Blue Island Public Library

Board of Trustees Meeting

March 14, 2018 Minutes

Library Conference Room, 7:00 pm

1. Call to Order (7:04 p.m.) Meeting presided by Board President Orozco.
2. Roll Call > Present Trustees: Perez, Prater, Orozco, Brown, Chauncey, Castillo. Also present Library Director Waltman. Trustees absent: Mason Terzakis
3. Public Comment > None
4. Introduction and presentation of guest > None
5. Reading of February 2018 Regular Meeting Minutes (7:05 p.m.) (action)
   1. Trustee Prater motioned (7:10 p.m.) to accept Feb 2018 Minutes with minor modifications; trustee Brown seconded the motion. All in favor.
6. Financial Report (action)
7. Revenue & Expense > Reviewed
8. Feb 16, 2018 – Mar 8, 2018 Payables > Trustee Perez motioned (7:12 p.m.) to accept Payables in the amount of $21,343.93; Trustee Castillo seconded. All in favor.
9. Balance Sheet > Reviewed
10. Director’s Report (7:13 p.m.)
11. All Job descriptions updated > Discussed/All are included in employee handbook for staff. Evaluation meeting to be held by end of March
12. Summer Reading planning > preparations beginning; T-shirt design/contest will be held; Board members encouraged to spread the word to motivate contest participation.
13. SEI’s coming > Discussed, Due May 1
14. 3D printer success > sharing of updates and success stories
15. Metlife online in place > Discussed
16. Summer Meals > To expand for 5 days a week; will need to recruit volunteers; Board members encouraged to seek potential volunteers. Our Summer Meals program last year has motivated other neighboring libraries to conduct their own summer meals program.
17. Chamber breakfast March 16, 8 am > To be held here at the library with Chamber of Commerce Director, Sarah Brown. Board Members invited.
18. Old Business (7:23 p.m.)
    1. Security > Board agreed to start looking to hire for an additional part-time guard after the summer, in preparation for the shorter day time/colder days when more students/children come to the library during the afternoon/evening hours.
    2. Trustee openings > Trustee Orozco spoke with Blue Island City Hall’s Director of Finance & Administration, Michael V. Marzal, regarding the Blue Island Public Library Board of Trustee vacancies – but we have not heard a response. Board agreed to have our own members recommend potential board representatives; we can advise such individuals to submit a short personal summary, or resume, and invite them to a board meeting to introduce themselves to the Board for consideration.
19. New Business (7:32 p.m.).
    1. Appropriations meeting report – CW > Discussed, No action taken by City Council at March 13 meeting, discussion and tabled for future meeting (attended by M. Byrne in CW’s stead as meeting took place during PLA Conference)
    2. Auditor report – CW > Discussed
20. Legislative Updates (7:45 p.m.)
    1. IAL e-mail of support for IMLS and LSTA funding/advocacy letter (page in packet)
21. General Communication > Save the date- Friday May 18th, 6-9 pm, Carleton of Oak Park Hotel, Trustee Banquet. Notify Director Waltman if interested in attending.
22. Adjournment (7:50 p.m.) > Trustee Castillo motioned to adjourn; Trustee Chauncey seconded the motion.

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

Wednesday, May 16, 2018 – at 7:00 P.M.

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.