

**Forest Park Public Library
Board of Trustees Monthly Meeting Minutes
December 18, 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: Andrea Blaylock, Karen Childs, Emily Victorson, Lin Beribak, Brooke Sievers. Staff present: Pilar Shaker. Guests present:
3. Emily Victorson made a motion to approve the agenda for the December 18, 2017 Board meeting, as submitted. Lin Beribak seconded the motion and it carried.
4. Andrea Blaylock made a motion to approve the November 20, 2017 Board meeting minutes, as submitted. Lin Beribak seconded the motion and it carried.

Reports

5. Director's Report: Director Shaker explained the new chart that tracked behavior violations in the library by type. A reminder was made regarding the need for a committee to review closed meeting minutes in January and for the Policy Committee to convene in January to review the Material Selection policy.
 6. Treasurer's Report: Treasurer Beribak shared her report, nothing out of the usual was noted but she pointed out that comparison numbers for 2016 were missing due to the fact that the December 2016 financial statements were distributed at the meeting rather than included in that month's packet. Director Shaker shared details on the water use issue and mentioned that usage seems to be going down.
 7. Board Committee Reports: Secretary Victorson shared a summary of the Special Project Committee meeting which focused primarily on moving the project forward and beginning the process of interviewing Architectural/Design companies.
- President Childs shared notes from the Building Project meeting which covered the issue of moving the new roof project forward.
8. Trustee Reports: Secretary Victorson read portions of the Village's Comprehensive Plan that contained mention of the library as an informational note.

New Business

9. Emily Victorson made a motion to approve the payment of bills in the amount of \$72,973.99. Lin Beribak seconded the motion and it carried.

Childs	AYE	Victorson	AYE
Blaylock	AYE	Beribak	AYE
Sievers	AYE		

10. Karen Childs made a motion to approve the payment of the December 22, 2017 and January 5, 2018 payrolls. Andrea Blaylock seconded the motion and it carried.

Childs	AYE	Victorson	AYE
Blaylock	AYE	Beribak	AYE
Sievers	AYE		

11. The Board reviewed and discussed the Safety Webinar. Many comments were made regarding issues related to drug use and the board agreed that it would be wise to pursue adding Narcan to our first aid kits. Director Shaker agreed to look into the process of acquiring Narcan.

12. Andrea Blaylock made a motion to approve the Policy and Resolution respondent to Public Action Act 100-0554 establishing a policy to prohibit sexual harassment, as submitted. Lin Beribak seconded the motion and it carried.

13. Andrea Blaylock made a motion to approve the selection of the proposal for management of the roof replacement project, as submitted. Karen Childs seconded the motion and it carried. A discussion ensued. Emily Victorson made a motion to table the selection. Lin Beribak seconded the motion and it carried.

Adjournment

16. Brooke Sievers made a motion to adjourn at 8:51 pm. Lin Beribak seconded the motion and it carried.

Respectfully submitted,
Emily Victorson, Secretary