

**PLAINFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF BOARD MEETING
DECEMBER 13, 2017**

CALL TO ORDER, PLEDGE, ROLL CALL: The meeting of December 13, 2017, was called to order at 6:30 p.m. in the Library's Small Meeting Room at 15025 S. Illinois Street. The Pledge of Allegiance was recited. Roll call was conducted. Regular members present: Gilmore, Andel, Knight, Miller, Gilles, Kinley, and Schmidt. Absent: None. Staff present: Pappas, Hartley, Agne (left at 7:25). Guests present: student Emma Nielson and Plainfield resident Mr. Nielson. (both left at 7:40 p.m.).

PUBLIC COMMENT: None.

Trustee Attendance at Community Events: Attendance at various events was discussed. Knight reminded the board and informed the guests that a Friends of the Library event will be held at Chipotle located at 12720 S. Illinois Route 59 in Plainfield on Thursday, December 21. The Friends will receive 50% of the proceeds.

CONSENT AGENDA: Gilmore accepted the minutes of the November 15, 2017, Regular meeting and the amended minutes of the November 15, 2017, Executive session.

Miller moved approval of Bills Paid and Bills Payable for November in the amount of \$278,816.31 as follows: Payroll \$187,524.41, General Bills \$69,733.21, IMRF \$20,612.40, VALIC \$690.00, Petty Cash \$.00, Flexible Spending Plan \$216.29, Special Reserve Fund \$.00. Schmidt seconded the motion, all voted yes via roll call vote; motion carried.

LIBRARY DIRECTOR'S REPORT: Pappas showed the Library's receipt which advertised the Chipotle event. Community Liaison, Tracey Lane, has accepted the new position of Head of Community Engagement and Marketing effective January 8, 2018. The new staff and public copiers have been installed. The Illinois Art Council Agency has awarded the Library a grant of \$740.00 from State funds for partial funding of two performances by the Kidworks Touring Theatre Co.

ACTION ITEMS

A. Unfinished Business

1. Per Capita Grant - Pappas and the Board discussed the webinar, *Trends in Safety and Security for Libraries*. As a result, the Board will consider the Library's proposed changes to the Disaster Plan Policy. Additionally, Pappas will attend additional training on the homeless and mental health issues. Pappas will also follow up on the approximate Fire and Police emergency response times.

B. New Business

1. Ordinance 2017-11 Adopting Policy Prohibiting Harassment, Discrimination, and Retaliation - this policy will supersede the Library's current policy when applicable. Kinley moved to approve Ordinance 2017-11 Adopting Policy Prohibiting Harassment, Discrimination, and Retaliation. Andel seconded the motion, all voted yes via roll call vote; motion carried.
2. Disaster Response and Recovery Plan Revision - the Board reviewed the proposed changes to the current policy including a title change. Schmidt moved to adopt the Disaster Response and Recovery Plan, now titled Emergency and Disaster Response Plan, as revised. Kinley seconded the motion, all voted yes via roll call vote; motion carried.

3. Meeting Rooms Policy Change – the Library’s Youth Services staff suggested changes to the policy to allow use of the study room without a Plainfield Public Library District card for one hour. Only Library-sponsored ELL tutoring will be allowed in the study rooms.
Andel moved to approve the changes as proposed to the Meeting Rooms Policy. Knight seconded the motion, all voted yes via roll call vote; motion carried.
4. Computer & Internet Use Change – the Library’s Youth Services staff suggested changes to computer use in the Library Services Policy in order to align with the unattended child policy. The proposed change will allow children 9 and older to use the computers on their own without parent permission. Additionally, minors will no longer need permission to access the Library’s internet.
Schmidt moved to approve the changes to the Library Services Policy, Computer & Internet Use, as presented. Andel seconded the motion, all voted yes via roll call vote; motion carried.
5. Telephone System Upgrade and Recommendation – Agne presented three proposals to replace the Library’s outdated and limited phone system. Agnes recommended Medlin Communication as their proposal was the lowest for comparable parts and installation.
Miller moved to approve the Medlin Communication proposal for telephone upgrade in the amount of \$23,639.49. Schmidt seconded the motion, all voted yes via roll call vote; motion carried.
6. Board of Trustees Spending Approvals – the Board discussed the Multi-Chamber Luncheon with Governor Rauner. Due to the timing of the event, the approval will be retroactive.
Miller moved to approve the \$35.00 cost of the luncheon from the Trustee Development budget line. Knight seconded the motion, all voted yes via roll call vote; motion passed.
The Board discussed Library logo apparel for the Board. Samples will be available at the next board meeting before a decision is made.

ADJOURNMENT TO EXECUTIVE SESSION: Kinley moved to adjourn to Executive Session pursuant to 5 ILCS 120/2 (c) (5) Purchase or Lease of Real Property only. Miller seconded the motion, all voted yes via roll call vote; motion carried.

Board adjourned to executive session at 7:40 p.m. and returned from executive session at 7:46 p.m.

RECOMMENDATION OF EXECUTIVE SESSION: Schedule a Committee of the Whole meeting prior to the February regular meeting.

ADJOURNMENT: Schmidt moved to adjourn; Miller seconded the motion. All voted yes via voice vote, motion carried. The meeting adjourned at 7:47 p.m.

Respectfully submitted,

Respectfully submitted,

Aimee Hartley
Recording Secretary

Vicki Knight
Board Secretary