Blue Island Public Library

Board of Trustees Meeting

Jan 16, 2019 Minutes

Library Conference Room, 7:00 pm

1. Call to Order, 7:00 pm > Meeting was lead by Vice President Prater
2. Roll Call >>> Present: Trustees Debela, Prater, Orozco, Brown, Castillo. Also present: Library Director, Waltman.

Absent: Trustees Chauncey, Nunez, Mason Terzakis, Camp.

1. Public Comment >>> None
2. Introduction of Guests, 7:02 pm >>> Mike Byrne, BIPL IT Manager
3. Staff presentation: Mike Byrne (7:02 – 7:13 pm)
4. Mr. Byrne shared about his background as a computer programmer, and about his current duties and responsibilities as IT Manager.
5. Mr. Byrne oversees and maintains all computers, printers, screens, software and hardware, as well as safety-surveillance cameras.
6. He is much involved in assisting the smooth operation of the TechAnnex, and is very involved in the BIPL social committee.
7. Trustees expressed great appreciation and gratitude for Mr. Byrnes professional services and dedication to the Blue Island Public Library, and for his cooperative and positive attitude in the workplace.
8. Reading of November 2018 Regular Meeting Minutes (action) 7:14 pm

>>> Trustee Brown motioned to accept the November 2018 minutes without changes; Trustee Castillo seconded the motion. All in favor; 7:19 pm

1. Reading of November 2018 Executive Session Minutes (action)

>>> Trustee Brown motioned to accept the November 2018 minutes without changes; Trustee Prater seconded the motion. All in favor; 7:21 pm

1. Financial Report (action) 7:22 pm
   1. Revenue & Expense >>> Report reviewed
   2. December 17, 2018 payables >>> Reviewed. Trustee Castillo motioned to approve said payables in the amount of $23,678.29; Trustee Brown seconded the motion. All in favor; 7:30 pm
   3. Balance sheet >>> Reviewed
2. Director’s Report, 7:31 pm
3. Building updates – rebuild, sign >>> Discussed

* Entry area windows are being completed, lettering being done (hours of operation), this should be completed by next week.

1. Business Office training task >>> Discussed.
2. Reports completed >>> Staff reports presented and reviewed.

* Director Waltman submitted the 2018 ILLINET Interlibrary Loan report due annually.

1. Per capita completed >>> Discussed

* Director Waltman submitted the 2018 Per capita grant request, which was due January 15th with accompanying expenditure reports for FY 2017 per capita grant funds.
* Trustees do not need watch one of five videos as part of training requirements; Director Waltman’s viewing of the training videos suffices.

1. Final levy requested >>> Discussed

* Requested levy at 4.99%, with amount to be levied being $1,218,184.00

1. Unfinished Business, 7:43 pm
   1. Sign discussion (action - tabled)

* Director Waltman sent the city of Blue Island another sign design option (visuals shared with the Board), but she has not heard back. Voting was postponed; we will wait to hear back – if the city accepts the design, then the Board will votes; if they reject the idea, the Board agreed to stop wasting time and do simple letters in the large window facing York St; the money that would have been used for this will then be spent in some other appropriate way (beautification of the front of the building while dedicating a plaque to honor the donor).
  1. 2019 Days Closed (action) 7:54 pm
* Board members reviewed new calendar days closed for 2019. Trustee Debela motioned to accept the suggested dates. Trustee Brown seconded the motion. All in favor.

1. New business
2. Resolution 2019—01 Non-resident fee (action) >>> Discussed

* A person residing outside the of the public library service area must apply for a non-resident card at the closet library. This would make the BIPL non-resident annual fee at $293.00.
* Trustee Castillo motioned to accept Resolution 2019-01; Trustee Debela seconded the motion. All in favor; 7:59 pm

1. 2019 Budget (action)

* Trustee Castillo motioned to accept the 2019 Budget in the amount of $1,393,400.00. Trustee Brown seconded the motion. All in favor; 8:15 pm

1. Executive Session Minutes (action)

* Board discussed whether or not to publicized the executive minutes in the BIPL website. The Board agreed to keep them closed, not publicized but available to public upon request. Trustee Prater motioned to keep the minutes closed; Trustee Castillo seconded the motion. All in favor; 817 pm

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

* Black History Night will take place Friday, Feb 15th (7 – 9 pm)

1. Adjournment (8:20 pm)

Trustee Prater motioned to adjourn.

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

Wednesday, March 20, 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.