

MINUTES OF THE BOARD OF TRUSTEES
DEKALB PUBLIC LIBRARY
WEDNESDAY, October 11, 2017
7:00 p.m.

MEMBERS PRESENT: Joan Burger, Bill Cummings, Janis Kirts, Carolyn Massey, Joe Mitchell, Susan Richter, Gary Vander Meer.

MEMBERS ABSENT: Tashena Briggs (Electronically), Wendell Johnson.

GUESTS: Richard Rice, Ryan Weckerly, Graham Harwood, Samantha Hathaway, Raymond Munch-City of DeKalb.

CALL TO ORDER

The meeting was called to order at 7:00 p.m. (In the absence of President Wendell Johnson, Bill Cummings, Vice President, led the meeting.

ADDITIONS/CHANGES TO AGENDA

There will not be IT Companies presenting.

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

- a) September 13, 2017 Board Minutes
- b) September 11, 2017 Policy Review Committee Minutes

Richter moved and Mitchell seconded to approve both sets of minutes. Minutes approved.

ANNOUNCEMENTS

- a) AIA Design Award Ceremony October 18th. The Ceremony will be at 5:30 p.m. at the library.
- b) Library Law-for Trustees.

COMMUNICATIONS

No word on money from the State. Nothing has changed.

REPORTS

- a) Owners' Representative Report. Graham Harwood reported on the progress of the building.

The system is working as it should. The roof top air conditioners are corrected now. The pressure units operate separately. They were never designed to work together. All the controls have been corrected and are working. The manufacturer of the hot water tank will be looking at the pipes to change them out. The mechanical system is working and now DeKalb Mechanical will have to follow their maintenance agreement. In November the Board will need to vote on releasing all the funds for retention.

- b) Director's Report. No comments on written report.
- c) Report from Friends' of Library Liaison: Janis Kirts. The first Monday of the month is the full meeting. The Book Sale will be October 20-22. The Friends are looking for volunteers to set up and take down for the book sale. They will be changing their logo-it will be green. They have had several request for funds for programs and materials from the library which they have supported.
- d) Report from Friends' of Library re: Book Sale: Rich Rice. Rich Rice gave a brief report on the Friends. Since their inception they have provided over \$50,000 in supplemental funding for the library. They have pledged \$10,000 for the expansion. They generate their funds from memberships and book sales. They will be expanding outreach via Facebook and other social media channels. Their webpage will be updated. They will also look into being at Farmer's Market.

DISCUSSION/ACTION ITEMS

- a) Approval of Organizational Chart. Emily Faulkner presented a new chart to the Board for approval. The main changes were reducing layers of management and outsourcing IT. The Facilities Manager will be non-exempt. There will not be a Deputy Administrator-instead Business Manager also non-exempt. Maintenance Manager will be eliminated. Questions were raised as to what other libraries are doing. Libraries similar to ours often outsource IT. Consulting for HR is common as is not having an assistant director. A lot of IT can be done remotely. Movement towards IT outsourcing with cloud-based service. Richter moved and Burger seconded to outsource IT. Motion approved. IT companies will present at Board Meetings. An RFP will be used in the bidding process. Cummings and Richter will help with the process.
- b) Selection of Website Design Options: Emily Faulkner, Samantha Hathaway and Morningstar. The two website options were presented to the Board. After much discussion the consensus was for option 1 with the video, as long as there is option to turn off video. The website should be complete by January 2018.
- c) Approval of Computer and Internet Policy. Faulkner explained that several policies for the Internet were combined into a single policy. There will be a 15 minute use computer for guest passes. Vander Meer moved and Richter seconded to approve the policy. Approved.

- d) Approval of collection Management and Materials Selection Policy. The main changes on the policy were that selection for adult and youth material were not separated as they are done similarly. Local History Selection Policy was also included. Vander Meer moved and Kirts seconded to approve the policies. Approved.
- e) Review of Standards for Public Libraries Chapter 4. The Board reviewed.
- f) Review of Trustee Facts File Chapter 5. The Board reviewed.

FINANCE

- a) Approval of September 2017 Monthly Bills. Massey moved and Richter seconded to approve the September Bills in the amount of \$41,746.93. Roll Call was taken. Ayes: Burger, Cummings, Kirts, Massey, Mitchell, Richter, Vander Meer. Nays: None. Absent: Briggs, Johnson. Bills approved.
- b) Financials. Much discussion on the financials. The format needs updating.
- c) Fundraising Report. No discussion.

CLOSED SESSION

Richter moved and Mitchell seconded to go into closed session for the Semi-Annual Review of Closed Minutes as permitted under Illinois Law 5 ILCS 120/2.06(d). Roll Call was taken. Ayes: Burger, Cummings, Kirts, Massey, Mitchell, Richter, Vander Meer. Nays: None. Absent: Briggs, Johnson. Board in closed session at: 9:30 p.m.

REPORT FROM CLOSED SESSION

Richter moved and Massey seconded to have all the closed minutes remain closed. Approved.

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

The Board adjourned at 9:37 p.m.

Respectfully submitted,
Patricia Adamkiewicz