Blue Island Public Library

Board of Trustees Meeting

April 20, 2016

Library Conference Room, 7 p.m.

MINUTES

1. Call to Order

* Trustee Sklom called the meeting to order at 7:02 pm

1. Introduction of Guests

* Trustee Sklom made in introduction of Mr. Boras at 7:04 pm

1. Staff presentation – David Boras

* Mr. Boras presented on his role and duties in circulation
* Mr. Boras invited trustees to participate in volunteering at the circulation desk

1. Roll Call at 7:17 pm

* Present: Trustees Orozco, Brown, Chauncey, Sklom, Castillo and Director Waltman
* Absent: Trustees Prater, Mason-Terzakis, and Perez
* Trustee Castillo took minutes in lieu of Trustee Perez.

1. Public comment

* None

1. Reading of Regular Meeting Minutes (action)

* Trustee Sklom suggested that for future minutes, the word “agenda” should be stricken from the minutes page, and that roll call should also reflect who is absent
* Trustee Orozco motioned to accept minutes for March 2016

1. Financial Report (action)
   1. Revenue & Expense
   2. Payables
   3. Balance Sheet

* Trustee Sklom noted that Assets amount and Liabilities & Equity should reflect same amount. Director Waltman will correct the error.
* Trustee Brown motioned to accept the Financial Report for March 2016; Trustee Castillo second the motion; all trustees present were in favor.

1. Director’s Report
   1. Security and Ref. Coordinator position updates
   2. ILLINET ILL report complete
   3. Live and Learn Grant final report complete
   4. Received per capita award letter
   5. Chamber events
   6. FOL event
   7. PLA – and moving forward

* Director Waltman reviewed her report – special emphasis on presenting board members the names of newly hired security office (Mr. Daryl Crudup) and new Adult Reference staff (Oscar Arellano) who will begin work soon.
* Director Waltman also reminded board member to complete the Economic Interest Form by May 1st.

1. Old Business
   1. None
2. New Business
   1. Employee Responsibilities Policy (action)

* Director Waltman presented the board the Employee Responsibilities Policy sheet, which will eventually be included in the employee handbook.
* She wishes the board to give an opinion if this summary needs to be revised before voting on its final form
* Trustee Orozco suggested we vote on this during the next board meeting in May, so as to give the other trustees the opportunity to review and comment on
  1. Use of building outside of library hours (possible resolution) (action)
* Director Waltman presented the board with the dilemma of a staff member using allowing non-staff individuals to access the building and services before regular business hours. This has been brought to the attention of the staff member who agreed on not allowing this to happen again. Director Waltman wanted to hear the Board’s opinion.
* The board agreed that this behavior was: (1) not showing fairness to other, regular patrons who pay taxes and do access the library and library services inside regular hours of operation, and (2) a liability and safety issue – should something happened to this individual while inside the building during non-operation hours, the Blue Island Public Library would see itself in a precarious situation
* Trustee Castillo suggested to that an additional line stating that staff must respect the hours of operation in regards to patrons, should be added to the Employee Responsibilities Policy sheet; board member agreed

1. Legislative Updates
   1. None
2. General Communication
   1. Nice National Library Week thank you letter
3. Adjournment –

- Trustee Castillo motioned to adjourn at 8:08pm