

**Forest Park Public Library
Board of Trustees Monthly Meeting Minutes
August 21, 2017
Orrin Thorson Conference Room, 7:30 pm**

Opening of Meeting

1. Karen Childs called the meeting to order at 7:33 pm.
2. Roll call: Trustees present: Andrea Blaylock, Karen Childs, Emily Victorson, Lin Beribak, Brooke Sievers, Kevin Hibbitts. Staff present: Pilar Shaker. Guests present: Sean Hickey of Lauterbach & Amen, auditors.
3. Emily Victorson made a motion to approve the agenda for the August 21, 2017 Board meeting, as submitted. Lin Beribak seconded the motion and it carried.
4. Karen Childs made a motion to approve the July 17, 2017 Board meeting minutes, as submitted. Lin Beribak seconded the motion and it carried.

Reports

5. Director's Report:

Director Shaker shared an update on the display case being donated by the Historical Society, it is expected on 8/22/17. The Diversity Commission continues to engage with Shaker on the topic of serving the diverse needs of our patrons. Shaker will be partnering again with Elmwood Park public library on a Humanities Grant, the process will begin in October. Director Shaker mentioned that she has not yet heard from The Village on the issue of the expiring TIF so the levy approval will be pushed to October. Shaker noted that we are paying the final payment related to the YS carpeting project now due to a billing delay on the end of the moving company. Personal updates included the promotion of Claudia Corzine to Circulation Manager, she will be hiring an Assistant Manager in the coming weeks.

6. Treasurer's Report:

Treasurer Beribak gave the monthly report. It was noted that we are slightly under on the Circulating Materials line due to an ordering pause while we updated our acquisitions process.

7. Board Committee Reports:

Secretary Victorson updated the board on the Special Building Committee meeting that included a presentation by Soma Roy of Siemens.

8. Trustee Reports:

New Business

9. Lin Beribak made a motion to approve the Final Audit for the Fiscal Year Ended April 30, 2017, as submitted. Andrea Blaylock seconded the motion and it carried.

Childs	AYE	Victorson	AYE
Blaylock	AYE	Beribak	AYE
Sievers	AYE	Hibbitts	AYE

10. Emily Victorson made a motion to approve the payment of bills in the amount of \$76,721.86. Lin Beribak seconded the motion and it carried.

Childs	AYE	Victorson	AYE
Blaylock	AYE	Beribak	AYE
Sievers	AYE	Hibbitts	AYE

11. Karen Childs made a motion to approve the payment of the September 1, 2017 and September 15, 2017 payrolls. Lin Beribak seconded the motion and it carried.

Childs	AYE	Victorson	AYE
Blaylock	AYE	Hibbitts	AYE
Sievers	AYE	Beribak	AYE

12. Lin Beribak made a motion to approve the Annual .02% Building and Maintenance Levy in the amount of \$60,426.00, as submitted. Brooke Sievers seconded the motion and it carried.

Childs	AYE	Victorson	AYE
Blaylock	AYE	Beribak	AYE
Sievers	AYE	Hibbitts	AYE

13. Emily Victorson made a motion to approve the closed meeting minutes recommendation, as submitted. Kevin Hibbitts seconded the motion and it carried.

14. Lin Beribak made a motion to approve the Health Insurance Cost Change effective January 2018, as submitted. Karen Childs seconded the motion and it carried.

Childs	AYE	Victorson	AYE
Blaylock	AYE	Beribak	AYE
Sievers	AYE	Hibbitts	AYE

15. Emily Victorson made a motion to approve the temporary lift of \$1 replacement fee for lost library cards in honor of library card sign-up month, as submitted. Lin Beribak seconded the motion and it carried.

Childs	AYE	Victorson	AYE
Blaylock	AYE	Beribak	AYE
Sievers	AYE	Hibbitts	AYE

16. Discussion of Strategic Plan Progress

The Board reviewed the progress of the staff at the quarter year mark.

17. Discussion of communication from the Board to concerned patron.

The Board agreed that communication from the board to a patron was necessary and President Childs volunteered to draft a letter.

Adjournment

18. Kevin Hibbitts made a motion to adjourn at 9:08 pm. Brooke Sievers seconded the motion and it carried.

Respectfully submitted,
Emily Victorson, Secretary