

**Blue Island Public Library
Board of Trustees Meeting Minutes
June 19, 2013**

I. Call to Order

The meeting was called to order at 7:03 p.m.

II. Roll Call

Present: Trustee Mary Carvlin, Trustee Jennifer Helmin, Trustee Mary Martino, Trustee Joe Egert, Trustee Perry Recker, Trustee Julie Sklom and Trustee Judy Jones. Library Director Sarah Cottonaro attended.

Absent: Trustee Helene Camp.

III. Introduction of Guests

No Guests.

IV. Reading of Minutes

The Minutes from the May 15, 2013 were read. Trustee Sklom made a motion to accept the minutes as presented and Trustee Martino seconded.

V. Financial Report

The Library received a check for Personal Property Replacement Tax (PPRT) check from the city which was a little over \$47,000.00. See item #45500. The tax is for FY 2012 so it will have to be back dated otherwise the FY2013 budget will be off by \$47,000.00. This amount will be added to last year's surplus and can then be added to the building fund. The online resources line item #60700 is at 47% of its allotted budget because of annual subscription fees for periodicals. The circulation services line item #64200 is at 207% of its budget because circulation had to order new library cards this year. Line item #69000 is the repayment for an interlibrary loan loss. Line item #68300 Bank Service Charge is the annual fee for the 5 credit cards on the Chase Bank corporate account. The board reviewed the Payables List for May 11 through June 14, 2013. Line item 12931 Industrial Appraisal is the library's annual appraisal fee for its insurance. An issue was raised over the cost of "Embalming the Dead" line item #12910. The newspaper ad showed that this program had five sponsors. Did the sponsors contribute monetarily, or did they contribute in some other way? Trustee Sklom made a motion to accept the payables in the amount of \$64,660.42 and trustee Jones seconded. Roll was taken and all approved.

VI. Library Law Updates

None

VII. Director's Report.

- a. The library will not have to provide insurance for its employees who work 30 hours or under.
- b. Sarah is on the Blue Island Health Coalition Website Committee.
- c. Sarah will be at the ALA conference from Thursday, June 27 through Tuesday, July 2.
- d. ThyssenKrupp provided a contract to bring the elevators into compliance by 2015. She also provided the Board with an updated Facilities Plan.
- e. The Tech Annex will be available by appointment only from 7-9 p.m. starting July 8.
- f. Sarah has the library staff working on self-evaluations.

VIII. Prevailing Wage Resolution for 2013-2014 (Action item)

The prevailing wage resolution for 2013-2014 was reviewed. Trustee Sklom made a motion to accept the prevailing wage resolution and trustee Murphy seconded the motion.

IX. Employee Handbook Policy Evaluation: 200 Sundays. (Action Item)

Under the current policy full time employees get paid 7.5 hours straight time for working 4 hours on Sunday. Part Time employees were getting paid time and a half. Director Cottonaro proposes amending the policy to full time staff being paid 7.5 hours and part time staff being paid straight time. The Board approves the proposed changes to the policy.

X. New Business

The Coil Springs website proposal was sent out for review. Sarah had also met with a freelance designer several times to discuss website design. The freelancer said he would not be able to compete with the Coil Springs price and timeline. President Egert would like trustee Murphy to review the bid. Trustee Recker is leaving the Library Board. Mayor Vargas will make the new appointment. OMA Training should be completed in the near future.

XI. Adjournment

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