Blue Island Public Library

Board of Trustees Meeting

March 18, 2015

Library Conference Room, 7 p.m.

MINUTES

1. **Call to Order**

The meeting was called to order at 7:04 pm by Board Vice President Kevin Murphy

1. **Roll Call**

Present: Trustees Murphy, Martino, Carvlin, Sklom, Camp and Director Waltman

Absent: Trustees Egert, Jones and Helmin

1. **Introduction of Guests**

None.

1. **Reading of Minutes (action)**

The minutes from the February 23, 2015 meeting were reviewed. Trustee Sklom motioned and Trustee Martino seconded approval of the minutes. Motion carried.

The minutes from the special meeting March 9, 2015 were reviewed. Trustee Sklom and Trustee Martino seconded approval of the minutes. Motion carried.

1. **Financial Report (action)**
   1. Revenue & Expense
   2. Payables

There was some discussion of the payables and the overall budget. Trustee Carvlin inquired about the way the budget is divided, in particular for departments. Director Waltman explained that departments do not have budget lines per se, but, rather, there are budget lines for items (such as books, CDs, supplies, programming, computers,etc.), and that all departments had reductions for this fiscal year. Trustee Carvlin was interested in the Tech. Annex budget in particular. Director Waltman explained that the Tech. Annex has access to the funds in line 64600 IT/Museum Supplies and line 69340 Programming and Public Information, IT, for a total of $2100. Director Waltman went on to explain that funds had been adjusted and added to these accounts at the request of the newly appointed Tech. Annex Manager, upon realizing his access to the funds in the Computer line item would no longer exist in his new position. Director Waltman also let the board know staff have been told if there is a particular specific need to come to her to see what can be worked out. Trustee Sklom motioned the payables be paid in the amount of $26,092.67 and Trustee Camp seconded. Ayes: Sklom, Martina, Camp, Carvlin, Murphy. Nays: None. Abstentions: None. Motion carried.

* 1. Balance Sheet

1. **Director’s Report** 
   1. IPLAR completed and submitted
   2. Grant review meeting – promising – all committee members voted to fund
   3. Evaluations completed
   4. Money coming in – roughly $270,000 has been received thus far in 2015
   5. Closed Staff Development Day 3/27 – on web site, posted in library and schools notified
   6. Information from attorney Roger Ritzman – regarding pursuit of District
   7. FY end April 30, 2014 audit – John Kasperek, Inc. still finishing up the audit for the FY ending April 30, 2014. Director Waltman will be looking into using another other auditors for FY 2014 ending December 2104.
   8. Migration week – food for staff - will order some things in week of April 13-17
2. **New Business**
   1. Resolution 15-1 (action) tabled
   2. Follow-up to resolution 15-1 (action) tabled

Trustees instructed Director Waltman to send Mayor a Vargas a second request in writing for a Trustee appointment and to get on the next City Council meeting agenda

* 1. Staff Raises (action)

There was some discussion of staff performance.

Trustee Martino motioned and Trustee Sklom seconded to approve staff raises as presented by Director Waltman. Ayes: Sklom, Martino, Carvlin, Murphy, Camp. Nays: None. Abstentions: None. Motion carried.

* 1. Cooking (action)

There was some discussion about cooking in the library in areas other than the staff kitchen. The board expressed concerns in terms of spillage/carpeting, health/liability, bugs and vapors. The board instructed Director Waltman to prepare a list of acceptable foods to be served at public library programs, share this with staff, get feedback, and present the list at the next board meeting. Additionally, the board expressed that no exempt staff member should be using paid library time to be shopping for library programs.

1. **Old Business**
   1. Long term planning meeting – update

Trustees Sklom and Murphy and Director Waltman met just prior to the meeting and discussed the library mission and some of the bullet pointed goals. Director Waltman will work with staff regarding any suggestions for revisions to goals 6 and 7 and get the current mission on the web site. The committee will meet again to review these and consider additional objectives related to the goals and mission statement.

1. **Legislative Updates**
   1. Municipal Minute – this is a mailing list available to receive legal information related to libraries. Director Waltman will send the link to the Board.
2. **General Communication**
   1. None
3. **Adjournment**

Trustee Sklom motioned to adjourn at 8:35 pm. Trustee Camp seconded. Meeting adjourned.