

AGENDA

REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES

DEKALB PUBLIC LIBRARY

WEDNESDAY, APRIL 12, 2017

7:00 P.M.

1. Call to Order
2. Additions/Changes to Agenda
3. Public Comments
4. Approval of March 8, 2017 Board Minutes
5. Announcement
 - a) Attached is updated Board Information
 - b) John Castle's Painting Donation
 - c) Letter from Larry Mix (DAAHA)
 - d) Friends' of the Library Invitation
6. Communications
7. Reports:
 - a) Owner's Representative Report
 - b) Fundraising Report
 - c) Director's Report
 - d) Friends' of the Library –Board Liaison Report
8. Discussion/Action Items
 - a) Policy Committee to Convene
 - b) Policy for Study Rooms
 - c) Fundraising Plans
9. Finance
 - a) Approval of March 2017 Monthly Bills
 - b) Review of Financials
 - c) Loan Repayment
10. Closed Session: For the discussion of personnel issues as permitted under Illinois Law 5 ILCS 120/2(c)(1)
11. Report from Closed Session
12. Old Business
13. New Business
14. Adjournment

From: Larry Mix <mix6six@comcast.net>

Sent: Monday, March 27, 2017 7:42:37 AM

To: Virginia Cassidy

Cc: 'DAAHA INC'; 'Norm Larson (gmail)'; marshalljj@juno.com; jhaish09@gmail.com; 'Sue Breese'

Subject: Haish Marker Plans

Hello Virginia,

I want to update you on the status of DAAHA's plans regarding the installation of a state historical marker to honor Jacob Haish at the DeKalb Public Library, as approved by the Library board last December.

1. After submitting a sign permit application to the City of DeKalb Planning Department, they have advised DAAHA that a permit will NOT be needed from the City after all.
2. To date, DAAHA has received \$2450 in pledges and donations towards the expected total cost of the marker (~\$3900). We continue to pursue various funding sources. If you have any suggestions on possible persons or organizations in the area that we might contact and who might be interested in supporting this project, we would be pleased to follow up with them.
3. Anticipating the balance of the funds will soon be in hand, we would like to get a tentative date on the calendar for a dedication for planning purposes. Would Saturday morning June 10 or 17, say 10 – 11 AM, work for the Library?

I have not yet met the new library director, and would appreciate you passing along this email to her so that we may involve her in the planning for the marker dedication.

Thanks again for the Library's support in this project.

Kind regards,

Larry Mix
DAAHA Marker Committee

From: Rich Rice <rich8rice@hotmail.com>
Sent: Thursday, April 6, 2017 1:55 PM
To: Rich Rice
Subject: Printers Row Literary Festival Trip: June 10, 2017

Dear Friends of the DeKalb Public Library,

I am delighted to let you all know that the DKPL Friends voted at this week's meeting to co-sponsor (with the Friends of the NIU Art Museum and the Friends of the NIU Libraries) a one-day trip to this year's Printers Row Lit Fest in Chicago. The trip is scheduled for Saturday, June 10th. Information about the trip and the festival can be found below, including cost and how to register. In that regard, thanks are due to the NIU Art Museum (especially to Jo Burke and Stuart Henn) for agreeing to manage the logistics and registration.

The survey we conducted of our members last year indicated a strong interest in additional programming by the Friends, so this is our first attempt to provide such an opportunity. Please, if you have some even mildly bookish friends (the trip is open to anyone in the wider community) whom you think might be interested, please let them know. (Think Facebook and other amazing social media platforms that you routinely employ...).

One thing to note: the website for the festival indicates that the schedule for this year is "Coming Soon," so please keep checking back. (This is fairly standard procedure, given the mass of scheduling and contractual matters that such large festivals have to contend with. You can view last year's schedule, however, to get a sense of what they usually present...).

All three co-sponsoring groups view this trip, not as a fund-raising effort, but as a way to provide a fun and stimulating opportunity to the community; hence, the very modest cost of registration.

Finally, since it's a bit early on, I will probably send a reminder about the trip next month. *But, if you're interested, please don't hesitate to sign up, as seats are limited.*

I signed up today. Don't want to miss it!

Kind regards,

Rich

The Midwest's Largest Outdoor Literary Festival
printersrowlitfest.org
Saturday, June 10, 2017

Friends of Friends Co-Sponsored Trip to Printers Row Lit Fest

The Friends of the DeKalb Public Library, The Friends of the University Libraries, and the Friends of the NIU Art Museum are coming together for a trip to Chicago's 32nd Annual Printers Row Lit Fest (formerly Printers Row Book Fair). This two-day celebration of all things literary includes an outdoor book fair with over 200 booksellers from across the country displaying new, used and antiquarian books and a literature festival jam packed with readings, discussions and presentations by almost as many authors and publicists. The Printers Row Lit Fest takes place over five city blocks of historic Dearborn Avenue, between Congress and Polk. Plenty of food vendors and local eateries. Get up close to hear your favorite authors. The Printers Row Lit Fest is the largest free literary event in the Midwest drawing over 120,000 book-lovers to the two day celebration. Let's get a large group of our local bibliophiles together so we can get a big comfy bus! **RSVP by 5/23.**

Departure: 8:30 a.m. Expected Return: 8:30 p.m. Price: Member of two or more Friends' Programs \$20; Member of one Friends' Program \$25; Non-Member \$30. Ticket price includes transportation. Meals and incidentals not included. Three pick up locations: NIU Campus, DeKalb Public Library, and Fox Valley.

Become a Member – Become a Friend - and help support your local and University Libraries and Art Museum.

To reserve your seat on the bus, please contact the NIU Art Museum office, 815-753-1936 or email Education Coordinator Stuart Henn at shenn1@niu.edu. Please be sure to provide a phone number where you can be reached, if necessary, on the day of the trip.

Payment may be made by check, cash or credit (Visa, American Express, Discover and Mastercard) and must be made in advance to guarantee your seat. Individuals who pay upon boarding the bus should pay with cash in the exact amount due (we cannot provide change), or with a check made out to NIU.

[End of email]

MINUTES OF THE BOARD OF TRUSTEES
DEKALB PUBLIC LIBRARY
WEDNESDAY, MARCH 8, 2017
7:00 p.m.

MEMBERS PRESENT: Virginia Cassidy, Bill Cummings, Veronica Garcia-Martinez, Wendell Johnson, Carolyn Massey, Joe Mitchell, Susan Richter, Gary Vander Meer.

MEMBERS ABSENT: Janis Kirts.

GUESTS: Graham Harwood, Josh McCarthy, Samantha Hathaway.

CALL TO ORDER

The meeting was called to order at 7:04 p.m.

ADDITIONS/CHANGES TO AGENDA

None.

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

- a) February 8, 2017 Regular Board Minutes
 - b) January 6, 2017 Finance Committee Minutes
- Richter moved and Cummings seconded to approve both sets of minutes. Minutes Approved.

ANNOUNCEMENTS

- a) Economic Interest Statements are due May 1, 2017.
- b) Board contact information given out to members. Please check for accuracy.
- c) Congratulations to Dr. Joe Mitchell on receiving Doctor of Divinity.

COMMUNICATIONS

None.

REPORTS

- a) Owners' Representative Report. Graham Harwood reported that we are still having mechanical problems. Pepper has demanded action from DeKalb Mechanical. The architect and construction manager are getting closes to s solution to problems related to HVAC. All this needs to be completed soon since it is holding up our LEED standing. This is a very unusual situation and should have been resolved by now. Tuck pointing and fence will be completed in spring. The buffer is here and they are working on cameras and server.

- b) Fundraising. Samantha Hathaway presented the fundraising report. She included all the expenses, as well as, the interest charged. The report showed what we had in the Philanthropy account and how much was still owed on loan. (\$1,470,000).
- c) Director's Report. Emily Faulkner was asked about Hope Haven as to whether or not we get notified when they leave Hope Haven. The answer was that they are treated like other patrons and we don't ask for that information.
- d) Director's Staff Report. All of the staff interviews went well.
- e) Friends' of the Library-Board Liaison Report. Garcia could not make the meeting. It was reported that the Friends did reimburse the library for the Movie Licensing.

DISCUSSION/ACTION ITEMS

- a) Review of Finance Policy:
 - i. Section i: Petty Cash Amounts
 - ii. Section 2: Daily per Diem rate
Richter moved and Massey seconded to keep as is and approve as is with the addition of a \$50.00 limit for Petty Cash. Motion approved.
- b) Organizational Structure
 - i. Organizational Chart. Emily Faulkner presented the new organizational chart to the Board. It is spelled out by job titles and not staff. More titles as the library is moving more towards a mid-size library. Main changes are moving the tech desk and technical service under different managers. Richter moved and Johnson seconded to approve the organizational chart and to have it begin immediately. Motion approved.
 - ii. Existing and Proposed positions and salary scale. Faulkner presented a version of a salary scale and proposed positions that she put together by going through the IPLAR and the Management Association figures. There is a need to still hire for some positions. Richter moved and Cummings seconded to approve the salary scale using the proposed level with the four identified positions using the steps. The change would be effective April 9th. Roll call was taken: Ayes: Cassidy, Cummings, Richter, Garcia, Vander Meer, Massey, Johnson, Mitchell. Nays: None. Absent: Kirts. Motion approved.
 - iii. Exempt Positions and Job descriptions. Faulkner presented the 4 job descriptions for the 4 exempt positions she was presenting for approval: Deputy Administrator, Head of Adult Services, Head of Youth Services, and Head of Facilities and Information Technology. Vander Meer made a motion to approve the job descriptions and declare all of them exempt, seconded by Richter. Motion approved.
- c) Library Late opening for Staff Training. March 29, 2017 9-11 a.m. Richter moved and Vander Meer seconded to approve the library opening at 11:00 am. on March 29, 2017.

- d) Haish Portrait. Cassidy showed the painting of Haish and explained that the portrait was at the Masonic Temple and that they would like to give it to the library for a long term loan. The Conservation Center would restore the portrait and paid for by DCCF. The Board gave permission for Cassidy to send the letter of support to DCCF for the restoration. The portrait will hang in the Haish Building.

FINANCE

- a) Approval of February 2017 Monthly Bills. Richter moved and Cummings seconded to approve the February Bills in the amount of \$56,068.28. Roll call was taken. Ayes: Cummings, Richter, Garcia, Vander Meer, Massey, Johnson, Mitchell, Cassidy. Nays: None. Absent: Kirts. Motion approved.
- b) Financials. December 2016 and January 2017 Financials were distributed to the Board.

CLOSED SESSION. Richter moved and Garcia seconded to go into closed session for the Semi-Annual review of closed minutes as permitted under Illinois Law 5 ILCS 120/2(c)(1). Roll call taken. Board went into closed session at 8:35 p.m.

OUT OF CLOSED SESSION. 8:45 p.m.

Johnson moved and Cummings seconded that the closed minutes remain closed. Motion approved. Richter moved and Garcia seconded that the following closed minutes be approved. October 5, October 21 and November 14, 2016 closed minutes of the Director Search Committee, and September 14, November 9 and December 14, 2016 closed minutes of the Board of Trustees. Motion approved.

OLD BUSINESS: None

NEW BUSINESS: None

ADJOURNMENT

The Board adjourned at 8:46 p.m. after a motion by Richter and seconded by Garcia.

Respectfully submitted,
Patricia Adamkiewicz
Deputy Administrator

DKPL: Executive Summary of Fundraising Activities

Prepared: 4/01/2017

DKPL Capital Campaign

Pledged: Formally committed to give

Revenue	Mar-17	To Date
Gifts pledged or received	23	1431
Unique donors	3	787
Money pledged	\$0	\$1,875,175
One-time donations received	\$3,266	\$609,840
Pledge money fulfilled	\$39,978	\$1,616,548
Total amount received	\$43,244	\$2,226,388
Total amount raised	\$3,266	\$2,486,015

Received: Money actually received

Raised: Total money pledged plus donations given not as payment on an existing pledge

2017_2 First Annual Campaign Mailing

Expenditure	Cost
Letter	\$310
Envelopes	\$162
Mailing	\$1,100
Postage	\$3,326
Credit	\$488
	\$4,410

Donations	Amount
2017_02 Mailing #1	\$840

Total Balance on Loan **\$1,435,000**

Expense/Profit **\$3,570**

Cash Projection Summary as of April 1, 2017

Pledge Balance Remaining \$258,627

Fund	Arrears*	2017	2018	2019	2020	2021
Campaign-General	\$11,884.67	\$114,557.93	\$111,329.74	\$19,396.40	\$8,396.40	\$0.00