

**DES PLAINES VALLEY PUBLIC LIBRARY DISTRICT
APRIL 18, 2006
REGULAR BOARD MEETING @ 7:00 P.M. @ LOCKPORT**

PLEDGE OF ALLEGIANCE

CALL TO ORDER

Vice-President Jeanne Juricic called the Regular Board Meeting to order at 7:00 p.m. Board members present: Ron Alberico, William Diaz, Danny Gaddis, Jeanne Juricic, Ann Lopez, and Christine Siegel. Board member absent: Reno Caneva.

Staff present: Director Jerry Mackay, Assistant Manager Beverly Krakovec, Bookkeeper Debra Chapp, and Head of Reference Shannon Pohrte.

PUBLIC COMMENTS

William Diaz stated the Lockport Community Room looked very nice with the new carpeting, window treatments, and arrangement of plaques.

MINUTES

Christine Siegel moved to approve the minutes from the March 21, 2006 Regular Board Meeting. Ann Lopez seconded the motion.

All voted aye to approve the minutes. Motion carried.

CORRESPONDENCE

Newsletters from Prairie Area Library System, Lockport Chamber, Romeoville Chamber, and the Joliet Chamber of Commerce were available for viewing.

TREASURER'S REPORT

Treasurer Ann Lopez read the Treasurer's Report for March 2006.

Cash on hand as of March 1, 2006 was \$1,302,393.21. Income as of March 31, 2006 was \$22,544.76. Disbursements as of March 31, 2006 were \$122,649.61 . There were no transfers/adjustments. Cash on hand as of March 31, 2006 was \$1,202,288.36.

Ann Lopez moved to approve the March 2006 Treasurer's Report as presented and approve the payment of the April 15, 2006 bills in the amount of \$66,465.82 and payment of the April 5, 2006 payroll of \$36,579.71 and April 19, 2006 payroll of \$37,343.36. Total April payroll was \$73,023.07. William Diaz seconded the motion.

William Diaz stated that the Crest Hill children's non-fiction line item was over budget, and wanted to know if this situation had been addressed with the responsible staff. Jerry Mackay said the Crest Hill children's librarian had been spoken to in regards to appropriate ordering of materials and staying within budget. A significant amount of juvenile non-fiction was updated at Crest Hill, with some purchases from last fiscal year held over for payment until the current fiscal year. Jerry Mackay said he had stressed to staff the importance of monitoring their budget line items, and was confident this situation would not occur again.

William Diaz questioned the Broadway In Chicago bill in the amount of \$2,136.00. The amount in question was for a bus trip to Chicago to see the musical "Wicked". Board members questioned why the District was still conducting bus trips when the board has specifically expressed the District should not subsidize such trips, nor compete with the park district. Shannon Pohrte, Head of Reference, said that the trip would not be subsidized by the District. The general consensus of the board was that the District should not compete with the park district regarding bus trips, and that the District should absolutely not subsidize any trips.

William Diaz requested an agenda item for next month's board meeting regarding a policy on District trips.

After review of the current month's traveling expenses, it was determined to place food expenses acquired at conference and/or meetings under travel expense instead of the miscellaneous category.

Roll call on the above motion indicated: Ayes—Ron Alberico, William Diaz, Danny Gaddis, Jeanne Juricic, Ann Lopez, and Christine Siegel. Nays—none. Motion carried.

Personal Property Replacement tax received to date totaled \$199,286.36. Lockport Township's estimate of funds to be received for fiscal year 2005-2006 was \$218,583.50.

William Diaz questioned what tax year was represented in the cash distributions listed as Special Real Estate Distributions received as of March 31, 2006. Deb Chapp said these were special distributions the District had received since the levy was completed, and they included back tax levy distributions, duplicate payment tax levy distributions, and mobile home tax levy distributions. William Diaz said the report should have had more explanatory notes, as it was misleading in comparison to previous monthly reports indicating tax levy distributions. The board said that in future, when called for, reports should include both the present tax levy distributions and explanatory notes accompanying any reports indicating back taxes collected. Staff said future reports would have proper information provided.

DIRECTOR'S REPORT

Jerry Mackay stated the statistics were included in the board packets, and the Prairie Area Library System newsletter was available. The following items were discussed.

The board discussed placing some funds in CDs, but did not want to encumber funds for a desirable long-term rate, as the District may require such monies in the not too distant future. Consideration was also given to the fact that interest rates may go even higher.

Jerry Mackay asked the board their thoughts on Spanish library card applications, as the District has seen a marked increase in that demographic sector seeking cards. The board was in favor of instituting such a practice.

Property tax revenues for FY 2006-2007 will increase by 9.4 % over the previous fiscal year. Inflation accounts for 3.3% of the 9.4% increase. Jerry Mackay estimated the District's total budget will increase by 9%, with the current budget year finishing with a surplus of over \$200,000.00.

Circulation figures for this month are once again consistently higher at each facility, with a 6,000 gain at the Crest Hill facility.

New officers will be elected at the May 16, 2006 Regular Board Meeting.

Jerry Mackay encapsulated the April 3, 2006 meeting he had attended with Reno Caneva and officials from the Village of Romeoville and Fountaindale Public Library. The purpose of the meeting was to begin talks on extending library service to Romeoville. The Village of Romeoville made a strong case for a single point of service for their community within the village boundaries. This would entail a single library district serving the entire municipality or the village would have to organize a village library. New legislation passed in November of 2005 would allow the village to do this, but not without the approval of our Board of Trustees. Any scenario that would result in a loss of territory from this library district would have to come before our board for passage.

Board members felt that some type of discussion had previously occurred between trustees from Romeoville and the Fountaindale Library regarding this matter, and that the April 3rd meeting presented many facts our board would want verified, especially those relating to service population and costs. In future, our board members felt they should call a meeting and set the agenda when they are prepared to address the issue. Jerry Mackay will determine the amount of impact fees, if any, that have been collected from the Village of Romeoville for our District.

OLD BUSINESS

LONG RANGE PLAN

Jerry Mackay stressed the board must first determine the District's service responses prior to considering various building scenarios. To that end, the board was presented with expansion options for the current facilities and rudimentary cost estimation for a new facility.

The District's current service responses are "Current Topics and Titles" and "Lifelong Learning". The District's budget reflects how we support the chosen service responses, and we have seen our circulation dramatically rise with the increased purchase of new materials and a more well-rounded general information collection. Our patron base has grown in response to addressing the public's desire for more current, timely and high demand materials. Changes or additions to our service responses would mean reallocating budget funds to support the new service responses, and a real possibility of losing the current library user constituency, who have come to expect the type of materials and services we currently provide. While the possibility of changing or expanding the District's service response must be first carefully considered, it is by no means not a real option.

The Board would need to consider the following in regards to changing service goals:

- Reevaluate our service response and change them if necessary
- Change the organizational structure to accommodate the staffing needs
- Reallocate the budget so as to properly fund the new service response
- Consider the physical facility needs (both current and future) that the new service responses would require

The last item listed would have the greatest effect on the long range plan and the shape of the physical facilities called for in the future.

The Board carefully reviewed the materials presented and thought that the figure of \$200.00 per square foot for new construction was far too low. Board consensus was the figure would be higher, at least starting at \$275.00 per square foot. The consideration of inventory was also discussed, as both square foot figures would probably not take inventory into account. Figures should be obtained from neighboring libraries who have recently accomplished expansions of existing facilities or entirely new facilities. The fact that the District does not currently have property for a new facility was also discussed.

The Board also considered space utilization of the current facilities. The Lockport facility's entire upper floor, currently mainly used for children's services, could certainly benefit from a space utilization study. The options of an elevator at Lockport and expansion of Crest Hill's parking area were also deliberated.

The long range plan will be placed on each board meeting agenda for continued progress.

NEW BUSINESS

NEW JOB DESCRIPTIONS

Job descriptions for the positions of Head of Technical Services, Technical Services Specialist, Technical Services Assistant, Children's Services Assistant, and Children's Shelver created by Jerry Mackay, were reviewed. Jerry Mackay said he made the job descriptions direct and detailed. The new job descriptions show educational requirements, reporting responsibilities, work schedules, pay grades, and continuing education, and minimum qualifications.

William Diaz thought the title for the Children's Shelver position should be Children's Shelver/Page. The change to the title will be made.

Danny Gaddis moved to approve the job descriptions for the positions of Head of Technical Services, Technical Services Specialist, Technical Services Assistant, Children's Assistant, and Children's Shelver/ Page. Christine Siegel seconded the motion.

All voted aye on the above item. Motion carried.

PROPOSED SALARY SCALE FOR FY 2006-7

The Board reviewed the proposed salary scale for fiscal year 2006-7, which incorporated a 3.3% cost of living increase. There was some question as to whether the Board wanted to continue utilizing such a salary scale, and if a cost of living increase would automatically apply to the scale.

The matter was tabled for further consideration at the May 16, 2006 Regular Board Meeting.

EXECUTIVE SESSION

William Diaz moved to go into Executive Session at 8:24 p.m. to discuss real estate and personnel issues. Danny Gaddis seconded the motion. All voted aye. Motion carried.

Danny Gaddis moved to come out of Executive Session at 9:02 p.m. William Diaz seconded the motion. All voted aye. Motion carried.

Ron Alberico moved to go back into Regular Session at 9:03 p.m. Danny Gaddis seconded the motion. All voted aye. Motion carried.

ADJOURNMENT

William Diaz moved to adjourn the meeting at 9:04 p.m. Ron Alberico seconded the motion. All voted aye. Motion carried.