

**Blue Island Public Library
Board of Trustees Meeting
November 20, 2013**

- I. Call to Order: The meeting was called at order 6:56 pm.
- II. Roll: The trustees present at the meeting were Joe Egert, Judy Jones, Mary Carvlin, Kevin Murphy, Mary Martino, Jennifer Helmin and Julie Sklom. Director Sarah Cottonaro was also present.
- III. Introduction of Guests: No Guests
- IV. Reading of Minutes from October 16, 2013. The minutes were read. Trustee Sklom made a motion to accept the minutes as presented and Trustee Murphy seconded the motion.
- V. Committee Appointments – President Egert must be on all committees.
 - a. Personnel – Trustees Helmin, Jones and Egert
 - b. Finance – Trustees Martino, Murphy and Egert
 - c. Policy – Trustees Sklom, Murphy and Egert
 - d. Building and Grounds – Trustees Sklom, Carvlin and Egert
- VI. Financial Report – October 2013
The expense for Professional Services 6700 was high because the website developer is a consultant. In section 65515 for printing and toner some of the expense is recouped in copier income which is almost \$10,000. The board may have to adjust that budget line for next fiscal year. As far as office supplies are concerned the paper is quite expensive and the board may have to adjust this budget line item, as well. The office supply line item also includes library cards which need to be purchased every few years. The mileage budget has not been adjusted from the previous board meeting decision. The payables were reviewed. Trustee Helmin made a motion to accept the payables in the amount of \$40,609.29 and Trustee Sklom seconded.
- VII. Library Law
Firearm Concealed Carry Act was reviewed. The board can also pass a resolution to prohibit the carrying of weapons. Director Cottonaro posted a notice that concealed weapons are not allowed in the building, in accordance with state law.
- VIII. Directors Report
Sussan will recruit people and brainstorm an idea for the Christmas Light Parade. Some board members will walk in the parade and some will help the friends pass out cookies and hot chocolate at the library afterwards.
- IX. Holiday Closings for 2014.
The library will be closed on Dec. 6th. Employees would like to have the 31st off for the New Year. It may not be worth it to be open during that time since there are so few patrons and we have a history of being closed on that day. Trustee Murphy motioned to close on December 31, 2013 and Trustee Martino seconded the motion
- X. New Business
 - a. Holiday bonuses. Director Cottonaro would like us to consider being more fiscally responsible and reconsider the Christmas bonus tradition. Several ideas were presented regarding alternatives to a cash bonus. One suggestion was that everyone get three personal days in lieu of bonuses. Since there is already an expectation the Board decided to offer \$50 bonuses and offer New Year's Eve as a paid holiday. The

Board would like this to be the last year for Christmas bonuses and it will be important to advise the employees of this early in the new fiscal year.

- b. Trustee Martino made the motion to accept and Trustee Carvlin seconded the motion. Roll was taken. Ayes: Trustees Sklom, Egert, Jones, Carvlin, Martino, and Helmin. Nays: Trustee Murphy.

XI. General Communications: None

XII. Adjournment

Trustee Murphy made a motion to adjourn the meeting at 8:31 and Trustee Martino seconded the motion.