

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