

PLAINFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF BOARD MEETING
NOVEMBER 21, 2019

CALL TO ORDER, ROLL CALL: The meeting of November 21, 2019, was called to order at 6:30 p.m. in the Library's Small Meeting Room at 15025 S. Illinois Street. Pledge of Allegiance was recited. Roll call was conducted. Regular members present: Gilmore, Andel, Miller, Cann, Knight (Secretary Pro Tem). Absent: Gilles, Schmidt. Staff present: Pappas, Gulas, Hartley, Kohn, Lane, Pfenning, Wold. Guests present: Amanda E. Standerfer from Fast Forward Libraries (by video for item A2).

PUBLIC COMMENT: None.

OTHER COMMENT:

Trustee Attendance at Community Events: Trustees discussed attendance at various events including the Illinois Library Association's Trustee Day, Rotary's Blues & Brews fundraiser, Plainfield's Ready Set Ride fundraiser, and Joliet Junior College's Census Kick Off.

The Friends of the Library: The Friends will next meet in January 2020.

CONSENT AGENDA: Gilmore accepted the minutes of the October 16, 2019 regular meeting.

Andel moved approval of Bills Paid and Bills Payable for October for \$366,381.21 as follows: Payroll \$217,088.49, General Bills \$109,389.04, Other Compensation/Administrative Costs \$39,903.68. Knight seconded the motion, all voted yes via roll call vote; motion carried.

COMMITTEE REPORTS: Finance Chair Miller presented the report of the Finance Committee and recommended approving the updates to the Finance Policy.

LIBRARY DIRECTOR'S REPORT: Pappas presented her board report including: the Library's role in the 2020 census, upcoming streetscape changes, updated circulation statistics, and a donation from Edward-Elmhurst Harvest 5K.

ACTION ITEMS

A. Unfinished Business

1. FY2020 Per Capita Requirements - the Board viewed the services provided by the Digital Public Library of America and the Illinois Digital Archives: <https://dp.la/> and <http://www.idaillinois.org/>. The Library has archived documents on the IL site from the two state grants we have received. The Board received links to several webinar options to view before the December regular meeting.
2. Strategic Plan - Standerfer attended by video and discussed with the Board the Library's vision, mission, and goals. Standerfer will draft a formal plan for the Board's approval at the December meeting.
3. Trustee Request for Foot Traffic Reports - no motion was presented and the item is tabled until further notice.

B. New Business

1. Finance Policy - Miller moved to approve the updated policy as presented. An del seconded the motion, all voted yes via roll call vote; motion carried.
2. Fund Transfer Ordinance - Miller moved to transfer \$400,000.00 unexpended funds from the General Fund into the Special Reserve Fund. An del seconded, all voted yes via roll call vote; motion carried.
3. Trustee Vacancy - Gilles notified the Board President that she will draft a resignation letter to the Library's Board. When a letter is received the Board can declare a vacancy.

ADJOURNMENT TO EXECUTIVE SESSION: Miller moved to adjourn to executive session pursuant 5 ILCS 120/2 (c)(21) - Closed session. An del seconded the motion, all voted yes via roll call vote; motion carried. The Board did not adjourn to executive session pursuant 5 ILCS 120/2 (c)(5) - Purchase or Lease of Real Property.

The Board adjourned to Executive Session at 8:28 p.m. and returned to Regular session at 8:35 p.m.

RECOMMENDATION OF EXECUTIVE SESSION:

5 ILCS 120/2 (c)(21) - Closed session

Miller moved to accept the Suggested Action Report as presented in the November 2019 board packet and open and release the minutes listed in the report and remain closed the remaining minutes. Knight seconded the motion, all voted yes via roll call vote; motion carried.

ADJOURNMENT: An del moved to adjourn; Miller seconded the motion. All voted yes via voice vote, motion carried. The meeting adjourned at 8:36 p.m.

Respectfully submitted,

Aimee Hartley
Recording Secretary

Vicki Knight
Board Secretary Pro Tem