

AGENDA
REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES
DEKALB PUBLIC LIBRARY
WEDNESDAY, AUGUST 9, 2017
7:00 P.M.

1. Call to Order
2. Additions/Changes to Agenda
3. Public Comments
4. Approval of Minutes
 - a. July 12, 2017 Regular Board Minutes
 - b. Policy Review Committee Minutes June 22, 2017
5. Announcements
6. Communications
7. Reports:
 - a) Director's Report
 - b) Friends of Library Liaison Report
8. Discussion/Action Items
 - a) FY 2018 Budget Discussion
 - b) Personnel Policy Approval
 - c) Trustee Facts File: Chapter 3- Review
 - d) Standards for Libraries: Chapter 2-Review
 - e) Closed Session: To discuss personnel issues as permitted under Illinois Law 5 ILCS 120/2(c)(1)
9. Finance
 - a) Approval of July 2017 Monthly Bills
 - b) Financials
 - c) Fundraising Report
10. Old Business
11. New Business
12. Adjournment

MINUTES OF THE REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES

DEKALB PUBLIC LIBRARY

WEDNESDAY, JULY 12, 2017

7:00 P.M.

PRESENT: Tashena Briggs, Joan Burger, Bill Cummings, Wendell Johnson, Janis Kirts, Carolyn Massey, Joe Mitchell, Gary Vander Meer.

ABSENT: None

GUESTS: Raymond Munch, City of DeKalb Liaison.

Call to Order

7:00 p.m.

Oath of Office

Joan Burger and Tashena Briggs were given the oath of office.

Board Elections

Richter nominated Wendell Johnson as president and Bill Cummings as Vice President, seconded by Massey. There were no other nominations. Motion approved.

Additions/Changes to Agenda

Under 10-f the discussion of Logo will just be a discussion, there will be no vote at this time.

Public Comments

None

Approval of Minutes

- a) Policy Review Committee Minutes May 9, and June 12, 2017 and the Regular Board Minutes of June 14, 2017. Richter moved to approve all, seconded by Cummings. Minutes approved.

Communications

None

Announcements

- a) AIA Award Ceremony Update: Nothing definite yet-will be sometime in October.
- b) FY 2018 Budget Preparation. Faulkner asked Board to meet as a whole to discuss the budget after Finance Committee meets. Board will meet at 5:00 p.m. at the August 9th Board Meeting.

Reports

- a) Director's Report. Emily Faulkner was asked about the wedding on the 15th. All went well. The pictures in report are good.
- b) Report from Liaison to Friends of Library. Garcia no longer Board Member. Faulkner reported that the Friends have about 17,000 in account. They have paid for tables for the library, as well as, programs. For the Printer's Row event-18 people attended.

Discussion/Action Items

- a) FOIA update was reviewed.
- b) Trustee Facts File: Chapter 1 and 2. Board reviewed.
- c) Standards for Libraries: Chapter 1. Board reviewed.
- d) Report from Policy Committee. Massey reported that they reviewed the Tutoring Policy and it is ready for Board approval. Committee still reviewing Personnel Policy. Kirts moved and Richter seconded to approve the Tutoring Policy. Policy approved.
- e) Select Liaison to Friends of Library. Janis Kirts offered to be the Liaison. When she is gone Joan Burger will fill in for her.
- f) Website Bids. Two of the bids were determined to be acceptable. Board asked for presentation from both. Board will meet on August 2nd to review the presentations.
- g) Logo Approval. Board looked at options. Logo will also be discussed at August 2nd Board Meeting.

Finance

- a) Approval of June 2017 Monthly Bills. Richter moved and Vander Meer seconded to approve the June bills in the amount of: \$96,217.82 (This includes land payment). Roll call was taken. Ayes: Briggs, Burger, Cummings, Johnson, Kirts, Massey, Mitchell, Richter, Vander Meer. Nays: None. Absent: None. Bills approved.
- b) Financials: None
- c) Fundraising Report: No changes. Fundraising position will be discussed with budget hearings.

Old Business

None

New Business

Special Board Meeting on August 2, 2017

Adjournment

Board adjourned at 8:30 p.m.

Respectfully submitted,
Patricia Adamkiewicz
Deputy Administrator

MINUTES OF THE POLICY REVIEW COMMITTEE OF THE BOARD OF TRUSTEES

DEKALB PUBLIC LIBRARY

THURSDAY, JUNE 22, 2017

2:00 P.M.

PRESENT: Carolyn Massey, Joseph Mitchell, Gary Vander Meer.

ALSO PRESENT: Emily Faulkner, Patricia Adamkiewicz

1. Call to order at 2:00 p.m.
2. Public comments – None.
3. Approval of June 12, 2017 Committee Minutes. Motion made by Vander Meer, seconded by Massey. Minutes approved.
4. Discussion/Action Items
 - a) Tutoring Policy. Faulkner presented the tutoring policy. No changes or questions concerning policy were made. The policy to be brought to Board Meeting in July for approval.
 - b) Personnel Policy. Discussion of the personnel policy continued. Standard work week is 37.5. The committee went through various sections including: work periods and breaks, attendance and punctuality, pay, performance evaluations and personnel files, and holidays and library closings. Very little information was changed.
5. Adjournment. The committee adjourned at 3:30 p.m.

Respectfully submitted,

Patricia Adamkiewicz

Deputy Administrator

DKPL: Executive Summary of Fundraising Activities

Prepared: 8/1/2017

DKPL Capital Campaign

Pledged: Formally committed to give
 Received: Money actually received
 Raised: Total money pledged plus donations given
 not as payment on an existing pledge

Revenue	Jul 2017	To Date
Gifts pledged or received	8	1474
New/Unique donors	0	789
Money pledged	0.00	1,875,174.81
Non-pledged donations received	320.10	613,294.02
Pledge money fulfilled	4,003.68	1,653,460.66
Total amount received	4,323.78	2,266,754.68
Total amount raised	320.10	2,488,468.83

Expenses	Jul 2017	To Date
Loan	0.00	3,000,000.00
Loan Interest	5,112.19	346,976.30
Capital Campaign Expenses (ACB/Marketing/Postage/etc.)	0.00	329,555.00
Total Amount Spent	5,112.19	3,676,531.30
Total Balance on Loan		1,435,000.00
Money Left to Raise		1,208,384.45

Monthly **expense/profit** **-788.41**

Amount in Philanthropy Account 55,300.89

Cash Projection Summary as of August 1, 2017
 Pledge Balance Remaining \$226,615.55

Fund	Arrears*	2017	2018	2019	2020	2021
Campaign-General	\$19,193.00	\$67,607.14	\$107,437.41	\$24,189.00	\$8,189.00	\$0.00