

AGENDA
REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES
DEKALB PUBLIC LIBRARY
WEDNESDAY, MAY 10, 2017
7:00 P.M.

1. Call to order
2. Additions/Changes to the Agenda
3. Public Comments
4. Approval of April 12, 2017 Board Minutes
5. Announcements
6. Communications: Haish Portrait
7. Reports:
 - a) Owner's Representative Report
 - b) Director's Report
 - c) Friends' of the Library-Board Liaison Report
8. Discussion/Action Items
 - a) Report from Policy Committee
 - b) By-Laws Committee to meet to Update By-Laws
9. Finance
 - a) Approval of April 2017 Monthly Bills
 - b) Financials
 - c) Fundraising Report
 - d) Debt Repayment
10. Old Business
11. New Business
12. Closed Session to discuss personnel issues as permitted under Illinois Law 5 ILCS 120/2 (c)(1)
13. Closed Session Report
14. Adjournment

MINUTES OF THE BOARD OF TRUSTEES
DEKALB PUBLIC LIBRARY
WEDNESDAY, APRIL 12, 2017
7:00 p.m.

MEMBERS PRESENT: Virginia Cassidy, Bill Cummings, Wendell Johnson, Janis Kirts, Carolyn Massey, Joe Mitchell, Susan Richter, Gary Vander Meer.

MEMBERS ABSENT: Veronica Garcia-Martinez.

GUESTS: Graham Harwood.

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

ADDITIONS/CHANGES TO AGENDA

None.

PUBLIC COMMENTS

Roger Rathnow spoke to the Board and had complaints about the handicap ramp and how far it is from the parking lot. He also made complaint about no stools at the computer card catalog, and a missing DVD.

APPROVAL OF MINUTES

March 8, 2017. Richter moved and Johnson seconded to approve the March 8, 2017 Board Minutes. Minutes approved.

ANNOUNCEMENTS

- a) Board Information updated. Each Board Member received it.
- b) John Castle's Painting Donation.
- c) Letter from Larry Mix (DAAHA): June 17th the marker will be installed.
- d) Friends' of the Library-invitation for NIU trip to Chicago Lit Fest.

COMMUNICATIONS

- a) Per Capita Grant has been awarded.

REPORTS

- a) Owners' Representative Report. Graham Harwood reported that they have checked the roof top units, the motor in the AHU was replaced, and contacts for electrical work were changed. Commissioning is to be done this upcoming Tuesday. Still need to pay for commissioning and

retention and then we can go forward with LEED. Harwood is doing the quarterly report for the State and then a final report.

- b) Fundraising. Emily Faulkner reported on the fundraising. Some pledges have been fulfilled. The Board made comments about how the report could look better. The arrears need to be checked and maybe calls made. Need the statement brought to each meetings for the \$4.5 million loan.
- c) Director's Report. Emily Faulkner reported on the Teen area and that several teens had to be banned at different times. There will be some donor signs that need to be updated. Staff will be having their schedules reflect every other Saturday rotation in May. In July Sunday's schedule will also change.
- d) Friends' of the Library-Board Liaison Report. Garcia was not present but Faulkner reported about the Printers Row Event and invite, the upcoming Book Sale, and that the Friends will fund all the major programs for summer reading.

DISCUSSION/ACTION ITEMS

- a) Policy Committee to Convene. Carolyn Massey is the chair. The meeting will be in early May.
- b) Policy for Study Rooms. Faulkner reported that the Meeting Rooms/Study Rooms will be brought to the Policy Review Committee.
- c) Fundraising Plans. Emily Faulkner reported that re-branding and updating of the website will occur by the beginning of fall as a means of promoting fundraising. Then a letter can be sent out showing the public our new branding, website and perhaps a new mission statement and updated strategic plans. Up to \$12,000 of funding in the budget allocated for fundraising can be used for rebranding and website updating.

FINANCE

- a) Approval of March 2017 Monthly Bills.

Richter moved and Vander Meer seconded to approve the March 2017 monthly bills in the amount of \$32,525.05. Roll call was taken. Ayes: Kirts, Richter, Vander Meer, Massey, Johnson, Mitchell, Cummings, Cassidy. Nays: None. Absent: Garcia. Motion approved.

- b) Financials. No financials were provided.
- c) Loan Repayment. Cassidy reported that she had gone to First National and signed an extension for one year on both loans. Along with paying the interest on both loans, the officials at bank wanted the library to reduce the principal of the \$3 million loan by \$100,000 each year, and the principal on the \$4.5 million dollar loan by \$300,000 each year. Payment on the \$3 million loan will come from funds in the philanthropy account and pledges. There is money in the Short Term Loan account to pay the \$300,000 now. Richter moved and Johnson seconded to pay the

\$300,000 on the \$4.5 million loan. Roll call was taken. Ayes: Kirts, Richter, Vander Meer, Massey, Johnson, Mitchell, Cummings, Cassidy. Nays: None. Absent: Garcia. Motion approved.

CLOSED SESSION. Richter moved and Johnson seconded to go into closed session for the discussion of personnel issues as permitted under Illinois Law 5 ILCS 120/2(c)(1). Roll call taken. Ayes: Kirts, Richter, Vander Meer, Massey, Johnson, Mitchell, Cummings, Cassidy. Nays: None. Absent: Garcia. Motion approved. Board went into closed session at 8:05 p.m.

REPORT FROM CLOSED SESSION. Johnson made a motion and Cummings seconded to hire Britta Krabill as Head of Adult Services in an exempt position. Motion approved.

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

The Board adjourned at 8:20 p.m.

Respectfully submitted,
Patricia Adamkiewicz
Deputy Administrator

23 April 2017

To Whom It May Concern,

The Board of Trustees of the DeKalb Public Library enthusiastically supports the DeKalb Masonic Lodge's grant request to the DeKalb County Community Foundation for the restoration of the portrait of Jacob Haish. The Board is honored to accept the offer of the long-term loan of the portrait for display within the library and we look forward to completing the details of the loan with the members of the Lodge.

As you well know, the library building was completed in the 1930s with funding from Jacob Haish and is named the Jacob Haish Memorial Library Building. As part of the library's building expansion project completed in 2016, the Haish Building was refurbished and restored, so it is very appropriate that a portrait of this generous donor be displayed within the building. In addition, the Board is working with the DeKalb Area Agricultural Heritage Association (DAAHA) on the placement of an historical marker honoring Jacob Haish outside of the Haish Building on Oak Street; the installation of this marker is expected to occur this summer. The restoration and installation of the Haish portrait will complement the historical marker in increasing public awareness of the library's heritage and longtime support of the community.

Thank you for your attention to this letter of support. If questions arise, please feel to contact me.

Sincerely,

Virginia R. Cassidy

Virginia R. Cassidy, President
DeKalb Public Library Board of Trustees

C: Emily Faulkner, Director

Pat Adams

From: Virginia Cassidy <gincassidy@gmail.com>
Sent: Sunday, April 23, 2017 3:17 PM
To: Ferald Bryan
Cc: Emily Faulkner; Pat Adams; Wendell Johnson
Subject: Re: Jacob Haish
Attachments: HaishLetterFinal2017.docx

Dear Ferald,

Attached please find a letter of support from the library Board of Trustees re: Jacob Haist portrait restoration.

We look forward to working with you on this endeavor.

Best,
Virginia

On Mon, Apr 10, 2017 at 10:07 AM, Ferald Bryan <fbryan@niu.edu> wrote:

Virginia Cassidy,

Thanks for your message. I appreciate Wendell keeping you and the Library Board informed about the Haish Portrait project. I have also exchanged messages with the new Director of the Library, Emily Faulkner, about the portrait and she is very enthusiastic. I am also very pleased to hear that members of the Library Board are supportive.

Over the last two months, the DeKalb Masonic Temple has been undergoing major interior renovation. The President of the Temple Board has indicated to me that he hopes the DeKalb Public Library would welcome a long term loan of the Portrait. The term of the loan could essentially be as long as the library would be willing to hang the work. The agreement that we would work out would acknowledge that the Masonic Temple is loaning the work in honor of Brother Haish.

The immediate pressing issue is the restoration of the Haish portrait. Just before the renovation work began at the Temple, professional art handlers from the Restoration Center in Chicago took the portrait down and carefully packed it for shipping. After a careful evaluation of the work, we have a proposal for the restoration. The Masonic Temple Association is paying for the pick-up and estimate for the restoration, but we do not have the funds to fully restore the work. Since the portrait is an historically important cultural artifact, the DeKalb County Community Foundation has expressed a strong interest in receiving a grant request for restoring the work. The DCCF has made it clear, however, that they would only consider an application from us if the portrait would be available for public display.

A letter from you as President of the DeKalb Public Library Board would assure the DCCF that you are willing to accept and publically display the work in the library for the foreseeable future. In addition, it would be helpful if you could emphasize the historical and cultural significance of the portrait since it was commissioned by Haish and he proudly displayed it in the entry way of his now demolished mansion.

Thank you so very much for your support of this project. I very much look forward to working with you and the Library Board to make sure that everyone in DeKalb can have access to the Haish portrait.

Sincerely,

Ferald Bryan

DKPL: Executive Summary of Fundraising Activities

Prepared: 5/01/2017

DKPL Capital Campaign

Pledged: Formally committed to give

Revenue	Apr-17	To Date
Gifts pledged or received	14	1445
New/Unique donors	0	787
Money pledged	\$0	\$1,875,175
Non-pledged donations received	\$546	\$610,316
Pledge money fulfilled	\$9,278	\$1,625,826
Total amount received	\$9,824	\$2,236,142
Total amount raised	\$546	\$2,486,491

Received: Money actually received

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

Expenses	Apr-17	To Date
Loan	\$0	\$3,000,000
Loan Interest	\$5,016	\$332,138
Capital Campaign Expenses (ACB/Marketing/Postage/etc.)	\$0	\$329,555
Total Amount Spent	\$5,016	\$3,661,693
Total Balance on Loan		\$1,435,000
Money Left to Raise		\$1,185,651

Monthly expense/profit \$4,808

Amount in Philanthropy Account \$43,566

Cash Projection Summary as of May 1, 2017

Pledge Balance Remaining \$249,349

Fund	Arrears*	2017	2018	2019	2020	2021
Campaign-General	\$13,384.67	\$106,280.15	\$108,829.74	\$19,396.40	\$8,396.40	\$0.00