Blue Island Public Library

Board of Trustees Meeting Minutes

October 22, 2014

1. **Call to Order**

The meeting was called to order at 7:04 p.m.

1. **Roll Call**

Present: Helene Camp, Mary Carvlin, Judy Jones, Mary Martino, and Julie Sklom. Absent: Joe Egert, Jennifer Helmin, Kevin Murphy

1. **Introduction of guests**

None.

1. **Reading of Minutes**

There were no minutes from the August meeting. Trustee Camp offered to take minutes for this meeting. Director Waltman said she could work with Trustee Camp to create minutes for this meeting. There was more discussion of the need to get caught up on previous meeting minutes.

1. **Financial Report**

The payables were reviewed, noting again, a continued reduction in expenditures.. Trustee Sklom made a motion to accept the payables; Trustee Martino seconded. All approved.

1. **Library Updates**

FOIA legislation still pending.

1. **Director’s Report**
   1. SSMMA project
   2. Per capita grant application submitted
   3. LACONI membership
2. **Old Business**
   1. Water Bill – Trustee Murphy had asked if ours is estimated. It is.
   2. Trustee openings – Mayor Vargas’ assistant was sent information about these openings. Additionally, prior to the most recent meeting regarding finances with the city, Director Waltman and Trustee Carvlin discussed these openings with Mayor Vargas, gave him the current list of BIPL Trustees and term expirations as well as the contact information for Mr. Leo Castillo, who has expressed interest in being a Trustee.
   3. Printing follow-up- Library costs and printing have decreased.
3. **New Business**
   1. Driving on Library Business Policy - Director Waltman presented 2 different policies for Driving While on Library business. BIPL needs to have a policy in place before the homebound service can begin. After some discussion, the group hammered out language for one policy, extracting portions of both. Truste Sklom motioned to approve the Driving While on Library Business Policy; Trustee Jones seconded. All approved.
   2. Staff Recognition Awards – Director Waltman asked the board to approve (resuming) a staff recognition award for staff at 5 year intervals, earning $5/year for each year worked. This award would be given at the staff in service day 2015, which is being planned for March, 2015. Trustee Martino motioned to approve the in service day in March and the staff recognition award of $5/year for employees reaching 5, 10, 15, 20 & 25 year anniversary marks; Trustee Sklom seconded. All approved.
   3. Staff raises – there was discussion of staff raises and tying raises to evaluations with raise amounts ranging from 1% - 3% depending. Additionally, there was discussion of getting all of this tied to our revised fiscal year. After some discussion and tossing around different ideas and dates, Trustee Sklom motioned that evaluations be done in February 2015, with raises to come in March, 2015 and the following year evaluations be completed in November/December , 2015, with raises to follow January, 2016; Turstee Camp seconded. All approved.
   4. Holiday bonuses, party- There was discussion about what has been done in the past and what is feasible. It was agreed an “in house” party would be more cost effective than something outside the library. There was also discussion as to when would be a good time to have a party in the library building. Additionally, there was discussion of part-time versus full-time staff bonuses. Trustee Martino motioned that staff bonuses be $50 for part-time staff and $75 for full-time and that there be a holiday party on Friday 12/12, with the library closing at 3 pm so staff can attend; Trustee Sklom seconded. All approved.
4. **General Communication**

None.

1. **Adjournment**

Trustee Sklom motioned to adjourn the meeting at 8:38; Trustee Carvlin seconded.