

**Forest Park Public Library
Board of Trustees Monthly Meeting Minutes
March 19, 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. Trustee absent: Brooke Sievers. Staff present: Pilar Shaker, Deb Harris.
3. Emily Victorson made a motion to approve the agenda for the March 19, 2018 Board meeting, as submitted. Andrea Blaylock seconded the motion and it carried.
4. Lin Beribak made a motion to approve the February 12, 2018 Board meeting minutes, as submitted. Karen Childs seconded the motion and it carried.

Reports

5. Director's Report:

Director Shaker provided updates on the roofing project and the contract for the space planning. Note was made of the award that Amilcar Perez will be awarded for his efforts in the area of small business librarianship. Emily Victorson noted that it seems that some of our use statistics don't seem to support the high cost of some of our databases and asked that we keep an eye on that issue.

6. Treasurer's Report:

Treasurer Beribak shared her monthly report and noted that everything appears to be in good shape.

7. Board Committee Reports:

The Finance Committee met to approve the draft budget and the appropriation for the new fiscal year. President Childs noted that they made recommendation to approve the budget with an amendment to the Circulating Collections line.

8. Trustee Reports:

New Business

9. Emily Victorson made a motion to approve the payment of bills in the amount of \$66,947.48. Lin Beribak seconded the motion and it carried.

Childs	AYE	Victorson	AYE
Blaylock	AYE	Beribak	AYE

Sievers ABSENT

10. Andrea Blaylock made a motion to approve the payment of the March 30, 2018 and April 13, 2018 payrolls. Emily Victorson seconded the motion and it carried.

Childs	AYE	Victorson	AYE
Blaylock	AYE	Beribak	AYE
Sievers	ABSENT		

11. Director Shaker provided an update on her Annual Goal Progress.

There was some discussion about the statistics and data that Director Shaker has collected, the Trustees were interested in the increase in annual circulations and the sharp rise in the use of our library's downloadable content. Director Shaker will present a final report on this data at the June board meeting.

12. Lin Beribak made a motion to approve the FY18/19 Appropriation/Estimate of Revenue and Resolution 018-001, as submitted. Emily Victorson seconded the motion and it carried.

Childs	AYE	Victorson	AYE
Blaylock	AYE	Beribak	AYE
Sievers	ABSENT		

13. Andrea Blaylock made a motion to approve the Working Budget for FY 18/19, as submitted. Lin Beribak seconded the motion and it carried.

Childs	AYE	Victorson	AYE
Blaylock	AYE	Beribak	AYE
Sievers	ABSENT		

Trustees engaged in a brief discussion regarding the lowering of the percent of the total budget spent on the circulating collection with the excess funds being moved into the library's furnishing budget. A statement from Trustee Sievers (absent) was read in support of the change, particularly in light of our circulation statistics and our renovation plans.

14. Emily Victorson made a motion to approve the Architectural Contract for Building Needs Assessment and Space Plan with Williams Architects, as submitted. Lin Beribak seconded the motion and it carried.

Childs	AYE	Victorson	AYE
Blaylock	AYE	Beribak	AYE
Sievers	ABSENT		

15. Andrea Blaylock made a motion to approve the AIA Contract for Roof Work with Williams Architects, as submitted. Lin Beribak seconded the motion and it carried.

Childs	AYE	Victorson	AYE
Blaylock	AYE	Beribak	AYE

Sievers ABSENT

Adjournment

16. Emily Victorson made a motion to adjourn at 8:45 pm. Karen Childs seconded the motion and it carried.

Respectfully submitted,
Emily Victorson, Secretary