

**DES PLAINES VALLEY PUBLIC LIBRARY DISTRICT  
JUNE 20, 2006  
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, Ann Lopez, Christine Siegel, and Reno Caneva. Board members absent: none.

Staff present: Assistant Manager Beverly Krakovec and Business Service Professional Debra Chapp.

**PUBLIC COMMENTS**

There were no public comments.

**MINUTES**

*Christine Siegel moved to approve the minutes from the May 2, 2006 Special Board Meeting, the May 16, 2006 Regular Board Meeting, and the May 22, 2006 Special Board Meeting as presented. Jeanne Juricic 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.

Information regarding an upcoming trustee training session on June 26, 2006 at the Shorewood Public Library was available in board packets. Board members are to contact Beverly Krakovec if they wish to register for the session. Ron Alberico, Reno Caneva, and Danny Gaddis said they will attend.

Board members requested all future correspondence from the Village of Romeoville, currently being sent to all board members at the District's main facility in Lockport, be sent to their home addresses. Many documents are time sensitive, and board members do not receive the information in sufficient time to take any action, if they so wished. Beverly Krakovec said she will contact the Village of Romeoville regarding the desired change.

Board members discussed an upcoming meeting the Village of Romeoville has announced dealing with library service options for Romeoville residents. After much consideration, the board decided it would be prudent not to attend the meeting, as more preparation and study is needed for the District to properly respond to the situation. Board members also said that any further meetings with the Village of Romeoville should be held at the District's discretion, with the District setting the agenda.

William Diaz suggested John Even should respond by sending a letter to the Village of Romeoville stating the District will not be attending the upcoming meeting. All board members agreed this would be the best course of action.

***Danny Gaddis moved John Even should contact the Village of Romeoville, via letter, stating the District would not be attending the upcoming meeting. William Diaz seconded the motion.***

***All voted aye. Motion carried.***

## **TREASURER'S REPORT**

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

Cash on hand as of May 1, 2006 was \$1,126,528.53. Income as of May 31, 2006 was \$419,868.96. Disbursements as of May 31, 2006 were \$164,941.51. There were no transfers/adjustments. Cash on hand as of May 31, 2006 was \$1,381,455.98.

***Ann Lopez moved to approve the May 2006 Treasurer's Report as presented and approved the payment of the May 15, 2006 bills in the amount of \$73,157.40 and the payment of the June 14, 2006 payroll of \$41,431.10. Ron Alberico seconded the motion.***

The board reviewed the statement from attorney John Even. More than half of the legal matters addressed in the statement dealt with the Romeoville issue. Notice was made of the bill from Adler Roofing for repairs at the Lockport facility. The first estimated payment to Blue Cross Blue Shield was also noted. Blue Cross will become the District's health insurance provider beginning July 1, 2006. Memory upgrades to staff computers that run "Workflows", which handles circulation functions, was noted.

Ann Lopez questioned if the liability insurance payment to Northern Insurance was only for the treasurer's bond. Debra Chapp said this was the annual fee for the treasurer's bond, as the amount had to be increased to cover the increase in the District's budget.

***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 \$231,450.15. Lockport Township's estimate to be received for FY 2005-2006 is \$218,583.50.

The 2005 Levy Real Estate Distributions received to date totaled \$689,036.38. The total percentage received to date is 44.53 %.

William Diaz requested Debra Chapp contacted Mike Tierney at Harris Bank and see what the rate would be on the District's investments. If the rate is not advantageous to the District, funds can be moved to IPTIP.

## **DIRECTOR'S REPORT**

The board reviewed Alex Todd's report. The bills for Adler Roofing and HVAC repairs were noted. There were no other questions regarding the report.

## **OLD BUSINESS**

### POLICY ON LIBRARY DISTRICT TRIPS

The board reviewed the proposed Programming Policy prepared by Alex Todd.

As Alex Todd noted in documentation presented along with the policy, he does not believe conducting bus trips and other types of out of the library programs to be a function of a public library. To that end, the proposed Programming Policy does not provide for these types of programs.

The board all felt that library programs should have educational value and be library oriented. As the proposed Programming Policy does not prohibit bus trips, such programs would have to be deemed appropriate by the library director, be self-supporting, and not be in conflict with other community organizations' trips. The District should always keep the lines of communication open with fellow service organizations, such as the park district.

Danny Gaddis said he was not in favor of completely eliminating District bus trips, as there were many that were of a literary focus. He agreed if bus trips are to be done by the District, they should not be subsidized by the District nor be in competition with other public service organization functions.

The board will study the policy and requested that it be placed on the July 18, 2006 Regular Board Meeting as an action item for vote.

### HEALTH INSURANCE

The board reviewed information presented regarding the cost breakdown for employee health insurance with Blue Cross Blue Shield. Such coverage will begin on July 1, 2006, with one employee deciding to opt out of coverage. There will be 14 employees taking PPO coverage, and 1 employee taking HMO coverage. Employees have been notified

regarding the deduction amount for health insurance coverage, which will begin with the July 12, 2006 payroll. The District will see an annual cost savings of \$6,258.96 for health insurance costs.

### DIRECTOR SEARCH

The board reviewed the director job ad prepared by Alex Todd. William Diaz suggested the wording “advanced technology skills a plus” be added, prior to the sentence detailing salary. The word “chairman” in reference to the search committee will be removed. The entire board will act as the search committee. The job ad will be placed on the District’s website, Prairie Area Library System’s website, Illinois Library Association on-line job line, and the American Library Association on-line job line.

Jeanne Juricic voiced that Alex Todd should be present when the board interviews director candidates. The board agreed this was advisable, and that Alex Todd had indicated he could be present, if the board so wished.

***Jeanne Juricic moved the board adopt the director’s job ad as presented, with the addition of the wording “advanced technology skills a plus” and the deletion of the word “chairman” as noted above. 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**

#### AUDIT PROPOSALS

The board reviewed the audit proposals and the recommendation detailed in Alex Todd’s report. Alex Todd recommended the District accept the audit proposal from Brian Zabel & Associates.

***William Diaz moved the District award the audit contract for 2006, to the apparent low bidder, Brian Zabel & Associates from Morris for a fee of \$1,950.00. 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.***

#### DIRECTOR’S JOB DESCRIPTION

The board reviewed the director’s job description created by former director Jerry Mackay. Alex Todd has made some changes. The board found the job description met with their satisfaction.

*Danny Gaddis moved the board adopt the director's job description as presented. Jeanne Juricic 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.*

#### PREVAILING WAGE ORDINANCE

*William Diaz moved the District adopt Ordinance No. 104—Prevailing Wage Ordinance Des Plaines Valley Public Library District, Will County, Illinois For Fiscal Year July 1, 2006 To June 30, 2007. Ron Alberico 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.*

Board members commented on the need to repair the concrete steps and adjacent sidewalk at the west side service entrance at the Lockport facility. A volunteer from the Friends of the Des Plaines Valley Public Library District had fallen on these steps during the FOL book sale on Canal Day weekend. Staff will have repairs done as soon as all insurance photos and/or inspections are completed.

#### **EXECUTIVE SESSION**

*Danny Gaddis moved to go into Executive Session at 7:56 p.m. to discuss real estate and personnel issues, and also asked Assistant Manager Beverly Krakovec to attend the Executive Session. Ron Alberico seconded the motion. All voted aye. Motion carried.*

*William Diaz moved to come out of Executive Session at 8:57 p.m. Danny Gaddis seconded the motion. All voted aye. Motion carried.*

*Jeanne Juricic moved to go back into Regular Session at 8:58 p.m. Ron Alberico seconded the motion. All voted aye. Motion carried.*

*William Diaz moved the Board direct John Even to provide a copy of the Crest Hill property appraisal to the owner of said property. Ann Lopez seconded the motion. All voted aye. Motion carried.*

*Danny Gaddis moved the Board call a Special Board Meeting with an Executive Session regarding real estate issues on Wednesday, June 28, 2006 at 7:00 p.m. at the Lockport Library and to invite Alex Todd and John Even to attend the Executive Session. Christine Siegel seconded the motion. All voted aye. Motion carried.*

#### **ADJOURNMENT**

*William Diaz moved to adjourn the meeting at 9:00 p.m. Danny Gaddis seconded the motion. All voted aye. Motion carried.*