

**Forest Park Public Library
Board of Trustees Monthly Meeting Minutes
October 16, 2017
Orrin Thorson Conference Room, 7:30 pm**

Opening of Meeting

1. Karen Childs called the meeting to order at 7:32 pm.
2. Roll call: Trustees present: Karen Childs, Emily Victorson, Lin Beribak, Brooke Sievers, Kevin Hibbitts, Andrea Blaylock. Staff present: Pilar Shaker.
3. Emily Victorson made a motion to approve the agenda for the October 16, 2017 Board meeting, as submitted. Lin Beribak seconded the motion and it carried.
4. Kevin Hibbitts made a motion to approve the September 18, 2017 Board meeting minutes as submitted. Karen Childs seconded the motion and it carried.

Reports

5. Director's Report:

Director Shaker mentioned that she had submitted a grant for new hotspots and laptops, the grant is valued at \$20,000 and will be awarded at the end of October. An important note was made concerning this year's Per Capita Grant application; trustees are required to attend a continuing education program related to library safety. RAILS has organized a webinar to fulfill this requirement and the details for the webinar were shared. Information about the expiring TIF was discussed.

Director Shaker shared that the Community Engagement Librarian, Alicia Hammond, will be taking some time off in the new year to welcome a child.

Some facilities matters were discussed including the changes made to our back alley door to prevent breaches and the results of our annual fire inspection. McAdam Landscaping will be doing some additional work to the grounds before winter.

The Explore Forest Park program series details were shared with trustees along with information regarding our mobile circulation functions and upcoming Dia De Muertos event. A new report was added to the packet this month from the new IT Supervisor, the report contains statistics regarding computer use and software data.

6. Treasurer's Report:

The Treasurer's report was given by Lin Beribak, no discussion of note was had.

7. Board Committee Reports:

It was mentioned that there is a Special Project Committee meeting coming up on October 26th with a guest speaker from EveryLibrary.

8. Trustee Reports:

Old Business

9. Lin Beribak made a motion to approve the revised Service to Youth and Caregivers Policy. Emily Victorson seconded the motion and it carried.

New Business

10. Lin Beribak made a motion to approve the payment of bills in the amended amount of \$66,973.61. Karen Childs seconded the motion and it carried.

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

Discussion: Director Shaker shared that the amendment was made due to a last minute change in the AT&T bill.

11. Andrea Blaylock made a motion to approve the payment of the October 27, 2017 and November 10, 2017 payrolls. Kevin Hibbitts seconded the motion and it carried.

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

12. Emily Victorson made a motion to approve the Levy Resolution 17-004 as recommended by the Finance Committee. Lin Beribak seconded the motion and it carried.

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

13. The Board reviewed and discussed chapter 12 of “Serving the Public 3.0.”

14. The Board reviewed and discussed chapters 1-5 of “Trustees Facts on File ed. 3.”

Adjournment

15. Emily Victorson made a motion to adjourn at 8:28 pm. Andrea Blaylock seconded the motion and it carried.

Respectfully submitted,
Emily Victorson, Secretary