**Blue Island Public Library**

**Board of Trustees Meeting**

**May 20, 2015**

**Library Conference Room, 7 p.m.**

**MINUTES**

1. **Call to Order**

The meeting was called to order at 7:20 p.m.

1. **Roll Call**

**Present:** Trustees Sklom, Egert, Carvlin, Murphy, Martino and Director Waltman

**Absent:** Trustees Camp and Helmin

1. **Introduction of Guests, public comment**

None.

1. Reading of Minutes

Trustee Sklom motioned and Trustee Murphy seconded the approval of the minutes. Motion carried.

1. **Financial Report** 
   1. Revenue & Expense
   2. Payables
   3. Balance Sheet

Trustee Sklom motioned and Trustee Carvlin seconded to pay the bills in the amount of

$24, 430.08. **Ayes:** Sklom, Egert, Carvlin, Murphy, Martino. **Nayes:** None.

**Abstentions:** None. Motion carried.

1. **Director’s Report** 
   1. **Live and Learn Grant** – check for $35,000 received from Illinois State Library
   2. **OSHA citations handled** – all necessary paper work processed
   3. **Ezra Keats grant** – written and received by YA librarian Micah Rademacher for $500
   4. **Audits** – still in progress for both fiscal year end April 2013, and fiscal year end, December 2014
   5. **Freegal** – Director Waltman elaborated on this further in report and Executive session
   6. Spanish Books – Director Waltman elaborated on this further in report and Executive Session
   7. **Recommended Budget Changes** – Director Waltman elaborated on this further in report and Executive Session
2. **Old Business**
   1. **BIPL Trustee situation**

Trustee Sklom motioned and Trustee Murphy seconded that Director Waltman send letters to Tom Hawley, Mayor Vargas, John Rita, Director of Public Safety and his secretary Lori Salgado, clearly stating that the current board members would be willing to continue to serve on the Blue Island Public Library Board. The letter to Mayor Vargas should be delivered in person and the others sent via e-mail and should include contact information for each current Trustee. Director Waltman was instructed to contact the absent Trustees to see if they wanted to be included in the list of Trustees willing to continue to serve. Director Waltman should only wait 24 hours for said response and then send the letters, as timeliness is a factor. Motion carried.

1. **New Business**
   1. Carpeting/flooring plan and RFP

Director Waltman explained that now that the $35,000 grant funds have been received she is working with Attorney Roger Ritzman to develop a bid to advertise the carpeting project and an RFP (Request for Proposal) document, which outlines the specifications for the flooring/carpeting. Trustee Carvlin motioned and Trustee Sklom seconded that Director Waltman should proceed with the project working with Attorney Ritzman and continue to move forward as time allows to get and keep the project moving, without necessarily bringing each piece of the project to the board for approval, as long as Attorney Ritzman is also involved. Motion carried.

* 1. **Recommended Budget changes**

Because of a billing oversight a bill for $1200 for Spanish materials that should have been paid during the last fiscal year surfaced in April, 2015. Because this was through no fault of those whose budgets would be impacted Director Waltman suggested altering the budget to reflect the following: remove $1200 from line 65300 (Capital Repairs) and distribute as follows: $200 into line 61990 YA fiction, $600 into line 61900, adult fiction and $400 into line 61000, juvenile fiction. Trustee Carvlin motioned and Trustee Skoome seconded to approve the budget recommendations outlined in Director Waltman’s report.

* 1. **Executive Session for the purposes of discussing “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body” (5 ILCS 120/2(c)(1)).**

Trustee Sklom motioned and Trustee Murphy seconded to go into Executive Session at 8:04 pm. Motioin carried.

Trustee Sklom motioned and Trustee seconded to come out of Executive Session at 8:34 pm

Trustee Carvlin motioned and Trustee Murphy seconded that Director Waltman move forward with restructuring as needed. Motion carried.

Trustee Sklom motioned and Trustee Carvlin seconded that Director Waltman share the evaluation tool previously provided, and, that each board member individually, provide a written evaluation for Director Waltman, as she reached her one year anniversary as Library Director as of May 19, 2015. Motion carried.

* 1. **Director Waltman** – one year anniversary, discussed in Executive Session

1. **Legislative Updates**
   1. None.
2. **General Communication**
   1. None.
3. **Adjournment**

Trustee Murphy motioned and Trustee Sklom seconded a motion to adjourn at 8:35 pm. Motion carried.

  These minutes were approved by the new Board of Trustees based on the representations of Trustees Martino and Sklom that the minutes accurately reflect discussions and events at the Board meeting held May 20, 2015.