

PLAINFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF BOARD MEETING
DECEMBER 18, 2019

CALL TO ORDER, ROLL CALL: The meeting of December 18, 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, Knight (Secretary Pro Tem). Absent: Gilles, Cann, Schmidt. Staff present: Pappas, Hartley, Kohn, Lane, Pfenning, Wold. Guests present: Therese & Carlos Chaves, Michael DeValle with Lauterbach & Amen, LLP.

PUBLIC COMMENT: None.

OTHER COMMENT:

Events Coordinator Therese Chaves was recognized for ten years of service to the Library.

Trustee Attendance at Community Events: Trustees discussed attendance at various events including the Plainfield Chamber's Christmas event and Zonta's Light Up the Night event.

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

CONSENT AGENDA: Gilmore accepted the regular and closed minutes of the November 20, 2019 meeting.

Miller moved approval of Bills Paid and Bills Payable for October for \$252,764.78 as follows: Payroll \$148,764.78, General Bills \$77,585.33, Other Compensation/Administrative Costs \$26,304.75. Andel seconded the motion, all voted yes via roll call vote; motion carried.

COMMITTEE REPORTS: A Finance Committee meeting to discuss the midyear review was tentatively set for January 13, 2020.

A Vacancy Ad Hoc Committee meeting was set for February 5, 2020 at 7:00 p.m.

LIBRARY DIRECTOR'S REPORT: Pappas presented her board report including: the Village plans to put the Library's impact fee schedule on their agenda for approval, new crisis insurance through LIRA/Gallagher will be funded mostly through the recently received LIRA surplus check, grants earned in the Youth Services department.

ACTION ITEMS

A. Unfinished Business

1. FY2020 Per Capita Requirements – the Board discussed two webinars: The Accidental Leader and Trends in Safety and Security for Libraries.
2. Strategic Plan – the Board reviewed the final documents presented by the Strategic Plan Committee. Andel moved to accept the 2020-2024 Strategic Plan as presented. Knight seconded the motion, all voted yes via voice vote; motion carried.

3. Trustee Vacancy – Gilles’ letter of resignation was accepted. Miller moved to adopt Ordinance 2019-12 Board Vacancy. Knight seconded the motion, all voted yes via roll call vote; motion carried.

B. New Business

1. Audit – the auditor presented the Library’s fiscal year 2019 (July 2018 – June 2019) audit to the Board.
2. Employee Handbook Update – the Board reviewed the changes to the Preventing Harassment portion of the Handbook as it pertained to the Workplace Transparency Act effective January 2020. Miller moved to approve the changes presented. Andel seconded the motion, all voted yes via roll call vote; motion passed.
3. Collection Bin Policy – the Board reviewed the newly created Collection Bin Policy to be added to the Library’s existing Facilities Policy. Andel moved to approve the policy as presented. Knight seconded the motion; all voted yes via roll call vote.
4. State of the Village Luncheon – Miller moved to approve attendance at the January 15, 2020 lunch for up to four trustees for a total of up to \$180.00. Andel seconded the motion, all voted yes via roll call vote; motion carried.

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

ADJOURNMENT: Miller moved to adjourn; Andel seconded the motion. All voted yes via voice vote, motion carried. The meeting adjourned at 7:52 p.m.

Respectfully submitted,

Aimee Hartley
Recording Secretary

Vicki Knight
Board Secretary Pro Tem