

MINUTES OF THE BOARD OF TRUSTEES
DEKALB PUBLIC LIBRARY
WEDNESDAY, FEBRUARY 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: Chris Johnson, Samantha Hathaway, Joshua McCarthy, Graham Harwood, NGOLD Students from NIU.

CALL TO ORDER

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

ADDITIONS/CHANGES TO AGENDA

Under reports: delete 7 a)

PUBLIC COMMENTS

None

ANNOUNCEMENTS

- a) Virginia Cassidy introduced our new Director, Emily Faulkner. Cassidy also introduced the NGOLD students to the Board and had the Board introduce themselves.
- b) DAAHA. The letter that was sent to DAAHA approving the Haish plaque was noted.
- c) Cassidy thanked all the Board Members who came to the open house welcome for the new director.

APPROVAL OF MINUTES

- a) Richter moved and Mitchell seconded to approve the January 11, 2017. Vander Meer mentioned his name didn't appear as present for that day. The minutes were approved with this correction. All approved one present.

COMMUNICATIONS

Cassidy reported that the letter from the Board indicating support for the concept of a STEAM center was sent to the Mayor and City Council.

REPORTS

- a) Owners' Representative Report. Graham Harwood stated that the punch list is near completion. Friday (Feb. 10, 2017) the commissioning will be done with the mechanical and electrical systems. To pass commissioning all components of the systems must be working as they should.
- b) Fundraising. Samantha Hathaway presented the fundraising report. There were 17 new gifts made in January. Total profit for the month was \$6,178. Matt McCue will send letters to donors who have pledges due this year. In the future the report will include all the donations for the month, not just the new donors. It will also show the interest and any expenses.
- c) Director's Report. Emily Faulkner reported that the library will form a partnership with the ESL group from Kishwaukee College. Hopefully this will bring in more patrons. Vander Meer reported that the name of the Kiwanis Group in the Director's report was wrong.
- d) Friends of the Library Board Liaison Report. Veronica Garcia-Martinez reported that the Friend's meeting went well. They want to do more programs to raise money. They will be supporting Summer Reading again this year.

DISCUSSION/ACTION ITEMS

- a) Committee Assignments. Virginia Cassidy reminded the Board Members that assignments to Board Committees were made for 2017 and distributed with meeting materials.
- b) Review Closed Minutes. Cassidy reminded Garcia and Mitchell that they will need to review the closed minutes before the March Board Meeting.
- c) The 2015-2016 Audit report was sent to the Board for their review.
- d) Unattended Children Policy. Some minor changes in the policy were made concerning the wording of the age of children left unattended. Vander Meer moved and Richter seconded to approve the updated changes in the policy. Motion approved.

FINANCE

- a) Approval of January 2017 Monthly Bills and December 2016 Accounts Payable Bills. Richter moved and Garcia seconded to approve both sets of bills. Roll call was taken. Ayes: Richter, Garcia, Massey, Cummings, Johnson, Mitchell, Vander Meer, Cassidy. Nays: None. Absent: Kirts. Motion approved.
- b) Financials. Not available for review.

OLD BUSINESS

None

NEW BUSINESS

Cassidy reported on the debt refinancing on the closed-end line of credit. Frank Roberts was considering re-financing because of the information he received that no bond construction funds were available from the State. However, Cassidy wrote the Office of the Secretary of the State and the response was that the money for the original construction grant was still available to meet the obligations of the libraries that did not receive all their grant money. The funds will need to be incorporated into an approved state budget before monies could be released. Therefore, we will hold off on re-financing at this time. Virginia Cassidy, Emily Faulkner and Frank Roberts will meet next week with Dan Templin from DCCF to talk about fundraising efforts.

ADJOURNMENT

The Board adjourned at 7:55 p.m. after a motion by Richter and seconded by Garcia.
The Board answered questions from the students after the meeting.

Respectfully submitted,
Patricia Adamkiewicz
Deputy Administrator