Blue Island Public Library

Board of Trustees Meeting

Oct 18, 2017 Minutes

Library Conference Room, 7:00 pm

1. Call to Order (7:02 p.m.) Meeting presided by Board President Orozco.
2. Roll Call > Present, Trustees: Perez, Brown, Orozco, Mason Terzakis, Sklom, Leo Castillo. Also present Library Director Waltman. Trustees absent: Prater and Chauncey
3. Public Comment > None
4. Introduction and presentation of guest > None
5. Reading of September 2017 Meeting Minutes (7:03 p.m.) (action)

* Trustee Sklom motioned to accept Sept Minutes. All in favor.

1. Reading of September 2017 Executive Session Meeting Minutes (7:05 p.m.) (action)

* Trustee Sklom motioned to accept Sept Executive Session Minutes. All in favor.

1. Reading of October 4th 2017 Special Meeting Minutes (7:08 p.m.) (action)

* Trustee Sklom motioned to accept (7:37 p.m.) Oct Special Meeting Minutes with corrections. All in favor.

1. Financial Report (7:38 p.m.) (action)
2. Revenue & Expense > Reviewed
3. September 2017 Payables > Trustee Sklom motioned, Trustee Orozco second the motion to accept September 2017 Payables in the amount of $28,431.68. All in favor
4. Balance Sheet > Reviewed
5. Director’s Report (7:41 p.m.)
6. Building update (HVAC)

* Robert Burkhardt & Associates is currently developing a proposal regarding our HVAC for our consideration as well.

1. SWAN Fees

* BIPL fees will go up about $1,000/year starting July 2018 – based on recommendations to be approved at the next SWAN meeting

1. FOL Veteran’s Day event

* Veteran event at Memorial Park on Nov 11th; followed by gathering at BIPL at around 1:30 p.m. to recognize war memorial; all are invited.

1. Off-site events
2. Insurance claim issue – no new information
3. Working on budget and levy
4. Old Business (7:51 p.m.)
   1. September 2017 Payables with Quill corrections
   2. Links per capita grant requirement regarding security training for Trustees

* On-line links provided to trustees; need to complete one work & safety video; notify Director Waltman when this is accomplished.
  1. Capital Plan review > Presented by Director Waltman per Trustee Mason Terzakis’s request
  2. Security > (7:55 p.m.)
* Currently, security staff is present 12/hrs week. The possibility of increasing the evening ours, and possibly Saturday, was discussed by the Board. Director Waltman will check with current security guard for the possibility of additional hours.
  1. Executive Session for purpose of discussing “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body” (5 ILCS 120/2(c)(1).
* Trustee Sklom motioned for Executive Session; Trustee Brown seconded it. (8:06 p.m.)
* Trustee Sklom motioned to go exit Executive Session (8:55 p.m.)
  1. Salary Study (action) (8:56 p.m.)
* Base on study presented to make staff salary adjustments, it was decided by the board to bring all staff, except Director, the median range in payment – this would require an additional $15,447.86 in the budget; Trustee Sklom motioned to accept such salary adjustments, Trustee Brown seconded it. All in favor.
* The decision regarding Director Waltman’s salary adjustment will take place in November; to assist in this decision, the Board asked the Director:
* An updated list of directors and their pay, from surrounding libraries
* To provide a brief summary of her FY 2017 accomplishments
  1. 2017 Employee Classification and Salary Schedule (action) (9:00 p.m.)
* Trustee Sklom motioned to accept Classification and Salary Schedule (with written inclusion that this is adjustment of inflation & time, as suggested by Trustee Mason Terzakis); Trustee Castillo seconded it. All in favor.

1. New Business (9:00 p.m.)
   1. 2018 Proposed Budget (action) (9:05 p.m.)

* The proposed budget (Salaries and Wages of $851,000.00 was increased to $871,000.00 to reflect the staff salary adjustments made under the recommendations of the Salary Study presented by Director Waltman; for same reason the 2018 Payable Budget (line 45600 of Proposed Budget for FY 2018, was increased from $50,000.00 to $70,000.00. Director Waltman reminded the Board that the budget is a working document and can be adjusted as needed.
* Trustee Castillo motioned to approve (9:10 p.m.), Trustee Sklom seconded the motion. All in favor.
  1. 2017 Proposed Levy (action) (9:13 p.m.)
* The BIPL levy request was sent to Attorney Roger Ritzman, who reviewed it; the Board reviewed the levy document, and agreed to request the levy with an addition of 4.5 % from last year’s.
* Trustee Mason Terzakis motioned to accept the levy with an additional 4.5% over last years’ tax collection. All ayes.
  1. Meeting suggestions – staff presentations, services, highlights/training

1. Legislative Updates > None
2. General Communication

* Veteran’s Day event at Eagle’s Bowling to raise funds for the BI Christmas Parade; all welcome.
* Trustee Julie Sklom announced that she would be leaving the BIPL Board as of January 2018. After she leaves, there will be 2 vacancies

1. Adjournment (9:23 p.m.) > Trustee Sklom motioned to adjourn.

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

Wednesday, December 20, 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.