

On Tuesday, March 18, 2014 library board of trustee's president, Greg Lundgren, called to order the regularly scheduled monthly Library Board of Trustees meeting at noon.

Present: Ken Croken, Tom Engelmann, Steve Imming, Greg Lundgren, Dave Iglehart and Tracy Schwind.

Absent: Judie Lance and Sylvia Roba.

Others present: KennethWayne Thompson, Library Director, Amy Groskopf, Associate Director of Library Resources, Stephanie Schulte, Associate Director of Customer Services, Sue Anderson, Operations Manager and Karen Neal, recorder.

1. Consent Agenda

- A. Roll Call
- B. Approval of Agenda
- C. Approval of February 18, 2014 board minutes
- D. Financial Reports

Engelmann made a motion to approve the Consent Agenda with a second from Croken. Motion passed with all ayes.

FRIENDS –

- Thompson reminded everyone of the FRIENDS annual meeting slated for April 24th at 5:30 at the Fairmount Branch Library. Board of Trustee members were encouraged to attend.
- The Stay @ Home & Read Ball invitations will be mailed next week. This event will be held April 11th.
- The FRIENDS approved to spend up to \$150,000 for new carpeting on the 2nd floor public area, the basement meeting rooms and the staff areas. These are areas that were not done in 2007 when the first floor public area was done. Even though the project is being funded by the FRIENDS, board members agreed that it was prudent to get additional quotes and speak to the Purchasing Department at City Hall to make sure bids were not necessary. Thompson will make that contact and report back to the board of trustees.

Finance – Engelmann had nothing to report but, having had a conversation with Imming, Imming asked if an internal audit should be considered on a regular basis. Library staff does have conversations with City Hall Finance staff on different issues related to money handling and purchasing processes, etc. Being under the umbrella of the City, the Library is included in the City's annual external audit. The FRIENDS have an external audit annually, as well.

Personnel – Imming reported that he and Roba had lunch with Thompson last week for a congenial get-to-know-him conversation and a dialogue to see if the board could be of any assistance.

Anderson reported that she is working on various positions; reviewing applications and setting up phone and on-site interviews.

Buildings/Grounds – The coil to make the repairs to the heat pump at the Eastern Avenue branch library is on site. As soon as the weather allows for the heat to be turned off for a couple days, the repairs will be scheduled.

Marketing – no report

Planning – no report

Director's Report - Thompson noted, per the request by board members at last month's meeting, this month's Director's Report included a progress report on goals established at his 6 month probationary performance evaluation. Highlighting some of the items on the Director's Report that was sent out to board members last week:

- Thompson will be attending year-long Assn of Fundraising Professionals free classes being held at Western Illinois University. Relating to this, he and Ian Russell, FRIENDS board president, attended a workshop entitled "Success in Fundraising" from which they gleaned ideas to ramp up the FRIENDS fundraising efforts. Among those ideas is to revamp the FRIENDS web page including adding a PayPal button wherein individuals could donate to the FRIENDS with the option of a few specific giving areas, e.g., youth programming, physical plant upgrades, etc.
- Thompson shared more information on the grant opportunity from United for Libraries from the Neal-Schuman Foundation. He is applying for the grant, specifically to re-ignite the FRIENDS.
- Board members sent hearty congrats to the staff for winning first place in the City's internal Student Hunger Drive campaign competition.
- As with any retirement and resignation, staff take that opportunity to analyze if the existing salary money might better be spent, moving forward. As such, discussion ensued on the newly-created Professional Development position. Question was raised on whether it should be funded with FRIENDS money or city money since it will be considered a "fundraising" position. Board members asked, where, in the Library's organizational chart, this and other positions fall. Anderson will email an organization chart to all.
- As an aside, Croken asked Thompson to congratulate staff for the "decided" improvement on the greeting and welcoming by staff at the front desks.

Old Business –

Thompson reviewed the status of the School District's proposal to use the Main Library for its hub for the Creative Arts Academy. The School District will front the money for construction costs but it will be a library construction project as opposed to the school district managing the contractors and will have to go out to bid. Lundgren recommended that someone from Public Works be the Project Manager for the project. While the board approves the concept, they need to see the 28e Agreement before its final approval. As such, someone from the board of trustees will need to meet with the school district personnel. A motion was made by Croken and seconded by Engelmann to empower the Executive Committee to participate in the negotiations of the 28e Agreement. Upon a successful signed Agreement, it will be shared with other board members. Motion passed with all ayes. Croken congratulated the team for making this downtown revitalization project move forward.

New Business –

Review of Sex Offender Policy – after brief discussion, Croken made a motion to approve the Sex Offender Policy with the recommended staff changes. Schwind seconded the motion. Motion passed with all ayes.

Review of Behavior Policy –

Some discussion ensued on the changes recommended by staff. It was also noted by board members that not included in unacceptable behaviors is the use of alcoholic beverages in the library. Because of recent findings of vodka bottles, for instance, it was thought this should be included. As such, a statement will be added that without the consent of the library director, alcoholic beverages are not permitted. Croken made a motion to accept the Behavior Policy with all the intended changes as recommended by staff and the board. Schwind seconded the motion. Motion passed with all ayes.

Procurement of new board members –

New members for the board continues to be a work in progress, Lundgren commented. There is currently a vacant position and beginning July 1st, terms for Lundgren, Schwind and Croken will end.

Congratulations to Schulte who retires at the end of March and to Iglehart who is retiring from his practice the first week of April.

Being no further business, the meeting was adjourned at 1:04 pm.

Respectfully submitted,

Karen Neal, Recorder