

**Forest Park Public Library  
Board of Trustees Monthly Meeting Minutes  
February 12, 2018  
Orrin Thorson Conference Room, 7:30 pm**

**Opening of Meeting**

1. Karen Childs called the meeting to order at 7:30 pm.
2. Roll call: Trustees present: Andrea Blaylock, Karen Childs, Emily Victorson, Lin Beribak, Brooke Sievers. Staff present: Pilar Shaker.
3. Emily Victorson made a motion to approve the agenda for the February 12, 2018 Board meeting, as submitted. Lin Beribak seconded the motion and it carried.
4. Lin Beribak made a motion to approve the January 8, 2018 Board meeting minutes, as submitted. Karen Childs seconded the motion and it carried.

**Reports**

5. Director's Report:

In response to the submitted report Secretary Victorson asked the Director if there were significant takeaways from the Annual Comparison Report submitted by our auditor? Director Shaker conveyed that this particular report is of limited use as we do not know which libraries we are being compared to, nor do we know any pertinent details regarding the situations of those libraries.

The Director reminded the board that the Finance Committee would need to meet in the coming weeks to review and approve the FY 18/19 working budget and B&A. Trustees instructed the Director to send out an email invitation to secure a date for this meeting.

The Director publicly announced a monetary memorial donation made by Kathleen Okkema in the memory of Rose Beribak.

6. Treasurer's Report:

The Treasurer's report was given by Treasurer Beribak, there were no corrections or comments.

7. Board Committee Reports:

The Policy Committee met to review and approve the Material Selection Policy, no changes were made this year.

The Special Project Building Committee met to fill out the scoring rubrics for the Architectural Firms that presented in an effort to work with us on our building renovations. The Committee Scored William's Architects the highest and is recommending them as our selected firm.

8. Trustee Reports:

President Childs shared comments from an article she read regarding the use of Social Work Interns at public libraries in our general area. Director Shaker stated that she would look into whether this would be feasible for FPPL.

Trustee Blaylock shared that due to personal matters at home she is unable to continue serving as a member of the FPPL Board. Trustee Blaylock indicated that she would continue in her position through April.

**New Business**

9. Lin Beribak made a motion to approve the payment of bills in the amount of \$81,696.63. Andrea Blaylock seconded the motion and it carried.

Childs	AYE	Victorson	AYE
Blaylock	AYE	Beribak	AYE
Sievers	AYE		

10. Emily Victorson made a motion to approve the payment of the February 16, 2018; March 2, 2018; and March 16, 2018 payrolls. Andrea Blaylock seconded the motion and it carried.

Childs	AYE	Victorson	AYE
Blaylock	AYE	Beribak	AYE
Sievers	AYE		

11. Brooke Sievers made a motion to approve the selection of the architectural firm Williams Architects as recommended by the Special Building Project Committee. Emily Victorson seconded the motion and it carried.

Discussion: Director Shaker made clear that this vote was a vote to enter into negotiations with Williams Architects and that no discussions regarding cost had been initiated to this point. No rollcall vote was needed as money had not yet been discussed. A formal proposal with associated cost will be presented at next month's meeting for Board approval.

12. Andrea Blaylock made a motion to approve the Material Selection Policy, as submitted. Brooke Sievers seconded the motion and it carried.

13. Emily Victorson made a motion to approve the selection of the architectural firm Williams Architects as the management firm for the roof replacement project. Lin Beribak seconded the motion and it carried.

Discussion: Director Shaker noted that three proposals were submitted, none of the proposals exceeded the \$25,000 limit that would require a formal bid process. Director Shaker also shared that the team from Product Architects had indicated that they felt that they should not be selected as the firm to manage the roofing project if they were not selected as the firm to manage the building project. The group agreed that Product Architects should not be selected if

they themselves felt that they would prefer not to do it if they weren't the selected firm for the building renovations. The Board agreed to select William's Architects as their proposal was significantly less expensive than, and equally as comprehensive as, the proposal submitted by White and Company.

Childs	AYE	Victorson	AYE
Blaylock	AYE	Beribak	AYE
Sievers	AYE		

14. The progress on the Strategic Plan for Q3 was reviewed.

A brief discussion regarding where the library stands in each of the goal areas ensued, there was consensus that we are doing well on our strategic goal progress.

### **Adjournment**

15. Emily Victorson made a motion to adjourn at 8:20 pm. Karen Childs seconded the motion and it carried.

Respectfully submitted,  
Emily Victorson, Secretary