

**Forest Park Public Library  
Board of Trustees Monthly Meeting Minutes  
July 16, 2018  
Josephine Austin Meeting Room, 7:30 pm**

**Opening of Meeting**

- A. Karen Childs called the meeting to order at 7:32 pm.
- B. Roll call: Trustees present: Karen Childs, Emily Victorson, Lin Beribak, Brooke Sievers, Nathalie Wheaton, and James Pekoll. Staff present: Pilar Shaker. Guests present: Andy Dogan
- C. Lin Beribak made a motion to approve the agenda for the July 16, 2018 Board meeting, as submitted. Emily Victorson seconded the motion and it carried.
- D. Brooke Sievers made a motion to approve the June 18, 2018, Board meeting minutes, as submitted. Lin Beribak seconded the motion and it carried.

**Reports**

- A. Andy Dogan of Williams Architects reported on the roof restoration project: The project will go out to bid this week (two different systems will be bid, one with a 10 year warranty and one with a 15 yr warranty); documents will be available to bidders on Thursday, July 19; the bid opening will be Aug 9; an award recommendation will be made by Williams by Wed, Aug 15; the board will award the contract Monday, Aug 20 at the regular board meeting; construction will be scheduled for September.

Andy Dogan also showed potential floor plans resulting from his Needs Assessment and Space Planning process to this point. These plans had already been discussed with staff. Board will be reviewing plans in August with estimated costs.

- B. Director's Report: Pilar discussed the possibility of creating a part-time security position. She will gather job descriptions to keep investigating criteria, requirements, and certifications.

Media training for the Board will possibly take place in early October on a separate evening from the regular Board meeting.

.02% Building and Maintenance Levy will be listed under the August agenda with the annual levy.

Lin Beribak will be present to open the bids for the roof project.

Emily Victorson requested a link to the new website be given to the Board before it goes live.

- C. Treasurer's Report: Spending is on track for this time of the fiscal year.
- D. Board Committee Reports-Policy: Committee met to review personnel and library policies. They are being reviewed by the library's attorney and the committee will meet again before the changes go to the full board for discussion and approval.
- E. Trustee Reports

### Old Business

- A. Emily Victorson made a motion to approve the Director's evaluation raise of 3%. Lin Beribak seconded the motion and it carried.

Beribak	AYE	Victorson	AYE
Pekoll	ABSTAIN	Wheaton	ABSTAIN
Sievers	AYE	Childs	AYE

### New Business

- A. Lin Beribak made a motion to approve the payment of bills in the amount of \$61,143.31. Karen Childs seconded the motion and it carried.

Beribak	AYE	Victorson	AYE
Pekoll	AYE	Wheaton	AYE
Sievers	AYE	Childs	AYE

- B. Emily Victorson made a motion to approve the payment of employee reimbursement for A. Perez \$704.73 and S. Farnum \$29.97. Lin Beribak seconded the motion and it carried.

Beribak	AYE	Victorson	AYE
Pekoll	AYE	Wheaton	AYE
Sievers	AYE	Childs	AYE

- C. Emily Victorson made a motion to approve the payment of the July 20, 2018; August 3, 2018; and August 17, 2018, payrolls. Karen Childs seconded the motion and it carried.

Beribak	AYE	Victorson	AYE
Pekoll	AYE	Wheaton	AYE
Sievers	AYE	Childs	AYE

- D. Brooke Sievers made a motion to approve the committee recommendation that the closed session minutes remained closed from the previous six months. Emily Victorson seconded the motion and it carried.

- E. Brooke Sievers made a motion to approve "Rider to AIA" and "AIA Document A701" for the Roof Project upon final approval by Library Legal, as submitted. Lin Beribak seconded the motion and it carried.

Beribak	AYE	Victorson	AYE
Pekoll	AYE	Wheaton	AYE
Sievers	AYE	Childs	AYE

F. Karen Childs made a motion to approve the Food for Fines dates 9/15/18-9/23/18 and 4/6/19-4/14/19. Lin Beribak seconded the motion and it carried.

Beribak	AYE	Victorson	AYE
Pekoll	AYE	Wheaton	AYE
Sievers	AYE	Childs	AYE

### **No Executive Session**

### **Adjournment**

Karen Childs made a motion to adjourn at 9:10pm. Lin Beribak seconded the motion and it carried.

Respectfully submitted,  
Brooke Sievers, Secretary