

**PLAINFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF BOARD MEETING
SEPTEMBER 19, 2018**

CALL TO ORDER, ROLL CALL: The meeting of September 19, 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, Andel, Miller, Gilles, Kinley, Schmidt. Absent: Knight. Staff present: Pappas, Hartley. Guests present: None.

SECRETARY PRO TEM: President Gilmore appointed Trustee Gilles to act in the absence of Trustee Knight.

PUBLIC COMMENT: None.

Trustee Attendance at Community Events: Trustees discussed attendance at various events including the Village's Route 30 TIF district public hearing, Friends of the Library Gala, Rotary, and Coffee with the Mayor.

CONSENT AGENDA: Gilmore accepted the minutes of the August 15, 2018 budget & appropriation hearing and regular meeting as presented.

Miller moved approval of Bills Paid and Bills Payable for July in the amount of \$224,144.94 as follows: Payroll \$139,030.31, General Bills \$58,782.41, IMRF \$23,364.80, VALIC \$1,775.00, Petty Cash \$.00, Flexible Spending Plan \$1,192.42, Special Reserve Fund \$.00. Andel seconded the motion, all voted yes via roll call vote; motion carried.

COMMITTEE REPORTS: The Board reviewed and discussed the August 29, 2018 Building and Grounds Committee report and packet. Chair Schmidt presented the recommendations of the report to the Board. Gilmore accepted the report and recommendation to hire a surveyor to obtain an updated Plat of Survey for the residential property as a preliminary step toward planning for the property's use.

LIBRARY DIRECTOR'S REPORT: Pappas presented her report including recent staffing changes, the Library's audit currently in progress, and the Library's new events and reservation calendar.

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.

B. New Business

1. Homecoming Parade 2018 - the Board agreed to not submit an application for the parade this year.
2. Ordinance 2018-6 Tax Levy Ordinance - the Board reviewed the Tax Levy Ordinance which lists an approximately 9% increase over the previous levy in order to capture new growth.

Miller moved to adopt Ordinance 2018-6 Tax Levy Ordinance. Schmidt seconded the motion, all voted yes vial roll call vote; motion carried.

3. PACC Legislative Luncheon - the Board is seeking retroactive approval for attendance as the invitation was sent after the previous board meeting. Three trustees attended the Plainfield Area Chamber of Commerce event.

Schmidt moved to approve the attendance of three trustees at the PACC Legislative Luncheon for a total cost of \$75.00. Gilles seconded the motion; all voted yes vial roll call vote, motion passed.

4. New Technical Services Job Description – Pappas presented a new position and a title change for an existing position, both in the Technical Services department. Kinley moved to approve the new Technical Services position’s job description and title change to the Technical Services Assistant position. Schmidt seconded the motion; all voted yes via voice vote; motion passed.
5. FY2019 Per Capita Grant – the Board reviewed and discussed Chapters 9-10 in the Trustee Facts File.
6. Library Services Policy – Pappas discussed the recent legislative changes regarding how non-residents with property in the district receive library cards; and, how the Library’s policy has been updated to reflect this change. Kinley moved to accept the update to the Library’s Service Policy. Miller seconded the motion; all voted yes via roll call vote, motion passed.

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

ADJOURNMENT: Miller moved to adjourn; Andel seconded the motion. All voted yes via voice vote, motion carried. The meeting adjourned at 7:42 p.m.

Respectfully submitted,

Aimee Hartley
Recording Secretary

Ryan Gilles
Board Secretary Pro Tem