

**PLAINFIELD PUBLIC LIBRARY DISTRICT  
MINUTES OF BOARD MEETING  
MAY 16, 2018**

**CALL TO ORDER, PLEDGE, ROLL CALL:** The meeting of May 16, 2018, was called to order at 6:46 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, Miller, Knight, Gilles, Kinley, and Schmidt. Absent: None. Staff present: Pappas, Hartley, Lane (left at 8:38 p.m.), Deszcz (left at 6:54 p.m.). Guests present: John Knudson of the Barbara Witchell Endowment Fund (left at 6:54 p.m.).

**PUBLIC COMMENT:**

Trustee of the Barbara Witchell Fund: Pappas shared stories about Witchell and Bob Woodward; Deszcz shared her experiences with Witchell. Knudson presented a brief history of Witchell's life and the appreciation she and Woodward had for the Library. The Board and Pappas thanked Knudson.

Trustee Attendance at Community Events: The Historic Plainfield Walking Tours for district 202 third grade students is wrapping up this week. Kinley attended the Lions Club annual fundraiser. Knight shared two upcoming fundraisers: Friends of the Library Nothing Bundt Cake event the week of June 11, the Library's Chipotle event on June 3.

**CONSENT AGENDA:** Gilmore accepted the minutes of the April 18, 2018, Regular meeting. Discussion of agenda item 3.b. Open and release of Executive Session Minutes will be discussed in closed session.

Schmidt moved approval of Bills Paid and Bills Payable for April in the amount of \$424,360.29 as follows: Payroll \$130,538.72, General Bills \$270,699.88, IMRF \$21,985.60, VALIC \$887.5, Petty Cash \$.00, Flexible Spending Plan \$248.59, Special Reserve Fund \$.00. Andel seconded the motion, all voted yes via roll call vote; motion carried.

**COMMITTEE REPORTS:** Miller presented the Finance Committee Report of the May 9, 2018 meeting with the recommendation that the working budget be accepted as presented. The Personnel Committee set a meeting date for June 12, 2018 at 7:00 p.m.

**LIBRARY DIRECTOR'S REPORT:** Pappas discussed two recent grants the Library received: PBS's community programming grant to support The Great American Read, Secretary of State's digitizing grant in support of preserving Plainfield's history. Staff changes were announced. The Library's first Fandom Fest event was a success in the community among staff, patrons, and local businesses. The Library's summer newsletter includes a thank you page to partners and supporters of the well-attended event.

**ACTION ITEMS**

- A. Unfinished Business
  - 1. Witchell Endowment Fund - While not yet in writing, Mr. Knudson stated the Library can spend the donation as needed. Pappas will contact Knudson for confirmation.
  - 2. Advisory Project Script - Gilmore asked the Board to submit names of community influencers, leaders, or organizations to Pappas or Hartley.
- B. New Business
  - 1. Working Budget FY2019 - Pappas presented the working budget with notes. The recent compensation study has not been implemented as of yet so the salary lines are not as accurate. The Board accepted the working budget as presented so far; and, will table a motion to accept until the salaries lines are adjusted.

Miller moved to table the approval of the working budget until the June meeting. Schmidt seconded the motion, all voted yes via voice vote; motion carried.

2. Employee Handbook Updates / Removal of Personnel Policy – Pappas presented her report on the changes to the Employee Handbook. The updating process included staff input and a legal review by a third party. In addition, the removal of a second employee handbook, the Personnel Policy, will eliminate confusion and duplication of efforts. Kinley moved to approve the updates to the Employee Handbook and the removal of the Personnel Policy. Andel seconded the motion, all voted yes via voice vote; motion carried.
3. Ordinance 2018-2 Public Meetings – The Board reviewed the meeting dates for FY2019 (July 1, 2018 – June 30, 2018) and agreed on the third Wednesday of each month except for November. Due to holiday, November’s meeting will be held on the second Wednesday. Kinley moved to approve Ordinance 2018-2 Pubic Meetings. Miller seconded the motion, all voted yes via roll call vote; motion carried.
4. Ordinance 2018-3 Prevailing Wage - Miller moved to approve Ordinance 2018-3 Prevailing Wage for FY2019. Knight seconded the motion, all voted yes via roll call vote; motion carried.

**ADJOURNMENT TO EXECUTIVE SESSION:** Miller moved to adjourn to executive session pursuant 5 ILS 120/2 (c)(21) Closed Session Review only. Knight seconded the motion, all voted yes via roll call vote; motion carried.

Board adjourned to executive session at 8:40 p.m. and returned from executive session at 8:45 p.m.

**RECOMMENDATION OF EXECUTIVE SESSION:** Maintain the minutes of closed sessions eligible for open and release in accordance with the Open Meetings Act as closed. Review the minutes again at the November regular meeting.

Kinley moved to table the release of closed sessions eligible for open and release and review them again at the regular November meeting. Miller seconded the motion, all voted yes via roll call vote; motion carried.

**ADJOURNMENT:** Miller moved to adjourn; Schmidt seconded the motion. All voted yes via voice vote, motion carried. The meeting adjourned at 8:46 p.m.

Respectfully submitted,

Respectfully submitted,

Aimee Hartley  
Recording Secretary

Vicki Knight  
Board Secretary