

MINUTES OF A REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
THE FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DU PAGE COUNTIES, ILLINOIS
HELD DECEMBER 16, 2010
BOLINGBROOK

A meeting of the Board of Trustees of the Fountaindale Public Library District, Will and DuPage Counties, Illinois was held at the Bolingbrook Library, 300 West Briarcliff Road, Bolingbrook, IL 60440, Thursday, December 16, 2010 at 7:00 p.m.

ROLL CALL

The roll was called by recorder, Jenny Shenefield, and a quorum was established.

PRESENT

Present at roll call were Tom Gilligan, Gayle Graske, Ruth Newell, Steven Prodehl, Kathy Spindel and Peggy Danhof.

ABSENT

Bob Kalnicky

FOUNTAINDALE STAFF PRESENT

The following staff were present: Paul Mills, Jenny Shenefield, Karen Slehofer, Tony Lucarelli, Terry Mukukenow, Theresa Hildebrand, Shirley Williams, and Jill Boreham.

Director Vicky Trupiano was present and sat in the audience.

PUBLIC PRESENT

The following public were present: Karen Anderson, Ron Gall, Graham Harwood, Steve Larson and Joe Trupiano.

AGENDA APPROVAL

Following the Pledge of Allegiance, Danhof asked for a motion to approve the agenda. A motion was made by Prodehl, seconded by Newell.

AYES: Gilligan, Graske, Newell, Prodehl, Spindel, Danhof
NAYES: None
ABSENT: Kalnicky

MINUTES OF THE SPECIAL MEETING, November 17, 2010

The minutes of the special meeting held November 17, 2010 were presented. A motion to approve the minutes was made by Newell, seconded by Prodehl. Minutes were approved as read.

MINUTES OF THE PUBLIC HEARING, November 18, 2010

The minutes of the public hearing held November 18, 2010 were presented. A motion to approve the minutes was made by Graska, seconded by Newell. Minutes were approved as read.

MINUTES OF THE REGULAR MEETING, November 18, 2010

The minutes of the regular meeting held November 18, 2010 were presented. A motion to approve the minutes was made by Newell, seconded by Spindel. Minutes were approved as read.

MINUTES OF THE SPECIAL MEETING, November 22, 2010

The minutes of the special meeting held November 22, 2010 were presented. A motion to approve the minutes was made by Prodehl, seconded by Newell. Minutes were approved as read.

EMPLOYEE RECOGNITION

Danhof recognized Terry Mukukenow for her 15 years of service and presented her with a 15 year pin and certificate.

COMMENTS FROM THE PUBLIC

None.

NEW BUSINESS

Steve Larson, Ehler's & Assoc.-Capital Asset Replacement Plan

Steve Larson from Ehler's and Associates gave a presentation on the capital asset replacement plan for the library and presented a handout to the board. Steve Larson will be at the January 20, 2011 board meeting to present additional information and answer questions.

Approve the certified list of Trustees

A motion to approve the certified list of trustees to be filed with the counties was made by Spindel, seconded by Newell.

AYES: Gilligan, Graska, Newell, Prodehl, Spindel, Danhof
NAYES: None
ABSENT: Kalnicky

Meeting Policy-Draft for Board Input and Completion

A motion to table the review of the Meeting Room Policy until January 20, 2011 and appoint Newell and Gilligan to an ad hoc committee to review the Meeting Room Policy with input from appropriate staff was made by Newell, seconded by Spindel.

AYES: Gilligan, Graske, Newell, Prodehl, Spindel, Danhof
NAYES: None
ABSENT: Kalnicky

Approve Outreach School Services Policy

A motion to approve the Outreach School Services Policy with the addition of “and teachers aides” to Section D, Item 2 was made by Gilligan, seconded by Spindel.

AYES: Gilligan, Graske, Newell, Prodehl, Spindel, Danhof
NAYES: None
ABSENT: Kalnicky

Approve Family Military Leave Policy

A motion to approve updated Family Military Leave Policy was made by Newell, seconded by Spindel.

AYES: Gilligan, Graske, Newell, Prodehl, Spindel, Danhof
NAYES: None
ABSENT: Kalnicky

Staff Service Awards

A motion to approve Service Award Program proposed by Jill Boreham was made by Newell, seconded by Graske.

AYES: Gilligan, Graske, Newell, Prodehl, Spindel, Danhof
NAYES: None
ABSENT: Kalnicky

Schedule Review of Closed Session

A motion to approve all closed session minutes from 2007 to 2010 remain closed was made by Newell, seconded by Spindel.

AYES: Gilligan, Graske, Newell, Prodehl, Spindel, Danhof
NAYES: None
ABSENT: Kalnicky

Approve hiring of recruiter for director search

A motion to approve hiring of a recruiter for the Director Search was made by Newell, seconded by Spindel.

AYES: Gilligan, Graske, Newell, Prodehl, Spindel, Danhof
NAYES: None
ABSENT: Kalnicky

LIBRARY PROJECTS

Updates

Graham Harwood from Owners Services Group presented a Construction Progress Report for November. The report will be filed with the December 16, 2010 minutes.

Change Orders---Action Item

Change Order #23 – Power Construction

A motion to approve Change Order # 23 – Power Construction as previously reviewed by Graham Harwood in his Progress Report was made by Newell, seconded by Spindel.

AYES: Gilligan, Graske, Newell, Prodehl, Spindel, Danhof
NAYES: None
ABSENT: Kalnicky

Change Order #3 - Netrix

A motion to approve Change Order # 3 – Netrix for modifications in the network configuration was made by Graske, seconded by Newell.

AYES: Gilligan, Graske, Newell, Prodehl, Spindel, Danhof
NAYES: None
ABSENT: Kalnicky

Change Order #4 – OEC – Steelcase Contract

A motion to approve Change Order #4 – OEC/Steelcase Contract for the additional costs to modify one workstation to accommodate special needs of a staff member and for additional costs related to the mock up furniture installation was made by Spindel, seconded by Gilligan.

AYES: Gilligan, Graske, Newell, Prodehl, Spindel, Danhof
NAYES: None
ABSENT: Kalnicky

Change Order #2 – Poblocki Sign Company – Signage Contract

A motion to approve Poblocki Sign Company Signage Contract for the additional costs related to additional signage for the café and additional safety and occupancy signage was made by Newell, seconded by Spindel.

AYES: Gilligan, Graske, Newell, Prodehl, Spindel, Danhof
NAYES: None
ABSENT: Kalnicky

Change Order #1 Corporate Concepts – Knoll Contract

A motion to approve Change Order #1 Corporate Concepts-Knoll Contract for the additional costs of storage for the Knoll furniture, shipped per the original schedule was made by Graske, seconded by Prodehl.

AYES: Gilligan, Graske, Newell, Prodehl, Spindel, Danhof
NAYES: None
ABSENT: Kalnicky

CORRESPONDENCE

Peggy Danhof received a thank you letter from a candidate that interviewed for the open trustee position.

The trustees received an invitation to the Bolingbrook Chamber State of the Village Luncheon on January 13, 2011 and to the Black Awareness Club event in February.

TREASURER'S REPORT

The Treasurer's Report for November, 2010 was presented by Kathy Spindel and will be filed for audit.

BILLS FOR APPROVAL

Bill Paid Report – November 2010

Bills paid for the month of November, 2010 in the amount of \$649.00 were presented for approval. Motion to approve was made by Newell, seconded by Prodehl.

AYES: Gilligan, Graske, Newell, Prodehl, Spindel, Danhof
NAYES: None
ABSENT: Kalnicky

Bills Paid Report – December, 2010

Bills paid for the month of December, 2010 in the amount of \$73,359.24 were presented for approval. Motion to approve was made by Newell, seconded by Spindel.

AYES: Gilligan, Graske, Newell, Prodehl, Spindel, Danhof
NAYES: None
ABSENT Kalnicky

Bills Payable Report – December, 2010

Bills payable for the month of December, 2010 were presented for approval in the amount of \$1,360,507.03. Motion to approve was made by Newell, seconded by Graske.

AYES: Gilligan, Graske, Newell, Prodehl, Spindel, Danhof
NAYES: None
ABSENT Kalnicky

DIRECTOR'S REPORT – December, 2010

Vicky Trupiano reported that the library staff is busy packing for the move.

UNFINISHED BUSINESS

None.

TRUSTEE COMMITTEE REPORTS

Personnel Committee – Action Items

Board of Trustees Calendar

A motion to approve the Board of Trustees Calendar for 2010-2011 was made by Gilligan, seconded by Spindel.

AYES: Gilligan, Graske, Newell, Prodehl, Spindel, Danhof
NAYES: None
ABSENT Kalnicky

Board of Trustees Ethics Policy, Conflict of Interest Policy, Member Goal Sheet and Member Self-Evaluation Sheet

A motion to approve the Board of Trustees Ethics Policy, Board of Trustees Conflict of Interest Policy, Board of Trustees Member Goal Sheet, and Board of Trustees Member Self-Evaluation Sheet was made by Gilligan, seconded by Spindel.

AYES: Gilligan, Graske, Newell, Spindel, Danhof
NAYES: None
ABSTAIN: Prodehl
ABSENT: Kalnicky

Finance Committee

Danhof asked that the Finance Committee look into the library funds and finances and review them with Shirley Williams, Business Manager.

Strategic Planning Committee

Danhof reported that Bob Kalnicky is working on the strategic plan for the board.

REPORTS

Compliance Report

Danhof distributed the compliance report to the board

Danhof also read and distributed the Building Committee report.

Final Approval for Trustee Forum Attendance, Feb 26 or March 20, 2011 – Action Item

Danhof mentioned that the registration forms for the ILA Trustee Forum were included in the board packet. The forms are to be filled out and given to Jenny Shenefield.

ANNOUNCEMENTS

Ruth Newell mentioned a reminder regarding “Step into Africa” and distributed tickets to the board.

EXECUTIVE SESSION

A motion was made by Graske, seconded by Gilligan, to enter Executive Session at 8:38 p.m. for Personnel 5 ILCS 120/2 (c)(1).

AYES: Gilligan, Graske, Newell, Prodehl, Spindel, Danhof
NAYES: None
ABSENT: Kalnicky

A motion was made by Graske, seconded by Newell to return to Open Session at 9:22 pm.

RETURN FROM EXECUTIVE SESSION to OPEN SESSION at 9:22 p.m.

A motion to accept the resignation of Deputy Director Paul Mills was made by Gilligan, Seconded by Newell.

AYES: Gilligan, Graske, Newell, Prodehl, Spindel, Danhof
NAYES: None
ABSENT: Kalnicky

A motion to approve a bonus for Mr Mills retroactive to 11/23/10 – 1/7/11 was made by Newell, seconded by Gilligan.

AYES: Gilligan, Graske, Newell, Prodehl, Spindel, Danhof
NAYES: None
ABSENT: Kalnicky

A motion to direct President Danhof to remove locks from Director's door was made by Prodehl, Seconded by Spindel.

AYES: Gilligan, Graske, Newell, Prodehl, Spindel, Danhof
NAYES: None
ABSENT: Kalnicky

ADJOURNMENT

A consensus was taken and the Board adjourned at 9:24 p.m.

/s/ Gayle Graske
Secretary, Board of Library Trustees
FOUNTAINDALE PUBLIC LIBRARY DISTRICT
WILL AND DU PAGE COUNTIES, ILLINOIS

/s/ Margaret J. (Peggy) Danhof
President, Board of Library Trustees
FOUNTAINDALE PUBLIC LIBRARY DISTRICT
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