

**Blue Island Public Library
Board of Trustees Meeting Minutes
September 18, 2013**

I. Call to Order

The meeting was called to order at 7:04 p.m.

II. Roll Call

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

III. Introduction of Guests

Miguel Wong, Coil Springs, LLC: Presentation of Beta version of New Site.

IV. Reading of Minutes

The Minutes from the August 21, 2013 meeting were read. Trustee Sklom made a motion to accept the minutes as presented and Trustee Martino seconded. The Minutes from the August 21st executive session were read. Trustee Martino motioned to accept the executive session minutes and Trustee Sklom seconded the motion.

V. Financial Report

The Library's expenditures are slightly higher than revenue this fiscal year by about \$17,000, but the difference is diminishing as the fiscal year progresses. The check for the 2nd of 4 invoices for Coil Springs needed to have a supplementary check issued to make up a difference of \$360 due to the transposing of numbers. Trustee Sklom motioned to accept the payables in the amount of \$35,607.45. Trustee Camp seconded the motion. Roll was taken and all were approved.

VI. Library Law Updates

None.

VII. Director's Report.

The A/V cabinets will be delivered on Friday morning. The next major project will be the carpeting.

VIII. Per Capita Grant Overview and Trustee Contribution: SWOT Analysis. (*Action Item*)

1. Increasing the visibility of Tech Annex
2. User Instruction
3. Stats re: Patron Use
4. Do we need a separate area for user instruction?

*Judy Jones left at 8:20.

Trustee Helmin made a motion to accept the SWOT Analysis as presented. Roll was taken and all approved.

IX. Policy Manual Updates (*Action Item*)

The following policy updates were reviewed: library cards, fines, circulation and computer and internet access policy. Trustee Helmin motioned to accept the changes to the policy manual. Roll was taken and all approved.

X. New Business

None.

XI. General Communications

None.

XII. Adjournment

Trustee Sklom made a motion to adjourn the meeting at 8:30 pm and trustee Helmin seconded the motion.