Blue Island Public Library

Board of Trustees Meeting

August 16, 2017 Minutes

Library Conference Room, 7:00 pm

1. Call to Order (7:02 p.m.) Meeting presided by Trustee Jill Mason Terzakis.
2. Roll Call (7:03 pm)

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

1. Public Comment

* None

1. Introduction and presentation of guest

* Seldon Fox (auditor)

1. Reading of June 2017 Regular Meeting Minutes (7:05 p.m.) (action)

* Trustee Sklom motioned, second by Trustee Mason Terzakis, to accept minutes with 2 corrections. The July 2017 meeting was cancelled; no minutes for July 2017.

1. Financial Report (7:11 p.m.) (action)
2. Revenue & Expense > Reviewed
3. June 2017 Payables > Trustee Sklom motioned, second by Trustee Orozco; all in favor for the June 2017 Payables, amount $53,491.96.
4. July 2017 Payables > Trustee Mason Terzakis motioned, second by Trustee Brown; all in favor for the July 2017 Payables, amount $18,013.80.
5. Balance Sheet > Reviewed
6. Auditor Report (7:22 p.m.)
7. Seldon Fox presented the audit (2 letters & exhibits) prepared for the BIPL and took question for clarification.

* Covered areas of internal control (approvals & transactions) to assure the BIPL’s system is reliable. He found no major issues/problems.
* Discussed balances & clarifications regarding third parties.
* Discussed adjustments, verification of receipts, adjusted balances.
* Informed to audit again at end of the fiscal year to ensure system continues being reliable

1. Director’s Report of officers (7:52 p.m.)
2. Building issues (wall, HVAC update) > For HAVC: Director Colleen Waltman is looking into what is needed to be replaced before the cold weather; will be looking into sample bids for similar equipment and informing our attorney Ritzman that an RFP will be up for review soon. For the staff workroom: the estimate cost to repair the wall is $1,400.
3. Picnic > Friends of the library, BIPL Trustees and BIPL Staff invited for 9/12/17 at Centennial Park.
4. Summer Reading > Successfully had over 200 signups
5. Summer Meals > Over 250 people came during June & July, with over 186 lunches served – participants took advantage of library services.
6. Circulation Staffing > PT Olia will leave for a FT position; David Boras is interviewing to fill position.
7. Solar Eclipse > Library will be providing 200 solar eclipse viewing glass on a first-come basis the morning of the eclipse.
8. Old Business
   1. Building Plan

* None

1. New Business (8:06 p.m.)
   1. Patron ban (action)

* Director presented case to Board: patron had been acting disrespectful to women staff, making inappropriate comments and stalking. The man (30’s) was warned before and banned from the library for a couple of days in the past, and was warned that if he continued the ban may be extended. When he acted disrespectfully again, Director Waltman presented him with a letter reminding him of repercussion of his action; he tore the letter and through it - Director Waltman kept the torn letter.
* The Board reviewed the case, and to prevent further harassment to BI staff, it was decided to ban this individual from the BIPL for 5 years. (8:20 pm) Trustee Sklom motion to accept such ban; Trustee Prate second the motion - All in favor.
  1. Adopt a Hero Fund (8:21 p.m.) (action)
* It was suggested to pass $459.00 (in the account which designated to be used for repair-related needs for the BIPL War Memorial) to the Friends of the Library to donate to the Boys Scouts.
* Trustee Prater motion to accept the suggestion; Trustee Chauncey second it. All in favor.
  1. Per capita requirement for Trustees (8:27 p.m.)
* Trustees are required to complete at least one free online educational training seminars focusing on safety in the library; these are web live seminars for Wed Sept 13th 1:30-3:00 p.m. and Wed, Sept 20th 1:30-3:00 p p.m. This is designed to be a 2 part series
* An alternative to attending the sessions live, the webinars will be available online after the sessions. Director Waltman will receive an email when they are available after the webinar and will send the link and login information. If you choose to view via this method please let Director Waltman know.

1. Legislative Updates (8:30 p.m.)
   1. Proposed legislation regarding increasing mandatory RFP for items over $25,000 is waiting Governor’s signature; ILA PPC will share if/when it is signed.
2. General Communication

* BIPL will participate at the 4th annual rib fest, BBQ at the Hill at Memorial Park. Sept 22-23 weekend.

1. Adjournment (8:37 p.m.)

Trustee Prater motioned to adjourn, Trustee Brown second the motion.

The next meeting of the Blue Island Public Library Board of Trustees will be held on

Wednesday, October 18, 2017.

Any individual requiring special accommodations as specified by the Americans with Disabilities Act is requested to notify the Blue Island Public Library Director at (708) 388-1078 at least 24 hours in advance of the meeting date.