Blue Island Public Library

Board of Trustees Meeting

MINUTES from January 18, 2017

Library Conference Room, 7:00 pm

1. Call to Order @ 7:01 p.m.
2. Roll Call (7:01 pm)

Trustees present: Julie Sklom, Rachell Orozco, Rita Brown, Collette Chauncey, David Prater, Jill Mason Terzakis, and Leo Castillo; also present Library Director Colleen Waltman.

Trustees absent: Lisa Perez,Rita Brown

1. Introduction and presentation of guest: No guest speaker during this meeting
2. Public comment: None
3. Reading of November 2016 Regular Meeting Minutes; 7:02 pm (there was no Trustees meeting held during the month of December 2016)

Trustee Orozco motioned (7:09) to approve the regular minutes with the few corrections to be made/pointed out by Director Waltman. **AYES**: ALL

1. Reading of November 2016 Executive Session Minutes (7:11 pm) Trustee Mason Terzakis motioned to accept Executive Session Minutes. **AYES**: ALL
2. Financial Report (action) (7:12 pm)
	1. Revenue & Expense: Reviewed
* SWAN library system was explained/clarified by Director – fees will increase this coming spring
* 100% fiscal year was completed under budget; BIPL is doing financially well
	1. November 2016 Payables: Trustee Mason Terzakis motioned (7:18 pm) to approve the payables in the amount of $22,632.33. **AYES**: ALL
	2. December 2016 Payables: Trustee Mason Terzakis motioned (7:27 pm) to approve the payables in the amount of $27,148.91; Trustee Orozco second the motion. **AYES**: ALL

For December 2016, there was a new bill that came in late from West Town (air conditioning/energy management services; pneumonic controls); this charge of $3,500.00 was added to the original December 2016 payables amount of $23,648.91.

* 1. Balance Sheet: Reviewed
1. Director’s Report included: Presented by Director Waltman (7:28 pm)
	1. Per Capita grant
	2. ILLINET IL report: To be completed by the end of March 2017
	3. IPLAR (Illinois Public Library Annual Report)
	4. Maker space update
	5. SWAN Libraries: fees will increase this coming spring
	6. Additional hot spots
	7. Summer Reading – “Read by Design”
	8. Summer Lunches: Discussed
	9. Chicago Management Project – Capital Needs Assessment: Director Waltman is thinking of having a presenter come to one of our meeting to discuss the topic/share knowledge. Trustees were in favor if presenter will not charge.
	10. BIPL parking lot issue: Director Waltman reported that a staff member fell on the uneven/broken icy parking lot. The city is responsible for clearing and maintain the parking lot is safe & cleared conditions. The staff member who fell had to take time off; the city council will be notified with a letter which will be drafted by the BIPL Director explaining the seriousness of this situation and condition of the parking lot; the letter will be send to John Rita and signed by the BIPL Board President.
2. Old Business: (7:36 pm)
	1. SWAN Vote – 19 libraries approved: such libraries will be accessible to BIPL patrons
	2. Wellness initiative (action)
	3. Per capita requirement follow-up
3. New Business (7:46 pm)
	1. Resolution 2017-01 Non-resident cards (action) Trustee Castillo motioned to approve. **AYES**: ALL. Document signed by Secretary (Trusteed Castillo) and President (Trustee Sklom)
	2. Payables, signers and meetings (actions): Board agreed to have two signee spaces for BIPL checks; these will be either Trustee Rachell Orozco or Trustee Jill Mason Terzakis and/or Director Waltman. The checks will need at least one signature from either Trustee.
	3. Homeless and banned patron issues: Issues with a particular patron, Susan Compton/Stacey Goss. Banned for 1 year for disrupting the library and for being disrespectful to staff. Homeless are welcome in the library, but they are reminded that their bags cannot be left unattended
	4. Summer lunch program: Discussed. Library staff is excited and looking forward to this program; it will be the first time the BIPL is involved in summer lunch program. Stipends and actual dates TBD.
	5. Cameras in the building (Mike Byrne working on)
4. Legislative Updates (8:17 pm)
	1. Recording Meetings
	2. Voting on items not on agenda
5. General Communication (8:19 pm)
	1. Friend of the Library membership application passed out by Trustee Sklom; open to all
	2. Trustee Orozco will lead Feb 2017 Board of Trustee Meeting
	3. Director Waltman reminded trustees to feel free to send her any notes/thoughts to include in Board meeting agenda
	4. Patron sent a “thank you” note to the library during December 2016 (shared with the Board)
	5. Jesse White Tumblers have been booked from this summer; exact date TBD (Sat., July 29, noon @ Salvation Army)
6. Adjournment

Trustee Orozco motioned to adjourn at 8:23 pm

The next meeting of the Blue Island Public Library Board of Trustees will be held on Feb 15, 2017.