

Blue Island Public Library
Board of Trustees Meeting Minutes
May 15, 2013

- I. Call to Order
 - a. The meeting was called to order at 7:05 p.m.

- II. Roll Call
 - a. Present: 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. Absent: Trustee Mary Carvlin. Library Director Sarah Cottonaro attended.

- III. Introduction of Guests
 - a. None

- IV. Reading of Minutes
 - a. The minutes from the April 17, 2013 board meeting were reviewed. Trustee Sklom made a motion to accept the minutes and Trustee Camp seconded the motion.

- V. Financial Report
 - a. The Balance Sheet was reviewed. The Library collected funds beyond what was projected in last year's budget. Several lines came in under budget which left the Library a surplus of \$66,818.20. The payables were reviewed and there were no questions. Trustee Sklom made a motion to accept the payables in the amount of \$39,491.96 and Trustee Murphy seconded. Roll was taken and all approved. Next month Sarah will present a resolution to move the surplus into the capital improvements/building and site fund and the \$66,818.20 surplus will be reflected on the Balance Sheet #10500

- VI. Library Law Updates
 - a. Each board member must complete OMA training. Sarah will send each board member an email with instructions.

- VII. Director's Report.
 - a. Healthcare: There was discussion of current healthcare laws and how any changes may impact the way the Library administers insurance to staff.
 - b. Website: Only one of the bids for website design has come in at this point. The board would like to wait for the other bid in order to compare them before making its decision.
 - c. Facilities Plan: Sarah will develop a facility plan next month which will include library design ideas, rough cost estimates and the amount of time needed to complete each project.

- d. Sarah is working with Rita Pacyga on creating information bags for new residents. The Library is coordinating with Moraine on a joint book fair that will be held on July 13th. Trustee Recker would like the Library representatives to hand out Library promotional materials at the book fair.
- VIII. Custom A/V Shelving proposal from Vermont Cabinetry. (Action Item)
- a. The Proposal was reviewed. The construction and delivery of ten shelves would cost \$16,195.00. The terms: Down payment of \$9,700.00 due upon acceptance with a balance of \$6,495.00 due upon delivery. Trustee Sklom made a motion to accept the bid from Vermont Cabinetry and Trustee Helmin seconded. Roll was taken: Approved: Helmin, Sklom, Camp, Jones, Recker, Martino. Absent: Carvlin. Abstain: Murphy.
- IX. Job Descriptions: Presentation for Approval of Updated Job Description for Security and Maintenance Staff for Inclusion in Employee Policy Handbook (Action Item)
- a. The job descriptions were reviewed. Trustee Murphy made a motion to accept the job descriptions and Trustee Helmin seconded. All of the job descriptions have been updated.
- X. Website Design (Discussion Item)
- a. Please see Director's Report.
- XI. Unattended Bag Policy (Discussion Item)
- a. There have been incidents of patrons leaving bags unattended for extended lengths of time. There is currently no unattended bag policy. Sarah will draft one and present next meeting for a vote.
- XII. General Communications
- a. None.
- XIII. Adjournment
- a. Trustee Martino made a motion to adjourn the meeting at 8:04 pm and Trustee Murphy seconded.
- XIV. Executive Session: Director's six-month review.
- a. The board entered executive session at 8:05 pm. Trustee Sklom made a motion to adjourn executive session at 8:12 p.m. Trustee Martino seconded.