

**Blue Island Public Library
Board of Trustees Meeting Minutes
October 17, 2012**

I. Call to Order

The meeting was called to order at 6:57pm.

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, Trustee Julie Sklom. Library Director Sarah Cottonaro attended.

Absent: Trustee Kevin Murphy.

III. Introduction of Guests

No Guests.

IV. Reading of Minutes

The Minutes from the September 19, 2012 were read. Trustee Sklom made a motion to accept the Minutes and Trustee Camp seconded.

V. Financial Report

Financial Statements for September 2012 were reviewed. There was a \$6,000.00 fee for installation of 4 televisions in the annex. The electrician's rate is \$80/hr which the board agreed was reasonable. Trustee Martino made a motion to accept the payables in the amount of \$52,736.85. Trustee Recker seconded. Roll was taken and all approved.

VI. Director's Report.

Director Cottonaro will be on vacation from Oct. 30th to Nov. 2nd. A new scheduling procedure is being implemented November 1 that will be more efficient and offer greater transparency between departments.

VII. Appointments: Board Committees.

Generally, a committee is 3 people, except for finance and strategic planning which is a committee of the whole. The board was given a choice to either form committees now or as needed. The board chose to form committees as needed.

VIII. Policy Manual

- a. Job Postings – Strike paragraph 3 and other changes accepted.
- b. Work Schedules/Overtime – annotated changes were approved
- c. Sick leave: Dir. Cottonaro prefers 15 minute increments since it is the same amount of paperwork and encourages more desk coverage by allowing for shorter absences.
- d. Communications Systems: annotated changes were approved.

The board wanted to ensure that employees were notified of these changes to the policy manual and perhaps even require a signature. Employees receive policy changes by email and office mailbox, and acknowledgement signature sheets will accompany the revised policies.

IX. Staff

- a. Annual Pay Increase. Employees will be eligible for a COLA increase in January; raises in conjunction with performance reviews in April to allow more time for the Director to work with the employees and at the discretion of the Board were discussed, but not decided upon.
- b. Holiday Parties. Dir. Cottonaro polled the staff and they would prefer the bonus instead of the holiday party. There was mention of a pizza for lunch during a regular work day.
- c. Job Descriptions. Job descriptions need to be updated; Dir. Cottonaro is currently working with staff on this.
- d. Managers Annual Reviews. Dir. Cottonaro is making new standardized evaluation forms for the staff to use next year.
- e. Closed Session: The Board entered into a closed session from 8:21 to 8:40 to discuss personnel issues. The meeting was recorded.

X. Holiday Closings - 2013

The Library will be open on President's Day and Mother's Day. The Library will close at 5pm on New Year's Eve. The Library will be open regular hours on the day after Thanksgiving. The next Board Meeting will be held on November 14th, 2012. Roll was taken and all approved.

XI. Copier Agreements

Dir. Cottonaro is looking to consolidate the copier agreements with Konica Minolta, and she will know more after her meeting with them Tuesday afternoon. She has experience with them, and from her experience, working with a company that manufactures and services its own machines is highly beneficial and more desirable than working with a vendor who outsources service and/or machines and parts.

XII. Communications.

The library received thanks from Blue Cap and the District 130 Schools.

XIII. Adjournment.

The Meeting was adjourned at 9:00 p.m. Trustee Sklom made a motion to adjourn and Trustee Recker seconded.