

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

PLEDGE OF ALLEGIANCE

CALL TO ORDER

Vice-President Ron Alberico 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: Interim Director Alex Todd and Assistant Manager Beverly Krakovec.

PUBLIC COMMENTS

There were no public comments.

MINUTES

Christine Siegel moved to approve the minutes from the June 20, 2006 Regular Board Meeting, and the June 28, 2006 Special Board Meeting as presented. William Diaz 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.

A letter was received from Harris Bank detailing the benefits available to the District by utilizing their organization. William Diaz stated that since the District had consolidated all its funds and placed them in interest bearing accounts at Harris Bank, we have seen a significant growth in interest funds. The District will continue to monitor interest rates to ensure we invest in the most advantageous manner.

The District received a certificate of completion from Prairie Area Library System for successfully completing the trustee continuous learning requirements for the FY 2007 per capita grant.

TREASURER'S REPORT

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

Cash on hand as of June 1, 2006 was \$1,381,455.98. Income as of June 30, 2006 was \$474,726.36. Disbursements as of June 30, 2006 were \$145,858.49. There were no transfers/adjustments. Cash on hand as of June 30, 2006 was \$1,710,323.85.

Ann Lopez moved to approve the June 2006 Treasurer's Report as presented and approved the payment of the July 15, 2006 bills in the amount of \$80,100.03 and the payment of the July 12, 2006 payroll of \$35,482.61. William Diaz seconded the motion.

Ann Lopez questioned the bill from attorney John Even. Staff explained that during this time of year the District will accrue more legal fees due to ordinance and budget matters. John Even has also been working on property issues for the District.

Ann Lopez questioned the Barnes & Noble bill in the amount of \$313.81, listed under advertising/public relations. Beverly Krakovec said this was for books placed in the summer reading program's raffle baskets at both libraries.

William Diaz questioned the amount of the bill for Prairie Area Library System. Alex Todd explained this is the beginning of a new quarterly payment and the system is also connecting all 95 libraries to one system. The target date for the entire system to go live is April 2007. The quarterly charge will not appear again until October.

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 \$41,961.07. Lockport Township's estimate to be received for FY 2005-2006 is \$220,000.00.

The 2005 Levy Real Estate Distributions received to date totaled \$773,529.53. The total percentage received to date is 49.97 %.

Alex Todd said that next month Lockport Township should provide a firm estimate on the amount of the Personal Property Replacement Tax.

DIRECTOR'S REPORT

The board reviewed Alex Todd's report.

- Alex Todd said that six additional computers for the public have been installed at Lockport. The latest addition would complete the computer expansion at Lockport. Investigation will begin concerning the addition of public computers at Crest Hill.
- Summer reading programs are very successful at both facilities. The adult book discussion groups at Lockport have good attendance and will be meeting monthly.

- Director ads have been placed with the American Library Association, Illinois Library Association, and the Prairie Area Library System. To date, we have received ten applications. Alex Todd said that Reno Caneva wished the interview process to begin in August.

Alex Todd reviewed the three meetings he attended in the month of June. On June 28 he attended the Romeoville TIF annual meeting with Dr. Caneva. On July 12 he attended the PALS Group Delegates Assembly and on July 13 he attended the Lockport/Romeoville Area Administrators' breakfast.

OLD BUSINESS

LONG RANGE PLAN

William Diaz said the board should consistently get an update on what type of progress has been made on the long range plan. Ron Alberico and William Diaz pointed out that any acquisition of property at the Crest Hill location would fall under the mid-term 2006-2007 goal of "evaluate property possibilities in the vicinity of the Crest Hill facility." William Diaz also said that another mid-term 2006-2007 goal was to complete intra-structure improvements and space renovations at Lockport. Some of the space renovations at Lockport have been accomplished, but there is still significant work that needs to be done regarding the sidewalks.

Ann Lopez asked if the board could restructure the time-frame for the goals. Board members agreed they could amend the dates and time-frame for various goals, if needed. The long range plan could not be completely reworked without adopting a new plan.

William Diaz said that there were a number of items under the short-term 2005-2006 category that have not been addressed. The only progress shown has been improved customer service, though the District did not develop a formal plan to improve customer service, which was a goal from 2005-2006. Another goal was to develop a revised policy on priorities in collection development. The board agreed they had largely completed that goal by way of centralizing the departments and revamping how selection and ordering was accomplished.

William Diaz said it was important the board continue to do a monthly review of the items on the long range plan and keep abreast of any progress being made.

Alex Todd said that Reno Caneva had mentioned the District should seriously consider getting property in Romeoville for a third facility. William Diaz said the District must first decide what type of facility it would build in Romeoville. William Diaz said the new facility should be state-of-the-art and provide services to business.

The board will continue to review the long range plan each month.

CREST HILL LAND ACQUISITION

William Diaz moved the District approve the purchase agreement for Crest Hill property submitted by attorney John Even. Danny Gaddis seconded the motion.

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.

John Even will be notified the purchase agreement may be sent out.

LIBRARY PROGRAMMING POLICY

This is the second review of the proposed policy.

Jeanne Juricic moved the District adopt the Programming Policy as submitted. William Diaz seconded the motion.

Roll call on the above motion indicated: Ayes—Ron Alberico, William Diaz, Jeanne Juricic, Ann Lopez, and Christine Siegel. Nays—Danny Gaddis. Motion carried.

NEW BUSINESS

APPOINT TWO TRUSTEES TO AUDIT MINUTES

Alex Todd said the audit would consist of reviewing the minutes and ensuring all documents were in their proper place. The entire process is very straightforward.

Ron Alberico appointed Jeanne Juricic and Ann Lopez to audit the District minutes for fiscal year 2005-2006.

The audit will be conducted prior to the August 15, 2006 Regular Board Meeting.

Ann Lopez questioned how long the executive session tapes should be kept. She has a significant amount of tapes in her possession and wondered how long they must be maintained. Alex Todd said he believed the tapes should be kept indefinitely, and that they can be stored at the library.

The board will have to review the executive session minutes and determine which minutes will be opened to the public, and which will remain closed.

APPOINT MEMBERS TO LOCKPORT TOURISM COMMITTEE

Alex Todd said he had spoken to Reno Caneva on this matter, and Reno had stated he wanted to be on the committee and to also have the director as the second member appointed.

Ron Alberico appointed Reno Caneva and Alex Todd to the Lockport Tourism Committee.

REVIEW CHAPTERS VI & VII FROM “SERVING OUR PUBLIC”

The board reviewed chapter VI—Programming and Chapter VII—Access.

The board felt the programming standards are being met, but realize access needs are still not completely accomplished. Alex Todd stressed the need for an elevator at both facilities. The costs for two elevators would be prohibitive, at this time. William Diaz said that some space concerns could be addressed with an expansion over the Lockport Community Room. William Diaz said if the District were to pursue a referendum for a new facility in Romeoville, a part of the referendum increase should also fund improvements at the Crest Hill and Lockport facilities. The board felt the District was in no way prepared to conduct a referendum for the April 2007 Consolidated Election. Alex Todd said that even if the District acquired property in Romeoville, it would have to pass a referendum to increase the tax rate. The District is still considering working with the Plainfield Library District to address service issues to our Romeoville patrons.

DIRECTOR’S INTERVIEW SCHEDULE

The board decided to have two interviews one week after Reno Caneva returned. A special board meeting, with an executive session for personnel issues will be set for Saturday, August 12, 2006 at the Lockport facility. The first interview will be at 9:00 a.m. and the second at 1:00 p.m. An agenda and candidate’s resumes will be sent to board members.

ILA ATTENDANCE

Board members were reminded that the annual Illinois Library Association Conference will be held in Chicago, at Navy Pier, from October 3 – 6, 2006. Any board members interested in attending should notify Alex Todd or Bev Krakovec and all arrangements will be made.

2 MILS ORDINANCE

William Diaz moved the District adopt Ordinance No. 105—Fiscal Year July 1, 2006 to June 30, 2007 Ordinance of the Board of Trustees of the Des Plaines Valley Public Library District, Will County, Illinois Determining to Levy and Additional Library Tax. Danny Gaddis seconded the motion.

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.

TENTATIVE BUDGET & APPROPRIATION ORDINANCE

Danny Gaddis moved the District adopt Ordinance No. 106—Fiscal Year July 1, 2006 to June 30, 2007 Budget and Appropriation Ordinance of the Des Plaines Valley Public Library District, Will County, Illinois. William Diaz seconded the motion.

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.

TENTATIVE BUDGET & APPROPRIATION RESOLUTION

William Diaz moved the District adopt Resolution No. 07/06-01 Fiscal Year July 1, 2006 to June 30, 2007 Resolution of the Board of Trustees of the Des Plaines Valley Public Library District, Will County, Illinois Approving Preparation and Making Available a Tentative Budget and Appropriation Ordinance. Christine Siegel seconded the motion.

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.

EXECUTIVE SESSION—no matters for consideration.

ADJOURNMENT

William Diaz moved to adjourn the meeting at 7:50 p.m. Danny Gaddis seconded the motion. All voted aye. Motion carried.