden Club Plant Sale
5. LACONI Annual Trustee Banquet

At this point Andrew Brennecke of Sebert Landscaping addressed the Board regarding Item K1. He left at 7:35 p.m. and the Board continued discussion of Item K1. They then moved on to Sheehan's Staff Report. Sheehan left at 8:10 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, February 15, 2012
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Resolution #2012-A Honoring Rob and Char Vuillaume
5. Policy Committee Minutes, March 5, 2012
6. Building and Grounds Committee Minutes, February 29, 2012
7. Proposed Revision to Adult Services Page Job Description

8. Proposed Revision to Summer Youth Services Assistant Job Description
9. Proposed Revisions to Policies
  - i. 420 Library Cards
  - ii. 465 Computer & Internet
  - iii. 470 Website
  - iv. 480 Privacy
  - v. 600 Use of Library Facilities
  - vi. 804 Performance Evaluation
  - vii. 806.2 VESSA Leave
  - viii. 809 Staff Privileges
  - ix. 1000 Emergency Closing
  - x. 1100 Gifts

Thomas moved, Suriano seconded to set the Omnibus Consent Agenda. Roll call vote. Motion carried unanimously. Thomas moved, Suriano seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda – none

G. Library Director's Report

Bukovac distributed a BurrRidgePatch article regarding the Gower School referendum passed by voters. IPPL was listed in West Suburban Living Magazine as one of the best public libraries in the western suburbs.

H. Staff Report - Debbie Sheehan, Head of Circulation Services, reported that the open holds shelves have been a big success; more people are using the self-checkouts as illustrated by statistics that Sheehan distributed and reviewed for the Board. Prior to the renovation, 15-20% of total monthly checkouts were being done on the self-checks and since the renovation that number has increased to 40-55%. This allows staff to spend more time with patrons who need it. Patrons are also using the self-checks to pay their fines and fees. Sheehan noted that since the library began limiting holds to 20, there has been a 21% drop in holds that are left on the shelves. Sheehan highlighted various services and tasks that the circulation staff performs including voter registration, notary service, repair issues, and claims issues. Lastly, Sheehan discussed the latest training initiative for the SWAN Circ Advisory Committee. Schusterich thanked Sheehan for sharing her knowledge with other libraries.

I. Reports

1. WB/BR Chamber of Commerce/Business Expo – Cigler's report is in the packet.
2. Darien Chamber of Commerce – none
3. RAILS Board - none.
4. Building and Grounds - Bukovac reviewed the minutes from the February 29<sup>th</sup> meeting (Item E6).
5. Finance Committee – (no report)
6. Plan/Annexation Committee (no report)
7. Policy Committee – Schusterich reviewed the minutes from the March 5<sup>th</sup> meeting (Item E5).

J. Unfinished Business

1. Days Closed Policy – Schusterich reported that the Policy Committee discussed the library's days closed policy at their March 5<sup>th</sup> meeting. Backup for this agenda item contained two recommendations for the Board to consider. Each recommendation was supported by two board members at the committee meeting and no majority support or consensus was reached

on either recommendation. Spiros stated that the issue of our days closed policy was raised because the library is a community center and as such, should be available enough hours to the community. Suriano moved, Spiros seconded that when Independence Day and Christmas Day fall on a Sunday the library will be closed on Sunday and the following Monday and when New Year's Day falls on a Sunday the library will be closed on Sunday but will be open on Monday. Roll call vote. Ayes: Suriano, Spiros, Thomas, Krupicka. Nays: Schusterich. Motion carried.

K. New Business

1. Landscaper Designer – Birmingham presented information on 4 landscape designers she had contacted. This had been presented to the Building and Grounds Committee who recommended using Sebert Landscaping. Andrew Brennecke of Sebert Landscaping presented and reviewed a plan for the front of the building which included the Dimpy Pathria memorial garden. Sebert's price includes removing and hauling away all of the present plant material. He also discussed stone outcroppings versus a traditional style stone bench for the Dimpy garden; the stone outcropping would also be included in another bed for continuity. Andrew said it would be about \$1000 for the stone outcroppings in the 2 beds; a basic stone bench would be about \$2000. The Trustees discussed various plant specimens with Andrew as well as warranty. The Board agreed that their goal with the design is for: 75% year-round interest (all seasons); to use plants that have a longer blooming period; and to incorporate various elevations for greater interest. They will also have to decide on the stone outcroppings or the traditional bench style. Schusterich asked if Suriano and Krupicka would like to meet with the designer to discuss the various plant specimens. Andrew agreed that was a good idea. He will also relate the Board's design goals to the designer. Andrew left at 7:35 p.m. and the Board continued with the discussion. Schusterich said that Birmingham did a great job gathering the information/quotes from the four companies. Schusterich noted that Sebert's price includes taking out all of the old landscaping which is very expensive and with the other three companies we would have to hire a crew to not only do the planting but also the removal. Birmingham said that Sebert managed the brick installation in our Reading Garden and they were the low bid on our maintenance contract for 2012. Krupicka moved, Suriano seconded to hire Sebert Landscaping as our landscape designer. Motion carried unanimously. Schusterich said that a subcommittee consisting of Suriano and Krupicka will meet with the designer.
2. 1<sup>st</sup> Floor Restroom Hand Dryers – Krupicka moved, Spiros seconded to replace the first floor restroom hand dryers with automatic paper towel dispensers. Motion carried unanimously.

L. Committee Meetings - none

M. Community Events - none

N. Library Events

1. Lyric Opera Lecture: Rinaldo, March 1, 7 p.m.
2. Chan Concert: Paris in the Jazz Age, March 4, 2 p.m.
3. After School Chess, March 8, 3:45 p.m.
4. Simplify Your Life, March 8, 7 p.m.
5. The Creative Challenge Workshop, March 9, 6:30 p.m.
6. Resume Readiness, March 10, 9:30 a.m.
7. College & Career Planning, March 11, 2 p.m.
8. Facebook for Beginners, March 12, 6 p.m.
9. Computers for Beginners, March 13, 3:30 p.m.

10. Intro to Excel 2010, March 13, 6 p.m.
11. Computers for Beginners, March 14, 3:30 p.m.
12. Novel Idea Book Discussion, March 14, 7:30 p.m.
13. Crime Readers Book Discussion, March 15, 7 p.m. at Shanahan's in Woodridge
14. Art Deco Chicago, March 15, 7 p.m.
15. Movies & More, March 16, 7 p.m.
16. GenLit Book Discussion, March 19, 6:30 p.m. at Phillies Pizza in Willowbrook
17. Learn How to Download E-books, March 21, 2 p.m. & 7 p.m.
18. After School Chess, March 22, 3:45 p.m.
19. Chan Concert: Dyed in the Wool, March 22, 7 p.m.
20. R U Game, March 23, 6:30 p.m.
21. Disney's *The Aristocats*, March 26, 2:30 p.m.
22. Internet for Beginners, March 27, 3:30 p.m.
23. Intro to Excel 2010, March 27, 6 p.m.
24. Social Security, March 28, 1 p.m.
25. Teen Movie Time, March 29, 6:30 p.m.
26. Hugo Cabret Science Fair, March 30, 6:30 p.m.
27. A Pocketful of Posies, April 3, 7 p.m.
28. B.Y.O.B. Party, April 10, 7 p.m.
29. Evening with an Author: Lauren Willig, April 11, 7 p.m.
30. Novel Idea Book Discussion, April 11, 7:30 p.m.
31. After School Chess, April 12, 3:45 p.m.
32. Ask the Master Gardeners, April 12, 6 p.m.
33. The Big Balloon Show, April 13, 6:30 p.m.
34. Facebook for Beginners, April 14, 9:30 a.m.
35. Violet Jessup: Titanic Survivor, April 15, 2 p.m.
36. Computers for Beginners, April 16, 3:30 p.m.
37. Intro to Word 2010, April 16, 6 p.m.
38. GenLit Book Discussion, April 16, 6:30 p.m. at Kerry Piper Pub in Willowbrook
39. Computers for Beginners, April 17, 3:30 p.m.
40. Intro to PowerPoint 2010, April 17, 6 p.m.

O. Adjournment

At 8:47 p.m. Suriano moved, Thomas seconded to adjourn the meeting. All ayes.  
Motion carried unanimously.

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Victoria Suriano, Secretary