

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 17<sup>th</sup> 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