

Forest Park Public Library
Board of Trustees Monthly Meeting Minutes
July 17, 2017
Orrin Thorson Conference Room, 7:30 pm

Opening of Meeting

1. Karen Child called the meeting to order at 7:33 pm.
2. Roll call: Trustees present: Andrea Blaylock, Karen Childs, Emily Victorson, Lin Beribak, Brooke Sievers. Trustee absent: Kevin Hibbits. Staff present: Pilar Shaker. Guest present: Soma Roy (Siemens)
3. Emily Victorson made a motion to approve the agenda for the July 17, 2017 Board meeting, as submitted. Lin Beribak seconded the motion and it carried.
4. Lin Beribak made a motion to approve the June 19, 2017 Board meeting minutes as amended, and the June 19, 2017 and June 30, 2017 Special Board meeting minutes, as submitted. Karen Child seconded the motion and it carried.
5. Soma Roy of Siemens introduced herself as a professional acquaintance of Vice President Andrea Blaylock. Ms. Roy indicated that as a representative of Siemens she was interested in sharing information about how Siemens has partnered with schools and libraries on building projects and that she was attending this board meeting to get a sense of the library and its board. Ms. Roy suggested that she might like to attend the next meeting of the Special Project Building Committee to present information about Siemens.

Reports

6. Director's Report:

Director Shaker shared plans for a staff appreciation lunch scheduled for July 24th and extended an invitation to members of the board. Shaker briefly detailed the work being done to move the library from the old T1 internet lines to fiber. This move was precipitated by notification from ICN indicating that they would be eliminating support of the T1 lines. Shaker asked the board to consider approving capital expenditures for this work as it was unanticipated and would negatively impact our FY 17/18 Building Maintenance line if it was funded that way. An update on the progress of the annual audit was given, no problems were reported. Director Shaker also discussed the Circulation Report for the month. In the absence of a Circulation Manager the report was compiled by the Director and this month showed a significant increase in renewals due to the new auto-renewal feature that was rolled out in June. The increase in

renewals led directly to an overall circulation increase. Shaker also pointed out that we should anticipate a drop in fine revenue due to the increase in renewals.

7. Treasurer's Report:

Treasurer Beribak reported on the month's finances, a discrepancy in the report was noted and attributed to a typo. No notable financial issues were reported.

8. Board Committee Reports:

9. Trustee Reports:

New Business

10. Emily Victorson made a motion to approve the payment of bills in the amount of \$76,164.85. Lin Beribak seconded the motion and it carried.

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

11. Lin Beribak made a motion to approve the payment of the July 21, 2017, August 4, 2017, and August 18, 2017 payrolls. Andrea Blaylock seconded the motion and it carried.

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

12. Emily Victorson made a motion to approve the payment of the cable installation as a Capital Expenditure, as submitted. Karen Child seconded the motion and it carried.

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

13. Brooke Sievers made a motion to approve the trustee committee appointments for the coming year, as submitted. Lin Beribak seconded the motion and it carried.

Building: Emily Victorson, Chair

Karen Childs

Kevin Hibbitts

(with staff members Pilar Shaker, Regina Townsend, Skye Lavin)

Policy: Andrea Blaylock, Chair

Karen Childs

(with staff members Pilar Shaker, Alicia Hammond)

Finance: Lin Beribak, Chair

Brooke Sievers

(with staff members Pilar Shaker, Deb Harris; community member David Walz)

14. Karen Childs and Emily Victorson arranged to review the closed meeting minutes for February-July 2017 prior to the August board meeting.

15. A discussion ensued regarding a plan for the evaluation of the Annual Audit and .02% Levy.

Adjournment

16. Emily Victorson made a motion to adjourn at 8:27 pm. Karen Child seconded the motion and it carried.

Respectfully submitted,
Emily Victorson, Secretary