

**Blue Island Public Library
Board of Trustees Meeting Minutes
October 16, 2013**

I. Call to Order

The meeting was called to order at 7:00 p.m.

II. Roll Call

Present: Trustee Mary Carvlin, Trustee Jennifer Helmin, Trustee Mary Martino, Trustee Julie Sklom and Trustee Helene Camp. Library Director Sarah Cottonaro attended. Absent: Trustees Kevin Murphy, Joe Egert and Judy Jones

III. Introduction of Guests

No Guests.

IV. Reading of Minutes

The minutes from the September 18, 2013 meeting were reviewed. Trustee Camp motioned to accept the minutes and trustee Martino seconded.

V. Action Item will be moved to next month's meeting

VI. Financial Report

The budget is evening out as the year progresses. The library has received 40% of its revenue and is 41% through the year and 50% of the budget has been spent. On the Payables List there are 2 charges for Tyco, one before service and one after service. There is a final tuition reimbursement for Olia's degree. Vermont Cabinetry is going to build two additional A/V cabinets. Trustee Martino made a motion to accept the payables in the amount of \$53,995.34 and Trustee Sklom seconded the motion. Roll was taken and all approved.

VII. Library Law Updates

There was an update regarding bonds but it does not apply to us.

VIII. Director's Report

Director Cottonaro turned in the Per Capita grant early. The website has gone live with positive feedback from patrons. The library will participate in the Christmas light parade. If you want to dress or have ideas, see Sarah.

IX. Budget:

a. Director Cottonaro would like to reallocate funds from the Adult Service Development fund because it has not been used historically. The total amount moved would be \$300. It would be moved to the mileage budget. The federal rate for reimbursement is \$0.56/ mile. Trustee Sklom made a motion to accept the reallocation of funds and Trustee Camp seconded. Roll was taken and all approved.

b. Staff Holiday Bonuses. Staff bonuses will be handled the same as last year.

c. Staff Annual Raises. Sarah would like to move the annual raise to May to coincide with the fiscal year and possibly include it as a budget line. She would also like to move to a merit raise system. It is noted that the cost of living continues to go up and the management association will provide us with another salary scale.

X. New Business

Thank you from the Girl Scouts and website marketing discussion

XI. General Communications

None

XII. Adjournment

Trustee Helmin motioned to adjourn the meeting at 7:45 and Trustee Camp seconded the motion.