

**Forest Park Public Library
Board of Trustees Monthly Meeting Minutes
November 20, 2017
Orrin Thorson Conference Room, 7:30 pm**

Opening of Meeting

1. Karen Childs called the meeting to order at 7:31 pm.
2. Roll call: Trustees present: Andrea Blaylock, Karen Childs, Emily Victorson, Lin Beribak, Brooke Sievers. Trustee absent: Kevin Hibbitts. Staff present: Pilar Shaker. Guest present: Sean Blaylock.
3. Emily Victorson made a motion to approve the agenda for the November 20, 2017 Board meeting, as submitted. Lin Beribak seconded the motion and it carried.
4. Andrea Blaylock made a motion to approve the October 16, 2017 Board meeting minutes, as submitted. Lin Beribak seconded the motion and it carried.

Guest Presentation

Sean Blaylock told the Board about an experience he had at the library regarding confusing information being presented to him about use of the main floor for group projects.

Reports

5. Director's Report:
 - Specific notes from the Director's report included Director Shaker filling Trustees in on the ongoing roof repairs, the explanation of some new categories on the Circulation Report, and details of the library's participation in the Holiday Walk. Director Shaker also mentioned that a new website template and design are in the test phase which is being managed by IT Supervisor Rafal Radomski. The Teen Services Report outlined efforts being made to determine student demographics at the various public and private high schools that serve Forest Park. The Youth Services Report made special note of a grant received for the Girls Who Code Club.
 - A brief discussion regarding behavior issues in the library took place. Trustee Sievers asked Director Shaker to present a summary of the year's conduct violations at the next meeting.
 - Secretary Victorson asked Director Shaker to include discussion of the safety webinar that trustees viewed on next month's agenda.
6. Treasurer's Report:

- The Treasurer’s Report was presented by Treasurer Beribak. Secretary Victorson noted that it would be nice if the report included the current point in the fiscal year to give the numbers more context. Director Shaker pointed out that the water line and phone line will both be over this year.

7. Board Committee Reports:

- Secretary Victorson gave a synopsis of the last meeting of the Special Project Committee which included a discussion with John Chrastka of EveryLibrary.
- President Childs noted that she feels that it is important for the Building Committee to meet before the next Special Project Committee meeting to make decisions on the roof repairs.

8. Trustee Reports:

New Business

9. Emily Victorson made a motion to approve the payment of bills in the amount of \$63,229.60. Andrea Blaylock seconded the motion and it carried.

Childs	AYE	Victorson	AYE
Blaylock	AYE	Beribak	AYE
Sievers	AYE	Hibbitts	ABSENT

10. Lin Beribak made a motion to approve the payment of the November 24, 2017 and December 8, 2017 payrolls. Andrea Blaylock seconded the motion and it carried.

Childs	AYE	Victorson	AYE
Blaylock	AYE	Beribak	AYE
Sievers	AYE	Hibbitts	ABSENT

11. Andrea Blaylock made a motion to approve the 2018 Library Closure Dates, as submitted. Brooke Sievers seconded the motion and it carried.

12. Andrea Blaylock made a motion to approve the 2018 Board Meeting Dates, as submitted. Emily Victorson seconded the motion and it carried.

13. The Board reviewed the progress made on the Strategic Plan.

- Secretary Victorson and Trustee Seivers mentioned that they would appreciate notes to indicate which items were new. Director Shaker stated that she would have staff date their entries in the future.

Adjournment

14. Emily Victorson made a motion to adjourn at 9:26 pm. Lin Beribak seconded the motion and it carried.

Respectfully submitted,
Emily Victorson, Secretary