

**PLAINFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF BOARD MEETING
AUGUST 15, 2018**

CALL TO ORDER, ROLL CALL: The meeting of August 15, 2018, was called to order at 6:32 p.m. in the Library's Small Meeting Room at 15025 S. Illinois Street. Roll call was conducted. Regular members present: Gilmore, Miller, Knight, Kinley, Schmidt. Absent: Andel and Gilles. Staff present: Pappas, Hartley, Caswell, DeFazio, and Kohn (all left by 6:39 p.m.). Guests present: None.

SPECIAL RECOGNITION: Head of Youth Services, Veronica DeFazio, and Head of Reference and Reader Services, Kara Kohn, the Board, and Director Pappas recognized Youth Services Assistant, Cindy Caswell and Reference Assistant, Debi Grandsard, for twenty years each of service to the Library.

PUBLIC COMMENT: None.

Trustee Attendance at Community Events: Trustees discussed attendance at various events including Friends of the Library Gala, Rotary, Plainfield Fest, Cruise Nights, and Coffee with the Mayor. The Board commended Knight for her work with the Friends of the Library.

CONSENT AGENDA: Gilmore accepted the minutes of the July 18, 2018, regular meeting as presented.

Kinley moved approval of Bills Paid and Bills Payable for July in the amount of \$420,104.92 as follows: Payroll \$128,073.16, General Bills \$247,527.27, IMRF \$42,962.14, VALIC \$443.75, Petty Cash \$.00, Flexible Spending Plan \$1,098.60, Special Reserve Fund \$.00. Knight seconded the motion, all voted yes via roll call vote; motion carried.

COMMITTEE REPORTS: The Building & Grounds Committee will meet August 29, 2018 at 6:30 p.m. in the Library's Large Meeting Room.

LIBRARY DIRECTOR'S REPORT: Pappas presented her report including recent staffing changes, an upcoming Joint Review Board meeting, and Kona Shaved Ice donation of \$641.00.

ACTION ITEMS

A. Unfinished Business

1. Advisory Project Script -the Board was reminded to submit names of community influencers, leaders, or organizations to Pappas or Hartley.
2. Trustee Day, ILA Conference - the Board discussed the approval of two trustees to attend the upcoming Trustee Day in October.
Kinley moved to approve the cost of registration, travel, and hotel for up to two trustees for ILA's Trustee Day.
Knight seconded the motion, all voted yes via roll call vote; motion passed.

B. New Business

1. Resolution 2018-2 Determining an Amount Necessary to be Raised by Taxation - Miller moved to approve Resolution 2018-2 Determining an Amount Necessary to be Raised by Taxation. Schmidt seconded the motion, all voted yes via roll call vote; motion carried.
2. Ordinance 2018-5 Budget and Appropriation - Kinley moved to approve Ordinance 2018-5 Budget and Appropriation.
Schmidt seconded the motion, all voted yes via roll call vote; motion carried
3. Truth in Taxation Act Hearing - the Board confirmed the hearing date of September 19, 2018 at 6:00 p.m. just prior to the regular monthly board meeting.

4. Approval for out of state conference – the Library Market and Communication Conference is nearby in St. Louis this year. The Board discussed sending the Head of Community Engagement and Marketing to the conference. Miller moved to approve a cost not to exceed \$1,000.00 for the attendance, mileage, and lodging for one staff member to attend the Library Market and Communication Conference. Kinley seconded the motion; all voted yes via roll call vote; motion passed.
5. Approval of revised Technical Services Assistant – the Board reviewed the updated job description. Miller moved to approve the revised Technical Services Assistant position. Knight seconded the motion, all voted yes via roll call vote; motion passed.
6. Illinois Public Library Annual Report (Iplar) FY2018 – the Board reviewed the Iplar online. President Gilmore and Secretary Knight approved the report. The Iplar was verified and submitted.

ADJOURNMENT TO EXECUTIVE SESSION: The Board did not move to executive session.

ADJOURNMENT: Miller moved to adjourn; Schmidt seconded the motion. All voted yes via voice vote, motion carried. The meeting adjourned at 7:27 p.m.

Respectfully submitted,

Aimee Hartley
Recording Secretary

Vicki Knight
Board Secretary