

**PLAINFIELD PUBLIC LIBRARY DISTRICT  
MINUTES OF BOARD MEETING  
JUNE 20, 2018**

**CALL TO ORDER, PLEDGE, ROLL CALL:** The meeting of June 20, 2018, was called to order at 6:31 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: Andel, Miller, Knight, Gilles, Kinley, and Schmidt. Absent: Gilmore. Staff present: Pappas, Hartley. Guests present: None.

**PUBLIC COMMENT:** None.

Trustee Attendance at Community Events: Schmidt and Pappas discussed the recent Atlas trustee event. Knight participated in the Library's summer reading program sign up.

**CONSENT AGENDA:** Andel accepted the amended minutes of the May 16, 2018, Regular meeting and minutes as presented for the May 16, Executive Session.

Kinley moved approval of Bills Paid and Bills Payable for May in the amount of \$485,728.53 as follows: Payroll \$198,819.60, General Bills \$284,105.89, IMRF \$.00, VALIC \$1,331.25, Petty Cash \$.00, Flexible Spending Plan \$1,471.79, Special Reserve Fund \$.00. Andel seconded the motion, all voted yes via roll call vote; motion carried.

**COMMITTEE REPORTS:** Kinley presented the Personnel Committee Report of the June 12, 2018 meeting.

**LIBRARY DIRECTOR'S REPORT:** Pappas presented her report including plans for a partnership with the Village in creating and maintaining a micro pantry for the community. Pappas attended the recent Director University paid, for the most part, by a grant provided by RAILS. Summer Reading Program began successfully with almost 1,000 registrations on the first day alone. The SRP mascot is a red panda plush named Read. Staff and patrons are encouraged to take photos with Read during their summer adventures and share them on social media. The Slim Chickens fundraiser will be Tuesday, July 17.

**ACTION ITEMS**

**A. Unfinished Business**

1. Advisory Project Script - Andel reminded the Board to submit names of community influencers, leaders, or organizations to Pappas or Hartley.
2. Working Budget FY2019 - Pappas presented the working budget with revised salary figures.  
Miller moved to accept the revised Working Budget FY2019 as presented. Schmidt seconded the motion, all voted yes via roll call vote; motion carried.
3. Fixed Asset & Property Insurance Report - the Board reviewed the reports that were recommend in the 2017 Management Letter from the Library's auditors.
4. Benchmark Analysis & Structure Development - Pappas reported on the recent compensation study and how it was applied to each staff member's compensation.

**B. New Business**

1. Pay Grade Schedule FY2019 - the recent compensation study was used to create a new pay grade schedule.  
Miller moved to approve the Pay Grade Schedule FY2019 as presetned. Knight seconded the motion, all voted yes via roll call vote; motion carried.
2. Resolution 2018-1 Approving Preparation and Making Available a Tentative Budget and Appropriation Ordinance - the Library's attorney approved this Budget and

Appropriation Ordinance draft which will be posted for public review for over thirty days prior to approval.

Miller moved to approve Resolution 2018-1 Approving Preparation and Making Available a Tentative Budget and Appropriation Ordinance as presented. Knight seconded the motion, all voted yes via roll call vote; motion carried.

The Budget & Appropriation Hearing is set for August 15, 2018, at 6:00 p.m.

3. Audit of Secretary's Minutes – Kinley and Schmidt volunteered to review the meeting minutes of FY2018 by the August 2018 regular meeting.

**ADJOURNMENT TO EXECUTIVE SESSION:** Kinley moved to adjourn to executive session pursuant 5 ILS 120/2 (c)(1) Employment, Compensation, or Performance of a Specific Employee. Miller seconded the motion, all voted yes via roll call vote; motion carried.

Board adjourned to executive session at 7:45 p.m. and returned from executive session at 7:58 p.m.

**RECOMMENDATION OF EXECUTIVE SESSION:** Use the Management Association's 2018 compensation report as a guide to present a pay increase to the Library Director equivalent of half way between the recommended minimum and midpoint: \$112,881.60; and, approve the new library director evaluation form.

Schmidt moved to approve the Personnel Committee recommendations for director pay increase and evaluation form as presented. Miller seconded the motion, all voted yes via roll call vote; motion carried.

**ADJOURNMENT:** Schmidt moved to adjourn; Knight seconded the motion. All voted yes via voice vote, motion carried. The meeting adjourned at 7:58 p.m.

Respectfully submitted,

Respectfully submitted,

Aimee Hartley  
Recording Secretary

Vicki Knight  
Board Secretary