

Indian Prairie Public Library
Board of Trustees Minutes

**Truth in Taxation Hearing
November 16, 2016 – 7 p.m.**

- A. Call to Order and Statement of Purpose – President Suriano called the meeting to order at 7 p.m. Present were Beena Deshmukh, Donald Damon, Marian Krupicka, Crystal Megaridis, Diane Ruscitti, Victoria Suriano, Laura Birmingham, Maria Wlosinski. Absent: Julia Lacayo. Suriano stated that the purpose of the hearing was to provide opportunity for public comment on the proposed property tax levy increase. The Legal Notice of Proposed Property Tax Increase for Indian Prairie Public Library District appeared in The Doings Newspaper on November 3, 2016 (copy in packet).
- B. Public Questions/Comments – There was no public in attendance.
- C. Closing of Hearing – Suriano closed the hearing at 7:01 p.m.

**Board of Trustees Regular Meeting
November 16, 2016 – 7:10 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:10 p.m. Secretary Deshmukh called the roll. Present: Donald Damon, Beena Deshmukh, Marian Krupicka, Crystal Megaridis, Diane Ruscitti, Victoria Suriano
Absent: Julia Lacayo
Staff Present: Laura Birmingham, Maria Wlosinski, Ann Stovall
Others: Elizabeth Walker attended by audio conference. She is a Darien resident interested in running for the Board in the April 2017 election.

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 people's 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 a welcoming environment and state-of-the-art services, the library is an essential center of learning, inspiration, and community pride.

- C. Public Comment – none

D. Communications and Announcements

- 1. Bukovac to Farmingdale Resident re: Potential Referendum
- 2. Article on the Edge Website – *Edge Reinforces Indian Prairie Public Library as a Technology Leader in the Community*

E. Omnibus Consent Agenda

- 1. Minutes of Regular Board Meeting, October 19, 2016
- 2. Treasurer's Report
- 3. Action on Bill/Additional Bills

4. Ordinance #2016-7 Directing County Clerk as to PTELL Reduction
 5. Approval of FY2017 Illinois Public Library Per Capita Grant
 6. Proposed Change to Personnel Code 801.6 Staff Categories
 7. Proposed Changes to Personnel Code 809 Staff Privileges
- Krupicka moved, Damon seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Deshmukh moved, Ruscitti seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

At this point Stovall gave her staff report (Item I). She left at 7:40 p.m. and the Board continued with the rest of the agenda.

G. Library Director's Report

Birmingham reported that as part of our strategic plan we will begin hosting local groups in our lobby beginning with the Lions Club. Groups will have an information table and will answer questions and distribute flyers.

H. Department Reports

- I. Staff Report – Ann Stovall, Head of Technology Services, spoke to the Board about the library's new on-line calendar and registration system. One of the goals under the user experience in our strategic plan was to evaluate whether our booking system was user friendly. We found that it did not meet patron or staff needs as it was slow and cumbersome and some features had been dropped. After evaluating other products, we chose Communico as our new calendar and registration system. We were part of an initial group purchase with RAILS. In addition to the calendar and room booking system, we received a suite of on-line products including a digital signage app, website enhancing app, and a mobile app that is more intuitive than our current one. Communico has been very responsive to our questions and has worked to customize things for us. Staff has found the calendar system easy to use and has entered all of the upcoming events. There have been demonstrations in the library for patron drop-ins. Outside groups will be able to reserve meeting spaces in early 2017. Stovall demoed the calendar to the Board this evening. The Board liked that it is integrated with the look and feel of our website. Other highlights include: it can be viewed in other languages, users login with their library card number and can view their current and past program registrations, the "my events" button allows a patron to add a guest to their registration. Stovall said there is an authentication feature for IPPL cardholders. The Board was very impressed with the demonstration and thanked Stovall and the rest of the staff for all of the hard work that went into the project.

J. Reports

1. ILA Conference – Megaridis reported that she attended the conference. She distributed a summary that highlighted the sessions she attended, "Top 10 Budget Disasters" and "Guidance for Conducting Legal and Effective Board Meetings".
2. Chamber Reports – backup in packet.
3. RAILS – backup in 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. Ordinance #2016-6 Levying and Assessing Taxes – Krupicka moved, Damon seconded to approve Ordinance #2016-6 Levying and Assessing Taxes. Ayes: Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Lacayo. Motion carried unanimously.

L. New Business

1. Proposed Change to Personnel Code 810 Reimbursement – Deshmukh moved, Megaridis seconded to approve the proposed change to Personnel Code 810 Reimbursement. Ayes: Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Lacayo. Motion carried unanimously.
2. Proposed Ordinance #2016-8 Regulating Reimbursement of Expenses – Birmingham said that the Ordinance is required by law. Megaridis moved, Deshmukh seconded to approve Ordinance #2016-8 Regulating Reimbursement of Expenses. Ayes: Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Lacayo. Motion carried unanimously.
3. Proposed Alcoholic Beverages Policy 670 – Damon moved, Ruscitti seconded to approve the proposed Alcoholic Beverages Policy 670. Ayes: Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Lacayo. Motion carried unanimously.
4. Review of *Serving Our Public 3.0*, Chapter 6 'Access' – Review is required for the Per Capita Grant. Birmingham said that we meet the access standards. With respect to #6, we are looking into providing some brochures in other languages. We don't have a foreign language collection but items can be accessed through SWAN.
5. Director's Annual Performance Appraisal – Suriano said that Bukovac will prepare her annual report and send it to the Trustees by the end of December along with a link to the online survey. Suriano would like the survey completed by January 9. She will print out the collated results which will be discussed during the January closed session. A few Trustees said they would like to complete the survey in December since they will be out of town.

M. Scheduled Meetings

The December 21st Board meeting has been cancelled.

N. Community Events

O. Library Event

P. Adjournment

At 8:10 p.m. Megaridis moved, Deshmukh seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary