

Blue Island Public Library
Board of Trustees Meeting Minutes
September 19, 2012

I. Call to Order

The meeting was called to order at 7:05 p.m.

II. Roll Call

Present: Trustee Mary Carvlin, Trustee Jennifer Helmin, Trustee Mary Martino, Trustee Joe Egert, Trustee Helene Camp, Trustee Judy Jones, Trustee Perry Recker. Library Director Sarah Cottonaro attended.

Absent: Trustee Julie Sklom and Trustee Kevin Murphy.

III. Introduction of Guests

No Guests.

IV. Reading of Minutes

The Minutes from the August 15, 2012 were read. Trustee Carvlin made a motion to accept the Minutes and Trustee Martino seconded.

V. Financial Report

Director Cottonaro drew attention to line item 67000 Consultant Services which is at 368% of the allotted budget. This item included the salary of interim Director Pam Deiters. Trustee Recker made a motion to move Director Deiters salary from Consultant services to section 700: Payroll Expenses. Trustee Carvlin seconded.

The Payables List for August was reviewed. The Board had a discussion about the Chase Credit Card payment which was over \$10,000. Trustees Martino and Helmin wanted to make sure that we were keeping records on how this money is spent. Director Cottonaro explained how each manager has a budget and must submit receipts for their purchases which are then reviewed by Director Cottonaro, her secretary, Diane, and Board President Joe Egert. The receipts are brought to each meeting in case there are any further questions. Trustee Carvlin made a motion to accept the August Payables in the amount of \$47,784.36 and Trustee Recker Seconded. Roll call was taken and all approved.

VI. Library Law Updates

None.

VII. Director's Report.

Director Cottonaro is working with Rita Pacyga to bring Library programs and books to the Senior Center in Calumet Park. She also wants to clear up the property behind the Library in the alley. A changing table needs to be installed in the basement bathroom and a few of the locks are sticking. The Per Capita Grant has been completed.

VIII. Review Serving Our Public 2.0 – Chapter 9 Programming

Trustee Recker wanted to discuss how the library meets the goal of instructing patrons on how to access the resources at the library. Right now it is mostly one to one instruction from the reference desk. Director Cottonaro would like to relocate the digital reference section to a kiosk

closer to the front and adjacent to the reference desk were a librarian could easily help patrons with their search. Director Cottonaro is working with Darren on a new web page.

IX. Holiday Closings

a. Sunday December 23, 2012. This item was discussed but no action was taken. Director Cottonaro will discuss the issue with managers to find out how busy the library was on that day in the years past.

b. Sunday December 30, 2012. The consensus of the board was that it is more likely that patrons would utilize the library on this day than the 23rd. No action was taken.

X. Budget Reallocation: T1 Line Item

Director Cottonaro noted that line item 68050: T1 Line Expenses is no longer necessary. The library does not have a T1 line for Internet service and has not had one for some time. Our current Internet service budget item is 66100 Computer Service. Trustee Martino made a motion to move the \$4000 from 68050 to 66100. Trustee Egert seconded. Roll call was taken and all approved.

XI. General Communications

If anyone would like to attend the charity auction for Blue Cap they can contact Sarah.

XII. Adjournment

Trustee Camp made a motion to adjourn the meeting at 8:36 p.m. and Trustee Jones seconded.