

**MEETING MINUTES OF THE BOARD OF TRUSTEES OF POPLAR CREEK PUBLIC LIBRARY  
DISTRICT**

Thursday December 15, 2016

7:00 p.m.

Mercedes A. McGowen Board Room

1. Call to Order–President Candace McCreary called the meeting to order at 7:00 p.m.

2. Roll Call–Trustees Carl, Hulke, Moinuddin, Mondragon, Prosser and President McCreary.

Absent–Trustee Porter

Also Present–Executive Director Debra Stombres, Deputy Director Kris Kenney, Deputy Director Ron Pauli and Business Manager Sue Haisan.

3. Pledge of Allegiance

4. President’s Report–Anniversaries were recognized

Ten Years–Mary–Megan Kalvig–Adult Services

Five Years–Nick Gisseler–Maintenance

President McCreary discussed the Update of the Ranking Goals with the Board

5. Public Forum Q & A–None

6. Secretary’s Report–Secretary Prosser

a. Trustee Prosser moved and President McCreary seconded a motion to request the Board to approve the minutes of the TITA Board Meeting of November 17, 2016.

Roll Call      Ayes    Carl, Hulke, Moinuddin, Mondragon, Prosser and McCreary

Nays

Absent   Porter

Motion Carried

b. Trustee Prosser moved and Trustee Hulke seconded a motion to request the Board to approve the minutes of the Regular Board Meeting of November 17, 2016.

Roll Call      Ayes    Carl, Hulke, Moinuddin, Mondragon, Prosser and McCreary

Nays

Absent   Porter

Motion Carried

c. Correspondence–Thank you card from Mary Prosser for the flowers; Christmas card from Pat Carl to the Board and Staff and thank you from Claire Woods Academy for our donation to their dinner dance gala.

7. Treasurer’s Report–Treasurer Pat Carl

a. Trustee Carl moved and Trustee Prosser seconded a motion to request the Board to approve the semi-monthly expenditures in the amount of \$1,738,465.64 from November 1, 2016 through December 8, 2016.

Roll Call      Ayes    Carl, Hulke, Moinuddin, Mondragon, Prosser and McCreary

                  Nays

                  Absent    Porter

Motion Carried

b. Business Manager’s Report–Sue Haisan reported to the Board

8. Executive Director’s Report–Debra Stombres reported to the Board

9. Current Business

a. Update on Space Planning for Library–Trustee Prosser updated the Board

b. Trustee Carl moved and Trustee Prosser seconded a motion to request the Board to award the bid of the Poplar Creek Public Library roof repair to Metalmaster Roofmaster Inc. for the amount of \$24,460.00 which includes the base bids plus alternate 01 and alternate 02.

Roll Call      Ayes    Carl, Hulke, Moinuddin, Mondragon, Prosser and McCreary

                  Nays

                  Absent    Porter

Motion Carried

10. New Business

a. President McCreary moved and Trustee Carl seconded a motion to request the Board to approve a fund-raising program for programming in 2017–2018 with a goal of \$10,000 to fund a community family music program.

Roll Call      Ayes    Carl, Hulke, Moinuddin, Mondragon, Prosser and McCreary  
                  Nays  
                  Absent   Porter

Motion Carried

b. Trustee Prosser moved and Trustee Carl seconded a motion to approve the selected ILS proposal with a go-live date of October 1, 2017.

Roll Call      Ayes    Carl, Hulke, Moinuddin, Mondragon, Prosser and McCreary  
                  Nays  
                  Absent   Porter

Motion Carried

11. Trustee Carl moved and Trustee Prosser seconded a motion to request the Board to adjourn into Executive Session (5ILCS 120/2) (C) (1) to discuss the employment, compensation, discipline, or performance of specific employees, and under (5ILCS 120) (C) (21) for a discussion of minutes lawfully closed under the Illinois Open Meetings Act to determine whether they should be made public.

Roll Call      Ayes    Carl, Hulke, Moinuddin, Mondragon, Prosser and McCreary  
                  Nays  
                  Absent   Porter

Motion Carried

12. Trustee Prosser moved and Trustee Hulke seconded a motion to request the Board to return to open session regular meeting.

Roll Call      Ayes    Carl, Hulke, Moinuddin, Mondragon, Prosser and McCreary  
                  Nays  
                  Absent   Porter

Motion Carried

13. Trustee Prosser moved and Trustee Moinuddin seconded a motion to request the Board to approve the recommended salary increases in the amount of \$61,582.00 for employees eligible from performance evaluation process as presented by the Executive Director effective the first payroll in January 2017.

Roll Call      Ayes    Carl, Hulke, Moinuddin, Mondragon, Prosser and McCreary  
                  Nays  
                  Absent   Porter

Motion Carried

14. President McCreary moved and Trustee Carl seconded a motion to request the Board to approve a 2.5% increase for Debra Stombres, Executive Director for her 10-month review effective the first payroll in January 2017.

Roll Call      Ayes    Carl, Hulke, Moinuddin, Mondragon, Prosser and McCreary  
                  Nays  
                  Absent   Porter

Motion Carried

15. Trustee Prosser moved and President McCreary seconded a motion to release the following minutes of the executive session to the public July 27, 2016, May 19, 2016 and to retain the minutes of the executive session for June 16, 2016, September 15, 2016 and October 20, 2016.

Roll Call      Ayes    Carl, Hulke, Moinuddin, Mondragon, Prosser and McCreary  
                  Nays  
                  Absent   Porter

Motion Carried

16. Comments/Topics for the January Board Meeting–Auditors, Budget Training for Board Members and Policies

17. Adjournment

Trustee Carl moved and Trustee Prosser seconded a motion to adjourn to the next Board Meeting of January 19, 2017

Voice Vote Unanimous

Motion Passed

Adjourned at 8:24 p.m.

Mary Prosser  
Secretary

Deborah Muscarello  
Administrative Assistant