

**DES PLAINES VALLEY PUBLIC LIBRARY DISTRICT
JUNE 19, 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: Danny Gaddis, Christine Siegel, and Reno Caneva. Ann Lopez arrived at 7:10 p.m. Board members absent: Ron Alberico, William Diaz and Jeanne Juricic.

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

Guests present: Newly elected trustee Gayle Crompton.

PUBLIC COMMENTS

Patricia Kulesza discussed the upcoming Summer Reading Program

MINUTES

Christine Siegel moved to approve the May 15, 2007 Regular Board Meeting Minutes, as presented. Danny Gaddis 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.

TREASURER'S REPORT

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

Cash on hand as of May 1, 2007 was \$1,378,587.00. Income as of May 31, 2007 was \$390,000.52. Disbursements as of May 31, 2007 were \$175,775.76. There was a transfer of \$1,650.00 from the Corporate Fund to the IMRF Fund to cover additional payroll expenses through the end of June. Cash on hand as of May 31, 2007 was \$1,592,811.76..

Ann Lopez moved to approve the May 2007 Treasurer's Report as presented, with corrections, and the payment of the June 15, 2007 bills in the amount of \$66,606.36, and the payment of the June 13, 2007 payroll of \$40,326.69. Danny Gaddis seconded the motion.

Roll call on the above motion indicated: Ayes-- Danny Gaddis, Ann Lopez, Christine Siegel, and Reno Caneva. Nays—none. Motion carried.

Personal Property Replacement tax received to date totaled \$257,255.73. The estimate to be received for FY 2006-2007 is \$238,206.73.

2006 Levy Real Estate Distributions and interest received to date totaled \$719,527.34.

DIRECTOR'S REPORT

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

- The District will begin utilizing the services of Unique Management in July. This organization is a collection agency that specializes in library accounts. Scott Pointon stated he had previously worked with this agency, with great success.
- The Crest Hill facility has had additional electrical circuits installed. This facility's electrical infrastructure is now prepared to handle future needs.
- By late June, the children's computer section at the Crest Hill facility will be increased from two computers to six.
- Scott Pointon has asked Dick Dystrup to serve as President of the Friends of the Library. Mr. Dystrup was glad to accept this position. Scott Pointon will schedule an initial meeting in early July.

OLD BUSINESS

LONG RANGE PLAN—to be discussed in Executive Session

NEW BUSINESS

SWEARING IN OF NEW TRUSTEES

Secretary Christine Siegel administered the oath of office to newly elected trustee Gayle Crompton.

ELECTION OF BOARD OFFICERS

Scott Pointon called for nominations for the office of President of the Library Board of Trustees.

Danny Gaddis nominated Reno Caneva.

There were no further nominations for the office of President of the Library Board of Trustees.

Danny Gaddis moved Reno Caneva be elected to the office of President of the Library Board of Trustees by acclamation. Gayle Crompton seconded the motion.

Roll call indicated: Ayes—Gayle Crompton, Danny Gaddis, Ann Lopez, and Christine Siegel. Nays—none. Motion carried.

President Reno Caneva called for nominations for the office of Vice-President of the Library Board of Trustees.

Gayle Crompton nominated Ron Alberico for the office of Vice-President of the Library Board of Trustees.

There were no further nominations for the office of Vice-President of the Library Board of Trustees.

Danny Gaddis moved Ron Alberico be elected to the office of Vice-President of the Library Board of Trustees by acclamation. Gayle Crompton seconded the motion.

Roll call indicated: Ayes—Gayle Crompton, Danny Gaddis, Ann Lopez, Christine Siegel, and Reno Caneva. Nays—none. Motion carried.

President Reno Caneva called for nominations for the office of Secretary of the Library Board of Trustees.

Ann Lopez nominated Christine Siegel.

There were no further nominations for the office of Secretary of the Library Board of Trustees.

Danny Gaddis moved Christine Siegel be elected to the office of Secretary of the Library Board of Trustees by acclamation. Gayle Crompton seconded the motion.

Roll call indicated: Ayes—Gayle Crompton, Danny Gaddis, Ann Lopez, Christine Siegel, and Reno Caneva. Nays—none. Motion carried.

President Reno Caneva called for nominations for the office of Treasurer of the Library Board of Trustees.

Christine Siegel nominated Ann Lopez.

There were no further nominations for the office of Treasurer of the Library Board of Trustees.

Danny Gaddis moved Ann Lopez be elected to the office of Treasurer of the Library Board of Trustees by acclamation. Gayle Crompton seconded the motion.

Roll call indicated: Ayes—Gayle Crompton, Danny Gaddis, Ann Lopez, Christine Siegel, and Reno Caneva. Nays—none. Motion carried.

BUILDING CONSULTANT

The board discussed their recent favorable meeting with building consultant Fred Schlipf. Scott Pointon stated his recommendation would be to retain the services of Dr. Schlipf as the District’s building consultant.

Danny Gaddis move the District retain the services of Dr. Schlipf as our building consultant. Gayle Crompton seconded the motion.

The board reviewed Dr. Schlipf’s fee structure, which involved a flat hourly fee of \$85.00 plus travel, lodging and long-distance phone call expenses. All such costs were outlined in Dr. Schlipf’s proposal. Dr. Schlipf would complete three separate documents for the District covering the Lockport and Crest Hill facilities, and the future Romeoville facility.

The board’s consensus was Dr. Schlipf would be an excellent building consultant for the District, as they found him knowledgeable, pragmatic, and easy to comprehend.

Roll call indicated: Ayes—Gayle Crompton, Danny Gaddis, Ann Lopez, Christine Siegel, and Reno Caneva. Nays—none. Motion carried.

STAFF PROPOSAL—YOUNG ADULT LIBRARIAN

The board reviewed Scott Pointon’s proposal for the position of Young Adult Librarian. The board agreed the current level of services to our young adult population needs to be significantly increased. This position would probably be filled by the fall.

Danny Gaddis moved the board approve the creation of the position of Young Adult Librarian. Gayle Crompton seconded the motion.

Roll call indicated: Ayes—Gayle Crompton, Danny Gaddis, Ann Lopez, Christine Siegel, and Reno Caneva. Nays—none. Motion carried.

Danny Gaddis moved the board accept the Young Adult Services job description, as presented. Christine Siegel seconded the motion.

Roll call indicated: Ayes—Gayle Crompton, Danny Gaddis, Ann Lopez, Christine Siegel, and Reno Caneva. Nays—none. Motion carried.

CIRCULATION POLICY REVISIONS

The board reviewed the proposed revisions to the Circulation Policy. The extension of loan periods on materials was considered a favorable action, as this has been an

expressed wish of a number of patrons. If approved, the Circulation Policy revisions would go into effect on July 1, 2007.

Gayle Crompton moved the board adopt the Circulation Policy revisions, as presented. Christine Siegel seconded the motion.

Roll call indicated: Ayes—Gayle Crompton, Danny Gaddis, Ann Lopez, Christine Siegel, and Reno Caneva. Nays—none. Motion carried.

DISASTER RECOVERY PLAN

The board reviewed the Disaster Recovery Plan created by Scott Pointon. The FY 2007-2008 per capita grant guidelines mandate that all Illinois libraries intending to apply for the grant submit a newly created or revised disaster plan. The board was pleased with the breadth of coverage and the format in which the plan was presented.

Danny Gaddis moved the board accept the Disaster Recovery Plan. Christine Siegel seconded the motion.

Ann Lopez suggested the addition of the phone numbers of our electrical provider and gas provider under the utility emergency section. Scott Pointon said these numbers will be added.

Ann Lopez also stated that the use of the word “Code Blue” as an alert for a building intruder could be reconsidered. In her experience with the school system, the use of “Code Blue” or “Code Red” was actually discouraged, as most intruders would recognize this term as an alert, rendering it useless. Scott Pointon said “Code Blue” could certainly be replaced with another term, to be decided upon later. The wording in the section DANGEROUS OR ARMED PERSON ATTACK will be changed to “The District has adopted a verbal code to announce a dangerous or armed person.” Scott Pointon said there will be a staff in-service late summer or late fall, at which time all aspects of the disaster plan will be reviewed.

Danny Gaddis said under the TORNADO section—subsection Tornado Warning, the first line should read “A tornado warning means that a funnel cloud has been spotted somewhere nearby or by radar”. The addition of the “radar” term would bring the District in line with the tornado warning issued by the National Weather Service.

Danny Gaddis moved to amend his earlier motion to indicate the board adopt the Disaster Recovery Plan, with the indicated changes. Christine Siegel seconded the motion.

Roll call indicated: Ayes—Gayle Crompton, Danny Gaddis, Ann Lopez, Christine Siegel, and Reno Caneva. Nays—none. Motion carried.

EXECUTIVE SESSION

Danny Gaddis moved the board go into Executive Session to discuss Real Estate matters. Christine Siegel seconded the motion. All voted aye. Motion carried.

The board went into Executive Session at 7:58 p.m.

Christine Siegel moved the board come out of Executive Session. Danny Gaddis seconded the motion. All vote aye. Motion carried.

The board came out of Executive Session at 8.28 p.m.

Danny Gaddis moved to go back into Regular Session. Gayle Crompton seconded the motion. All voted aye. Motion carried.

The board went back into Regular Session at 8:29 p.m.

SERVING OUR PUBLIC—STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

CHAPTER VI--PROGRAMMING

The board reviewed the standards in question.

Continuation of Meeting

Based on the recommendation of the library's attorney, the board decided to continue the current meeting until a later date for the purpose of swearing in another newly elected trustee.

Danny Gaddis moved the board continue the present meeting during the week of June 25, 2007, for the purpose of swearing in newly elected trustee Adam Sulich. Christine Siegel seconded the motion. All voted aye. Motion carried.

The current meeting stopped at 8:35 p.m. to be continued during the week of June 25, 2007.

The June 19, 2007 Regular Board Meeting was reconvened on June 28, 2007 at 7:00 p.m. at the Lockport Library.

CALL TO ORDER

President Reno Caneva called the reconvened June 19, 2007 Regular Board Meeting to order at 7:00 p.m. Board members present: Ron Alberico, Gayle Crompton, Danny Gaddis, Christine Siegel, and Reno Caneva. Ann Lopez arrived at 7:04 p.m. Absent: none.

Staff present: Director Scott Pointon and Assistant Director Beverly Krakovec.

Guests present: Newly elected trustee Adam Sulich.

SWEARING IN OF NEW TRUSTEES

Secretary Christine Siegel administered the oath of office to newly elected trustee Adam Sulich.

ADJOURNMENT

Danny Gaddis moved to adjourn the meeting at 7:07 p.m. Gayle Crompton seconded the motion. All voted aye. Motion carried.