

Indian Prairie Public Library  
401 Plainfield Road  
Darien, Illinois 60561

**Indian Prairie Public Library Foundation Meeting  
May 17, 2017 – 7:30 p.m. – Board Room**

**AGENDA**

- A. Call to Order/Roll Call  
Asma Akhras, Donald Damon, Beena Deshmukh, Marian Krupicka, Crystal Megaridis, Diane Ruscitti, Victoria Suriano
  
- B. Correspondence - none
  
- C. Omnibus Consent Agenda  
1. Minutes of Foundation Meeting 4/19/17 Page 2 Action
  
- D. Reports - none
  
- E. Unfinished Business - none
  
- F. New Business  
1. Library Director Report Page 3 Information  
2. Request for Donation for Six iPads for Programming Page 4 Action  
3. Creating a Foundation/Friends Organization Page 6 Discussion  
4. Developing a Giving Plan Discussion
  
- G. Adjournment

**Indian Prairie Public Library Foundation Meeting  
April 19, 2017 – 6:45 p.m.**

A. Call to Order/Roll Call

President Suriano called the meeting to order at 6:50 p.m.

Present: Donald Damon, Julia Lacayo, Crystal Megaridis, Diane Ruscitti, Victoria Suriano

Absent: Beena Deshmukh, Marian Krupicka

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others: Asma Akhras, newly elected IPPL Board Trustee

President Suriano asked for additions and/or corrections to the agenda. There were none.

B. Correspondence - none

C. Omnibus Consent Agenda

1. Minutes of Foundation Meeting 1/18/17

2. Treasurer's Report

3. Bills for Approval

Damon moved, Megaridis seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Lacayo moved, Megaridis seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

D. Reports - none

E. Unfinished Business - none

F. New Business

1. Request Donation of \$1675.00 for Summer Challenge- The Board reviewed the funding proposal in the packet. Megaridis moved, Damon seconded to approve the donation request of \$1675.00 for Summer Challenge. Ayes: Damon, Lacayo, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Deshmukh, Krupicka. Motion carried unanimously.

2. Request Donation of \$1850.00 for Reference USA – The Board reviewed the funding proposal in the packet. Damon moved, Lacayo seconded to approve the donation request of \$1850.00 for Reference USA. Ayes: Damon, Lacayo, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Deshmukh, Krupicka. Motion carried unanimously.

G. Adjournment

At 6:55 p.m. Megaridis moved, Damon seconded to adjourn the meeting. All ayes. Motion carried unanimously.

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Crystal Megaridis, Acting-Secretary

## Indian Prairie Public Library District Foundation

### Library Director's Report

#### Update on Wifi Hotspots

Five Hotspots were made available on March 1.

As of May 10 (70 days), the devices have circulation a total of 41 times.

This means we circulate about 4 hotspots for week.

Thirteen user surveys have been filled out.

Of the thirteen:

- 13 state the providing hotspots is an important service for the community
- 13 state the hotspot was easy to use
- 11 of the users used the hotspot in their home
- 2 used it at work
- 3 used it on vacation
- 1 used at school
- 6 used it to access library resources
- They used the hotspot for a variety of reasons with the primary one being to read up on current events

#### Update on the Carvey Milling Machine

The Carvey machine was featured at the How-To-Expo in the Maker Lab. Twenty-four items were created for patrons.

Staff are planning a program to make coasters and magnets on May 27.

Staff have also scheduled open labs for people to come in and use the machine starting May 16 and continuing through the summer.

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# IPPL Foundation Funding Request

11<sup>th</sup> May 2017

## OVERVIEW

The Kids & Teens department requests the Foundation purchase six iPads to support programming and outreach. We have eight department iPads that we use for programming and outreach, but they are not meeting our current needs largely because we don't have enough and these iPads double as circulating devices within the department. These issues will become more pronounced in the future as more technology focused programs and outreach require the use of a tablet.

## GOALS

- **Increase impact of technology events and classes**

Many of our educational technology resources require the use a tablet. Our LEGO robotics kits, Ozobots, Spheros all use a tablet to program and control these devices. We have also been using educational apps to support different programs, such as green screen and 3D design. We would be better able to support our existing classes and expand new ones with additional iPads.

- **Improve user experience**

Whenever we have a technology program, we use our circulating iPads, which means no one can check them out. This is happening more frequently as technology programs increase. This is even more problematic when we use them for outreach. With travel times and setup, outreach events significantly increases the time our circulating iPads are unavailable to patrons. Having dedicated programming iPads would allow us to more consistently provide iPads for circulation.

- **Save staff time**

Using the circulating iPads for programs has increased the amount staff time needed to manage them. It takes staff time to make sure they are available at the time of the program. It also is taking more staff time to manage the individual apps. The iPads have memory issues due to having to support both the apps for circulation and programming. We are at the point when one app is added another one needs to be removed.

### BUDGET

Item	Quantity	Cost
<u>iPad 9.7-inch, 32 GB</u>	6	\$329.00
	<b>Total Cost:</b>	<b>\$1,974.00</b>

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BYLAWS OF THE INDIAN PRAIRIE PUBLIC LIBRARY FOUNDATION

ARTICLE I - General Provisions

Section 1. ORGANIZATION. The Indian Prairie Public Library Foundation is a not-for-profit corporation organized and existing under the Illinois General Not for Profit Corporation Act of 1986.

Section 2. PURPOSES. The purposes for which this corporation is organized are:

- a. To act as a not-for-profit entity for educational purposes.
- b. To raise, solicit, receive, hold, invest, administer and distribute funds for the benefit of the Indian Prairie Public Library (the "Library") and to accept gifts that are consistent with the goals of the Library.
- c. To provide funds and other support for carrying on special projects and acquiring library materials, equipment, furniture and capital improvements for which the Board of Trustees and staff of the Library have indicated a need and which cannot be undertaken within the regular budgets of the Library.
- d. To cooperate with other organizations in activities which benefit the Library.

Section 3. CORPORATE ASSETS. No part of the assets or earnings of the corporation shall inure to the personal benefit of any director or officer of the corporation or to any individual or organization, except that reasonable compensation may be paid for services rendered to or for the corporation by persons or organizations other than the directors of the corporation.

Section 4. POLITICAL ACTIVITIES. No part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation. Nor shall the corporation participate or intervene (including the publication or distribution of statements) in any political campaign on behalf of any candidate for public office.

Section 5. OTHER ACTIVITIES. Notwithstanding any other provision of these bylaws, the corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt under Sec. 501(c)(3) of the Internal Revenue Code and the regulations promulgated thereunder, as they now exist or as they may hereafter be amended, or by an organization contributions to which are deductible under Sec. 170(c)(2), 2055(a)(2) and 2522(a)(2) of such Code and such regulations as they now exist or as they may hereafter be amended.

Section 6. DISSOLUTION. Upon the dissolution of the corporation or the winding up of its affairs, the assets of the corporation shall be conveyed to the Board of Trustees of the Indian Prairie Public Library or its successor organization, provided such successor organization qualifies under the provisions of Sec. 501(c)(3) of the Internal Revenue Code and Regulations as they now exist or as they may hereafter be amended. No director or officer or any individual or entity shall be entitled to share in the distribution of any of the corporation's assets upon its dissolution.

Section 7. CORPORATE OFFICE. The registered office of the corporation required by law to be maintained in the state of Illinois shall be maintained at the main library and the director of the Library shall be the corporation's registered agent in Illinois.

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ARTICLE II - Board of Directors

Section 1. GENERAL POWERS. The affairs of the corporation shall be managed by or under the direction of a board of directors (the "Board").

Section 2. COMPOSITION. The Indian Prairie Library Board of Library Trustees shall serve as the Foundation Board of Directors.

Foundation officers will mirror the offices held by the Library Board. The President of the Library Board shall serve as Foundation President, etc.

Section 3. MEETINGS. Foundation Board meetings shall be held a minimum of three times per year on the third Wednesday of January, April, and September. Meetings will be scheduled immediately preceding Library Board meetings on the 3<sup>rd</sup> Wednesday of the month. The meetings will comply with Open Meetings Act requirements.

Section 4. QUORUM/VOTING. A majority of directors then in office shall constitute a quorum for the conduct of business. Except as otherwise expressly set forth herein, the vote of a majority of the directors who are present and voting at a meeting at which a quorum is present shall be the act of the Board. Each director shall have one (1) vote on each matter to be voted on by the Board.

Section 5. ANNUAL MEETING. The annual meeting of the Board shall be held on the third Wednesday of January at 7:00 p.m. of each year at the principal office of the corporation or at such other place, date and time as the Board may determine by resolution, provided that written notice of the change(s) shall be delivered or mailed to each director not less than fifteen (15) days in advance. At the annual meeting, the Foundation Board shall review an Annual Financial Report and report on the activities of the year.

Section 6. SPECIAL MEETINGS. Special meetings of the Board may be called by the president or by any three (3) directors. Written notice of the date, time, place and purpose of the meeting shall be delivered to each director not less than five (5) days in advance of the meeting.

Section 7. EXECUTIVE COMMITTEE. The Board may by resolution designate three (3) of their number to constitute an executive committee which, to the extent provided in the resolution, shall have and execute all the authority of the Board to the extent permitted by law.

Section 8. FINANCIAL COMMITMENTS. Financial commitments and obligations of the corporation exceeding \$1,000.00 must be authorized by a vote of a majority of the directors then in office. All checks must be signed by two Foundation officers. The Board may employ such persons as may be necessary to carry on the business of the corporation and may prescribe the duties and the compensation for such persons.

The directors shall not be entitled to receive compensation for the performance of their duties. However, a majority of the Board of Directors may vote to approve a director's request for reimbursement of out-of-pocket expenses incurred while serving in this directorial capacity.

Section 9. INDEMNIFICATION. To the extent permitted by applicable law, the corporation shall indemnify any current or former director against expenses actually and reasonably incurred by them in connection with the defense of any action, suit or proceeding, civil or criminal, in which any of them is made a party by reason of being or having been a director of the Board. The corporation shall be entitled to purchase insurance for such indemnification of directors to the full extent as determined from time to time by the Board.

Section 10. WAIVER OF NOTICE. Any action required or permitted to be taken at a meeting of the Board or a committee thereof may be taken without a meeting if a consent in writing is signed by all the directors with respect to such action, or by all members of such committee. All of the executed instruments shall be delivered to the secretary to be filed in the corporate records. The action(s) so approved shall be effective as of the date indicated in the signed approvals.

### ARTICLE III - Officers

Section 1. TITLES. The officers of the corporation shall be the president, vice-president, treasurer and secretary and such other officers or assistant officers as the Board shall designate from time to time. Foundation officers will mirror the offices held by the Library Board. The President of the Library Board shall serve as Foundation President, etc.

Section 2. PRESIDENT. The president shall be the chief executive officer of the corporation, shall have general charge and management of its property and affairs and shall sign all official instruments on behalf of the corporation unless otherwise determined by the Board. The president shall make or cause to be made an annual report of the condition of the corporation which shall be submitted at the annual meeting for consideration by the Board. Included in this annual report shall be an audit performed or caused to be performed by the executive committee. The president shall perform such other duties as the Board may direct.

Section 3. VICE-PRESIDENT. The vice-president shall perform all duties of the president during the president's absence, inability to perform the duties of the office or refusal to act.

Section 4. TREASURER. The treasurer shall have custody of all funds and property of the corporation and shall keep or cause to be kept necessary books and records showing the financial condition of the corporation. The treasurer shall prepare or cause to be prepared and file any annual reports which may be required by the state of Illinois or the Internal Revenue Service. The treasurer shall also see that funds of the corporation are drawn upon only in the manner authorized by the Board. The treasurer shall prepare or cause to be prepared and submitted to the Board for its approval at each regular meeting a detailed statement of receipts and expenditures since the last approved statement.

Section 5. SECRETARY. The secretary shall prepare or cause to be prepared minutes of all meetings of the Board and shall perform such other duties as the Board may direct.

Section 6. DELEGATION. Any of the duties herein prescribed for the officers of the Board may be delegated by the Board to other directors or officers of the Board unless such delegation is prohibited by law.

### ARTICLE IV - Committees

The Foundation Board may appoint committees as needed.

### ARTICLE V - Fiscal Year

The fiscal year of the corporation shall correspond to the calendar year.



ARTICLE VI - Amendments

The power to make, alter, amend or repeal these bylaws shall be vested in the Board and shall require approval by two-thirds of the total membership of the Board.

Approved April 26, 1994, Rev. 10/23/95, 12/6/99, 8/30/00, 4/21/04, 4/20/05