

**Blue Island Public Library  
Board of Trustees Meeting Minutes  
April 17, 2013**

**I. Call to Order**

The meeting was called to order at 7:04 p.m by Board President Egert.

**II. Roll Call**

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

**III. Introduction of Guests**

Amber from the BIPL's Youth Services Department attended the meeting.

**IV. Reading of Minutes**

The minutes from the March 20, 2013 were reviewed. Trustee Sklom made a motion to accept the minutes and Trustee Camp seconded the motion.

**V. Financial Report**

The Balance Sheet was reviewed. April 30<sup>th</sup> marks the end of the fiscal year. A substantial amount of money has come in the past few weeks, and the income is actually higher than projected in the budget. Trustee Recker would like to see a balance sheet next month that reflects the close out of the fiscal year. Director Cottonaro stated that the revenue and expense report for next month will only go to the end of April and therefore it will reflect the closing of the budget. The Payables were reviewed. Item #12851 Record Information Services allows database access to Cook County Public Records. The Library should promote that service. Trustee Camp made a motion to accept the payables in the amount of \$43,765.95. Trustee Martino seconded the motion. Roll was taken and all approved.

**VI. Library Law Updates**

None.

**VII. Director's Report.**

Micah Rademacher applied for and received a \$4,368 grant from the Secretary of State/State Library to purchase GLBT materials for the Library. Dir. Cottonaro is working on the timeline for the new Library website. She would like the library staff to be able to update the website on their own after it is developed. The multiple third party-hosted library resources need to be seamlessly integrated into the catalog. Patrons should be able to RSVP online for events and receive automatic email reminders. The site needs to be compatible with all mobile device platforms. The software should include usability studies. Dir. Cottonaro is working with Darren (IT) on installing a touch screen OPAC station near the front of the library.

Director Cottonaro would like to update the furniture for the library's A/V collection. She provided an example of the shelving available from Gaylord which is currently on sale. Each unit costs \$1,599.00 and 10 units would need to be purchased to house the entire A/V collection. The shelving units would cost about \$16,050.00. There is money left over in the budget for furniture this year. Director Cottonaro can always create a special reserve resolution to allocate the budget line for this project. The board members agree that the A/V displays are awkward and outdated.

However, questions were raised about the quality and durability of the shelving material in relation to its cost. There are several capital improvements that need to be made to the library including a new circulation desk, carpeting, and the adult services desk. The carpet should be updated before the shelves are built and installed. In addition the Board would like Sarah to look into other styles and price points and get an estimate from Vermont Cabinetry for a similar item.

**VIII. Resolution to Adopt an Investment of Public Funds Policy (Action Item)**

The Resolution was reviewed. The content of the resolution was fine. There were a few minor grammatical errors to correct. Trustee Sklom motioned to accept the resolution and Trustee Egert seconded. Roll was taken and all approved.

**IX. Resolution to Adopt the Levy & Appropriation for the 2014 Fiscal Year Beginning May 1, 2013 and Ending April 30, 2014 (Action Item)**

The Levy and Appropriation document was reviewed. There were no major changes from the previous levy. The levy was put to a vote: Ayes: 9, Nays: 0, Absent: 0.

**X. Job Descriptions: Presentation for Approval of Updated Job Description for Library support Staff for Inclusion in Employee Policy Handbook (Action Item)**

The job descriptions for the library support staff were reviewed. The Director used the same format she used for the managerial staff. She will present the new job descriptions for Maintenance and Security next month. Trustee Helmin made a Motion to accept the support staff job descriptions as presented. Trustee Jones seconded. Roll was taken and all approved.

**XI. General Communications**

Students sent a thank you for their library orientation.

**XII. Adjournment**

Trustee Camp motioned to adjourn the meeting at 8:18 p.m. and Trustee Jones seconded.