Blue Island Public Library

Board of Trustees Meeting

Nov 17, 2018 Minutes

Library Conference Room, 7:00 pm

1. Call to Order, 7:04 pm > Meeting was lead by President Orozco
2. Roll Call > Present: Trustees Camp, Prater, Orozco, Chauncey, Brown, Nunez, Mason Terzakis, Castillo. Also present was Library Director, Waltman.

Absent: Trustee Debela

1. Public Comment > None
2. Introduction of Guests, 7:05 pm > Tamela Martin, member from the community came to listen.
3. Staff presentation > None
4. Reading of October 2018 Regular Meeting Minutes (action) 7:09 pm > Trustee Nunez motioned to accept October 2018 minutes without changes; Trustee Camp seconded the motion.
5. Financial Report (action)
   1. Revenue & Expense > BIPL finances on target; report reviewed
   2. October 12 – November 17, 2018 payables > Reviewed. 7:16 pm, Trustee Brown motion to approve the payables in the amount of $28,132.10; Trustee Prater seconded the motion. All in favor.
   3. Balance sheet > Reviewed
6. Director’s Report, 7:18 pm
7. Building updates – rebuild, sign, electric > Discussed

* Ceiling tiles, glass was ordered; waiting for shipment. Installation will occur after services hours to minimize disruption of patrons’ use of BIPL. We are hoping the installation will be completed before Dec 1st, in preparation for the holiday festivity the library will host for the community following immediately after the Blue Island Lights Parade.

1. Holiday Party for Board, staff, FOL Dec 7th > Discussed

* BIPL will host the holiday party on Dec 7th at 5:00 pm; invitees are permitted to invite one guest to assist; activities include a white elephant gift exchange, food, drinks, games and socializing.

1. Staff and insurance > Discussed

* Staff insurance is in open-enrollment during this week

1. Web site update > Trustees were reminded that patrons can ask to receive BIPL Newsletter via e-mail
2. TIF > Discussed
3. Unfinished Business, 7:30 pm
   1. Sign discussion

* Board discussed keeping the old BIPL sign, beautifying the outside are, and using he donation that was originally going to be used for the sign for something else, while placing a plaque in gratitude for the donation outside near the entrance.
  1. Trustee per capita requirements
* Members were encouraged to finish reading Chapters 8-10 by the end of December (packet was distributed by Director Waltman during Oct meeting), and to notify her when done reading. Trustees are also to watch one of five videos as part of training requirements; Director Waltman will resend the link of the training videos; members must watch one video to fulfill training requirements.

1. New business, 7:41 pm
2. Levy (action) > Discussed the proposed levy

* After reviewed and taking into consideration the BIPL’s attorney, it was agreed that at the levy would have a 0.99% increase.
* Initial levy proposition was at 4%, with the amount to be levied being $1,206,257.00
* New proposed, and agreed upon levy would be at 4.99%, with amount to be levied being $1,218,184.00
* Trustee Prater motioned to accept the new levy proposition at 4.99%; Trustee Mason Terzakis seconded the motion. All in favor.

1. 2019 Budget (action) > Discussed

* Director Waltman presented the BIPL 2019 proposed budget; trustees reviewed.
* Trustee Mason Terzakis motioned to accept the 2019 BIPL budget proposal in the amount of $1,393, 400.00; Trustee Nunez seconded the motion. All in favor

1. Executive Session 7:58 pm > Trustee Prater motioned to go into executive session; Trustee Camp seconded the motion.

* Executive session to discuss BIPL staff appointment, employment, compensation, performance, or dismissal
* Guest, Tamela Martin, left the meeting room
* Staff raises were discussed (details in executive session notes)
* Library Director Review and Compensation was discussed (details in executive session notes)
* 8:29 pm Trustee Camp motioned to exit from executive session; Trustee Nunez seconded the motion.
* 8:30 pm Trustee Prater motioned to approve a 3.5% raise for Director Waltman for the year 2019, and a 2% increase for the remaining BIPL staff – after having been reviewed and discussed by the Board; Trustee Castillo seconded the motion. All in favor.

1. December 2018 meeting (action), 8:32 pm

* Board discussed the practical reasons for skipping the December BIPL Board of Trustees Meeting, due to the holidays and New Years busy travel days.
* Trustee Castillo motioned to skip the December 2018 meeting, and to reconvene next year on January 16, 2019. Trustee Brown seconded the motion. All in favor.

1. December 2018 payables (action) 8:35 pm

* Since the December 2018 meeting will not be taking place, the need to have the Board pre-approve payable for the month of December 2018 was discussed.
* Trustee Mason Terzakis motioned to approve December 2018 payables, in advance, in the amount not to exceed $31,000.00, with the payables list to be presented to the Board upon request. Trustee Prater seconded the motion. All in favor.

1. Legislative update
2. None
3. General Communication
   1. Reminders:

* Blue Island Lights Parade Dec 1st
* BIPL will host a holiday open-house celebration for the community immediately following the parade; hot cocoa, sweets, and entertainment (professional carolers) will be provided.
* BIPL Holiday Party Dec 7th, at 5:00 pm.

1. Adjournment (8:39 pm)

Trustee Prater motioned to adjourn; Trustee Camp seconded the motion.

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

Wednesday, January 16, 2019 – 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.