**Blue Island Public Library**

**Board of Trustees Meeting Minutes**

**August 21, 2013**

**I. Call to Order**

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

**II. Roll Call**

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

Absent: None.

**III. Introduction of Guests**

Leo Castillo, a Trustee candidate attended.

**IV. Reading of Minutes**

The Minutes from the June 19, 2013 meeting were read. Trustee Sklom made a motion to accept the minutes as presented and Trustee Camp seconded.

**V. Financial Report**

The library is 25% through the fiscal year but has received only 14% of its annual revenue. Although the library’s total expenses are now at 29% of its annual budget that number reflects many of the annual fees the library pays early in its fiscal year. The June payables list was reviewed. Trustee Sklom made a motion to accept the June payables in the amount of $55,272.16 and Trustee Martino seconded the motion. Roll was taken and all approved. The July payables list was reviewed. Line item #13030 for web based printing from STI will be voided. The technology did not work as expected and the contract was terminated. Line item 13011 Myers-Briggs is for library insurance and not legal services. Trustee Martino made a motion to accept the July payables in the amount of $60316.95 and Trustee Sklom seconded the motion. Roll was taken and all approved.

**VI. Library Law Updates**

A memo was sent out by library attorney roger Ritzman regarding the Open Meetings Act. Electronic messages between a majority of a quorum of board members during a meeting violates the Open Meetings Act because they are not open to the public.

**VII. Director’s Report.**

The library website development committee has been working very hard, the next stage of development will be beta testing. Director Cottonaro would like a few board members to participate in the testing and trustees Sklom and Carvlin volunteered. There was a serious drop in the EAV for Blue Island and the staff is concerned about raises and budget cuts. The departmental budget cuts will help balance out the EAV drop and prevent the library from cutting its’ services to the patrons. The Blue Island Library is still in better shape than some of the surrounding suburban libraries.SWAN sent out RFP’s for a new catalog software program.

**VIII. Per Capita Grant Overview and Trustee Contribution: SWOT Analysis. *(Discussion Item)***

Director Cottonaro will email trustees about contributing to the grant application. The grant is due on October 15, 2013.

**IX. Resolution to Close the Library to the Public on Friday January 17, 2014 for a Staff In-service *(Action Item)***

The Director is still looking for an affordable and interesting speaker for the meeting and is also considering a program from Beverly Yoga. Roll was taken and all approved closing the Library for the in-service on January 17th.

**X. Executive Session**

Trustee Helmin made a motion to move into executive session at 7:40 pm and trustee Camp seconded the motion. Trustee Sklom made a motion to leave executive session at 8:10 pm and trustee Murphy seconded the motion.

**XI. New Business**

None.

**XII. General Communications**

None.

**Adjournment**

Trustee Helmin made a motion to adjourn the meeting at 8:15 pm and trustee Murphy seconded the motion.