

**Blue Island Public Library  
Board of Trustees Meeting Minutes  
January 15, 2014**

**I. Call to Order**

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

**II. Roll Call**

Present: Trustees Helmin, Murphy, Martino, Jones, Sklom, and Carvlin; Director Cottonaro  
Absent: Trustees Camp and Egert.

**III. Introduction of Guests**

None

**IV. Reading of Minutes**

The minutes from the December 2013 meeting were read. Trustee Martino motioned to accept the minutes and Trustee Jones seconded.

**V. Financial Report**

Director Cottonaro is looking for ways to trim the budget for next fiscal year. Payroll expenses are the largest, so those are being looked at as an area of potential savings. Consideration is being given to closing on Sundays year round. Director Cottonaro has also switched to a new phone plan which will save the library \$223.00/mo. The price is guaranteed for the next 2 years. There was a question about the movie licensing fee – it is one time annual fee. There was conversation about revoking the Chase cards from managers. Right now Director Cottonaro will not reimburse employees for tax if they fail to use a tax exempt form. Trustee Sklom made a motion to accept the payables in the amount of \$31,276.17. Trustee Martino seconded the motion. Roll was taken and all approved.

**VI. Library Law Updates**

None

**VII. Director's Report**

The State's Economic Interest will be sent out by the County soon – please give Director Cottonaro your certificate of completion once you have filed. Director Cottonaro is working on a benchmark analysis for the employees. She is looking at salaries and positions and where they fall in comparison with other libraries.

**VIII. Schedule Committee Meetings (Action)**

The finance committee will either be right before the board meeting or on a Saturday morning. The board leaves the decision to Joe Egert. Tentative scheduling is February 25<sup>th</sup> at 10am.

**IX. Discussion item: Preliminary Budget Planning for FY15**

The payroll expenses for a year are over 1 million dollars. The library is considering a pay freeze for the next fiscal year. Payroll analysis is under way. Director Cottonaro will make sure that all positions are essential and may turn some full time positions into part time positions. Before any drastic measures are taken the board members would like to see the numbers. Right now the annuity and Sunday closings are at the top of the list. Please make sure the staff is aware of all these possibilities. Fiscal transparency is important and fosters confidence among employees.

**X. New Business**

None

**XI. General Communications**

Trustee Carvlin sent a letter to Mayor Vargas on January 6<sup>th</sup> regarding the open board position. There has not been a response yet.

**XII. Adjournment**

Trustee Helmin made a motion to adjourn the meeting at 8:17 and Trustee Jones seconded the motion.