

**DES PLAINES VALLEY PUBLIC LIBRARY DISTRICT
SEPTEMBER 19, 2006
SPECIAL BOARD MEETING/PUBLIC HEARING AT 6:30 P.M.
REGULAR BOARD MEETING @ 7:00 P.M. @ CREST HILL
AGENDA**

**PUBLIC HEARING ON BUDGET &
APPROPRIATION ORDINANCE**

President Reno Caneva opened the public hearing on the Budget & Appropriation Ordinance at 6:30 p.m.

There were no questions or comments from the public.

President Reno Caneva closed the public hearing at 7:00 p.m.

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 Ron Caneva. Ann Lopez arrived at 7:08 p.m. Board members absent: None.

Staff present: Interim Director Alex Todd, Assistant Manager Beverly Krakovec, Business Services Professional Debra Chapp, and Shannon Pohrte, Head of Reference.

Guests: Tony Graf.

PUBLIC COMMENTS

There were no public comments.

MINUTES

William Diaz moved to approve the August 12, 2006 Special Board Meeting Minutes and the August 15, 2006 Regular Board Meeting Minutes as presented. Christine Siegel 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.

Three letters were received from patrons complimenting the District staff.

TREASURER'S REPORT

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

Cash on hand as of August 1, 2006 was \$1,635,126.97. Income as of August 31, 2006 was \$135,627.63. Disbursements as of August 31, 2006 were \$142,460.43. There were no transfers/adjustments. Cash on hand as of August 31, 2006 was \$1,628,294.17.

Ann Lopez moved to approve the August 2006 Treasurer's Report as presented and the payment of the September 15, 2006 bills in the amount of \$71,035.20 and the payment of the September 6, 2006 payroll of \$35,836.00, September 20, 2006 payroll of \$35,785.38 with a total payroll of \$71,621.38. Jeanne Juricic seconded the motion.

William Diaz questioned the bill from Grate Sign. Staff said this was for the outdoor sign at Crest Hill. The sign's locks had to be replaced and the entire fixture repainted. The Library Furniture International bill for new furniture in the Children's Department at Crest Hill was reviewed. Board members commented the new pieces were very attractive.

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 \$55,213.29. Lockport Township's estimate to be received for FY 2006-2007 is \$238,206.73.

The 2005 Levy Real Estate Distributions received to date totaled \$1,454,417.70. The total percentage received to date is 93.94%.

DIRECTOR'S REPORT

The board reviewed Alex Todd's report. The following items were highlighted.

- Crest Hill Library's lower level storage areas, mechanical room and community room have been cleaned and reorganized.
- Courier service between the two facilities has been undertaken on a trial basis. This will alleviate the need for staff to constantly travel between the buildings transporting materials.
- A shredding service has been contracted on a trial basis, with a pick up visit every 2 months.
- The lighting panels at the Lockport Library have been replaced. Patrons were very happy with the results.
- The audit has been completed and a report will be presented at the October 17, 2006 Regular Board Meeting.

Reno Caneva and Alex Todd commented on the recent September 13, 2006 Lockport Tourist Council Meeting. The organization is in its rudimentary stages and will hopefully have an organizational chart in place in the next 3 or 4 months, which will be distributed to all the groups that are being represented. The goal is have as many community groups participate in the organization as possible, and create a vibrant atmosphere for tourism. Reno Caneva encouraged staff to pass on any suggestions to Alex Todd, who will in turn, bring the information to the tourist council.

OLD BUSINESS

DIRECTOR SEARCH – To be discussed in Executive Session

LONG RANGE PLAN

Christine Siegel distributed notes from the trustees' meeting with director candidate Scott Pointon. Mr. Pointon had presented his observations regarding the District's long range plan and various options that might be explored in accomplishing established goals. Board members discussed the viability of a bookmobile to service District residents. William Diaz pointed out the District should first ascertain if there was a need for a bookmobile, and what the target audience would be.

Scott Pointon had also noted the District could consider moving all administrative, non-library functions to one area, thus opening up more public service space. William Diaz said the concept of centralized management, while advantageous, would also involve a considerable amount of travel for staff. Core functions should still be performed at each facility, but with fewer staff performing the duties. The board would have to consider all aspects of this issue before initiating any changes.

William Diaz said any modifications to the long range plan would have to be carefully considered. A new director would have to become experienced with many aspects of our District and the long range plan.

NEW BUSINESS

REFERENCE STAFF PROPOSAL

Alex Todd presented a proposal for additional reference staff. Our current staffing levels do not come close to meeting the requirement of having reference service available all hours the libraries are open. Authorization was sought to hire 2 part time reference librarians for a total of number of 40-50 hours per week. Funds had been factored into the FY 2006-2007 budget for such additions by former director Jerry Mackay. IMRF benefits would apply, if weekly hours total 20 or above.

Jeanne Juricic moved the District hire 2 part time reference librarians, Step 1, for a total of 50 hours per week at \$15.32 an hour, which is the standard Step 1 salary. Ann Lopez 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.

HISTORY ROOM STAFF PROPOSAL

Alex Todd reviewed the history room staff proposal. The Local History Room at the Lockport Library needs to have its collection catalogued and arranged so the significant amount of information available to all visitors is easily accessible. When the collection is finally organized, the District can publicize its availability to generate more usage. Our current reference staff does not have sufficient time to properly organize the collection and still maintain the overall reference service duties. Alex Todd proposed the District hire an individual with archival skills, on a contract basis, to catalog and organize the collection.

Jeanne Juricic moved the District contract an individual with archival skills to catalog and organize the Lockport Library Local History Room, at a rate of \$15.00---\$20.00 per hour, with the total cost not to exceed \$4,000.00. 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.

ADOPT BUDGET & APPROPRIATION ORDINANCE #106

William Diaz moved the District adopt Ordinance #106—Fiscal Year July 1, 2006 to June 30, 2006 Budget and Appropriation Ordinance of the Des Plaines Valley Public Library District, Will County, Illinois. 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.

ADOPT RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED #09/06-01.

William Diaz moved the District adopt Resolution No. 09/06-01—Resolution of the Board of Trustees of the Des Plaines Valley Public Library District, Will County, Illinois, Determining an Amount of Money Necessary to Be Raised by Taxation for the July 1, 2006--June 30, 2007 Fiscal Year. 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.

EXECUTIVE SESSION

Danny Gaddis moved to go into Executive Session at 7:39 p.m. to discuss real estate and personnel issues. Ron Alberico seconded the motion. All voted aye. Motion carried.

William Diaz moved to come out of Executive Session at 8:18 p.m. Christine Siegel seconded the motion. All voted aye. Motion carried.

Jeanne Juricic moved to go back into Regular Session at 8:19 p.m. Ann Lopez seconded the motion. All voted aye. Motion carried.

William Diaz moved the Board present director candidate Scott Pointon with a job offer containing salary schedule and other terms, as previously discussed. 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.

ADJOURNMENT

Danny Gaddis moved to adjourn the meeting at 8:20 p.m. Christine Siegel seconded the motion. All voted aye. Motion carried.