Blue Island Public Library

Board of Trustees Meeting

March 20, 2019

Library Conference Room, 7:00 p.m.

AGENDA

1. Call to Order, 7:01 pm>>Meeting was lead by President Orozco
2. Roll Call>>Present: Trustees Prater, Orozco, Brown, Chauncey, Nunez, Mason Terzakis, Camp, Castillo. Also present: Library Director, Waltman

Absent: Trustee Debela

1. Public Comment>>None
2. Introduction of Guests, 7:02 pm>>Marisol Barrera from Mayor’s Office.
3. Staff presentation – Sonia Rodriguez (7:02-7:07 pm)
* Sonia presented her role as Spanish language outreach coordinator. She shared about her various responsibilities and activities such as: ESL classes (which she has been doing for 15 years), Latino month (September) organizer, Day of the Dead celebration during October, knitting classes, and other Spanish language activities held by the Blue Island Public Library. All the programs and activity dates are listed in the BIPL website.
1. Reading of February 2019 meeting minutes (action)
* (7:09 pm) Trustee Mason Terzakis motioned to accept minutes; Trustee Brown seconded the motion. All in favor.
1. Financial Report (action) 7:15 pm
	1. Revenue & Expense>>Report reviewed
	2. February, 2019 Payables>>Reviewed. Trustee Mason Terzakis motioned to approve payables in the amount of $20,132.22; Trustee Chauncey, seconded the motion. All in favor.
	3. Balance Sheet>>Reviewed
2. Sign presentation/discussion – Guest Howard Coppari, Community Development Manager, City of Blue Island (7:17 pm – 8:08 pm)
* As Community Developer with the City of Blue Island, Mr. Coppari gave an update and summary of allowable signage for the BIPL given its location. Dimensions, design types, lights, message board types, window lettering (which may include up to 25% of the window space), sign placement, and material use options were discussed with the board. Mr. Coppari also discussed historical/patrimony topics surrounding the library and other public buildings in the location.
* Given the new information regarding sign rules and regulations, the board will have new roughs created (to have as visuals) of new ideas that are within legal parameters and go from there.
1. Director’s Report (8:08 pm – 8:20 pm)
	1. Building update – construction, elevator, air compressor, security install>>Discussed
	2. PPRT Funds from city>>Discussed
	3. Appropriations>>For 3/26/19 City Council meeting at 7:00 pm
	4. Evaluations>>Discussed
	5. Audit>>Discussed; everything looks fine, summary provided.
	6. Events>>Discussed. National Library Week, April 7th-13th. Trustees were encouraged to participate in Celebrity Circulation Clerks.
	7. IPLAR stats>>Discussed. BIPL has seen an increase in patron use from last year.
	8. SEIs are coming>>Discussed; check e-mails to respond/file.
2. Unfinished Business, 7:43 pm
	1. Sign/donation discussion >> After listening to Mr. Coppari’s presentation, Board members will continue brainstorming for ideas.
3. New Business (8:21 pm)
	1. Capital Plan (action)
* Tabled for next Trustee meeting. Trustee Mason Terzakis motioned; Trustee Camp seconded – All in favor.
	1. Narcan (action) (8:34 pm)
* Board discussed the drug, Narcan, which is to be given should staff encounter an overdosed patron. Board voted not to have the drug be given on our library premises; rather to call the ambulance and the hospital is down the street. We do not want to be involved in legal issues for providing such a drug. Trustee Brown motioned no to Narcan; Trustee Nunez seconded. All in favor.
	1. Furniture
* We will be having new study carrels; new desks ordered are designed to limit their use for library, study/research. The Friends of the Library are funding this purchase.
1. Legislative Update (8:36 pm)
	1. Minimum Wage legislation signed into law>>Reviewed
2. General Communication (8:38 pm)
	1. Art Extravaganza to be held at Richards on May 4th
3. Adjournment (8:40 pm)

Trustee Prater motioned to adjourn; Trustee Nunez seconded.

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

**April 17, 2019**

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.