

DES PLAINES VALLEY PUBLIC LIBRARY DISTRICT
APRIL 24, 2007
REGULAR BOARD MEETING @ 7:00 P.M. @ LOCKPORT

PLEDGE OF ALLEGIANCE

CALL TO ORDER

President Reno Caneva called the Regular Board Meeting to order at 7:00 p.m. Board members present: Ron Alberico, William Diaz, Danny Gaddis, Jeanne Juricic, Christine Siegel, and Reno Caneva. Ann Lopez arrived at 7:04 p.m. Board members absent: None.

Staff present: Director Scott Pointon, Assistant Director Beverly Krakovec, Children's Services Professional Patricia Kulesza.

Guests present: Adam Sulich and Tony Graf.

PUBLIC COMMENTS

There were no public comments.

MINUTES

Christine Siegel moved to approve the March 20, 2007 Regular Board Meeting Minutes as presented. Jeanne Juricic seconded the motion. All voted aye. Motion carried.

CORRESPONDENCE

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

Scott Pointon said the LAGHS organization was using the Lockport Community Room for an after hours event and questioned if alcohol could be served. In the past, the District hosted an after hours at which alcohol had been served. This had been done after consulting our insurance company and attorney John Even. After discussion, the board left the decision in this matter to the director's discretion.

TREASURER'S REPORT

Treasurer Ann Lopez read the Treasurer's Report for March 2007.

Cash on hand as of March 1, 2007 was \$1,511,144.72. Income as of March 31, 2007 was \$29,892.59. Disbursements as of March 31, 2007 were \$138,655.49. There were no transfers and adjustments. Cash on hand as of March 31, 2007 was \$1,402,381.82.

Ann Lopez moved to approve the March 2007 Treasurer's Report as presented and the payment of the April 15, 2007 bills in the amount of \$70,480.02, and the payment of the April 4, 2007 payroll of \$40,779.15 and the April 18, 2007 payroll of \$46,320.51, with a total payroll of \$87,099.64. Danny Gaddis seconded the motion.

William Diaz questioned the need for the T1 computer communication lines between the library facilities and Joliet Junior College. Scott Pointon said that the District pays a fee to the Illinois Century Network for the computer communication and that we do not have a direct line between our facilities. William Diaz also wanted clarification regarding the alarm monitoring fees from D & I Electronics. Scott Pointon explained the costs. William Diaz wanted to insure any utility or other monthly service cost be reviewed to obtain the most advantageous rate for the District.

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

Personal Property Replacement tax received to date totaled \$210,908.70. Lockport Township estimate of funds to be received for FY 2006-2007 is \$238,206.73.

The 2005 Levy Real Estate Distributions received to date totaled \$1,546,999.72. The total percentage received to date is 99.75%

DIRECTOR'S REPORT

The board reviewed Scott Pointon's report. In addition to the items covered in the report, the following information was presented:

- Staff member Robyn Hannah-Andy tendered her resignation.
- Scott Pointon has been in contact with Call One, a telephone service provider. Significant savings can be obtained for the District by utilizing their company. The board had no objections to pursuing this option. Scott Pointon is also investigating various electric suppliers.

OLD BUSINESS

LONG RANGE PLAN

Scott Pointon stated he has been in further contact with Steve Gulden, Romeoville's village manager. Options for property by Joliet Junior College's north campus were discussed.

The board determined Tuesdays would be the best day to have future workshop meetings to which various consultants would be invited to attend. Scott Pointon said he will plan the workshop meetings accordingly.

PURCHASE OF PROPERTY

To be discussed in Executive Session.

REVISIONS TO PROPOSED UNATTENDED CHILD POLICY

A shortened, simplified version of the proposed Unattended Child Policy was reviewed. Staff will be provided with a detailed procedural document for their use when enforcing the policy.

Jeanne Juricic moved the board approve the revised Unattended Child Policy as presented. Danny Gaddis seconded the motion.

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

NEW BUSINESS

PROPOSED FISCAL YEAR 2007-2008 BUDGET

The board reviewed the proposed FY 2007-2008 budget. The budget does not include an across the board raise, but allows for merit increases. This is more in keeping with the board's desire to see only performance as a basis for pay increases. Performance evaluations will be used to determine any increases. Scott Pointon has also broken down the pay scale into smaller increments to allow for more flexibility. The board reviewed the budget. Increases were noted to various accounts, such as travel, liability insurance, continuing education, and consultant fees. Income from anticipated developer fees was lower. Overall, the proposed budget has a 4% increase, which is fully funded by anticipated income from fees and taxes. As this is a first reading, the board will take action on the proposed budget at the May 15, 2007 Regular Board Meeting. This will also allow the two new trustees an opportunity to participate in the budget process.

REORGANIZATION OF CIRCULATION SERVICES

The board reviewed Scott Pointon's proposal and agreed a District head of circulation would be desirable to more efficiently oversee circulation functions and provide consistency in patron service.

William Diaz moved the board adopt the proposed District reorganization of circulation services as presented. Danny Gaddis seconded the motion.

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

MISSION STATEMENT AND COLLECTION POLICY FOR LOCAL HISTORY ROOM

The board reviewed the document presented.

Danny Gaddis moved the board approve the Mission Statement and Collection Policy for the Local History Room.

As this is a policy and also deals with the “deed of gift” for any donations made to the District, the proposed policy will be reviewed by District attorney John Even and presented for approval at a later board meeting.

Danny Gaddis withdrew his motion.

MAINTENANCE SPECIALIST—JOB DESCRIPTION

Scott Pointon said the District did not have a written job description for our maintenance employee. The proposed job description provided guidelines and clarity to the nature of the work this individual will perform.

Danny Gaddis moved the board approve the maintenance specialist job description as presented. William Diaz seconded the motion.

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

NON-RESIDENT CARD

The District must annually decide whether to issue non-resident library cards during the coming 12 month period. Current figures calculated have factored the fee at \$76.04.

William Diaz questioned the fact that he knew the District charged any development in unincorporated Will County at least \$120.00 as a developer fee/donation. He said the District had based this charge on what we said was the cost of a non-resident card. He clearly remembers the board approving such an action, on more than one occasion, throughout the years. The District would then contact Will County informing them of the board’s decision regarding the costs for unincorporated development. The District rarely sells a non-resident card, but the large difference in costs between the proposed \$76.04 and the \$120.00 was noted. Scott Pointon will investigate this and inform the board of his findings at the next meeting. Voting on participation in the non-resident program will be postponed until the trustees are made aware of Scott Pointon’s conclusions.

EXECUTIVE SESSION

Danny Gaddis moved the board go into Executive Session to discuss real estate matters. Jeanne Juricic seconded the motion. All voted aye. Motion carried.

The board went into Executive Session at 7:55 p.m.

William Diaz moved the board come out of Executive Session. Jeanne Juricic seconded the motion. All vote aye. Motion carried.

The board came out of Executive Session and resumed the Regular Board Meeting at 8:23 p.m.

SERVING OUR PUBLIC—STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

CHAPTER IV—COLLECTION DEVELOPMENT

The board reviewed the appropriate section and felt our District follows the guidelines provided.

ADJOURNMENT

William Diaz moved to adjourn the meeting at 8:29 p.m. Danny Gaddis seconded the motion. All voted aye. Motion carried.