

**Forest Park Public Library
Board of Trustees Monthly Meeting Minutes
September 17, 2018
Josephine Austin Meeting Room, 7:30 pm**

Opening of Meeting

- A. Karen Childs called the meeting to order at 7:30 pm.
- B. Roll call: Trustees present: Lin Beribak, Karen Childs, James Pekoll, Brooke Sievers, Emily Victorson, and Nathalie Wheaton. Staff present: Pilar Shaker. Guests present: Andy Dogan.
- C. Brooke Sievers made a motion to approve the agenda for the September 17, 2018 Board meeting, as submitted. Lin Beribak the motion and it carried.
- D. James Pekoll made a motion to approve the August 20, 2018, Board meeting minutes, and the July 7, 2018, Policy Committee meeting minutes, as submitted. Nathalie Wheaton seconded the motion and it carried.

Reports

- A. Andy Dogan/Williams Architects – Presentation on Space Plan. Andy Dogan presented the potential organization of the Library’s space with an estimated cost of 1.3 million and optional second plan with an estimated total of \$1.56 million.
- B. Director’s Report: Director Shaker reviewed the per capita grant requirements. The Board will plan on meeting the disability awareness training requirement through the November 8th trustee training. If the training does not materialize, the Trustees will watch a video.
- C. Treasurer’s Report: Treasurer Lin Beribak reviewed the treasurer’s report noting money was transferred into the capital improvement fund.
- D. Board Committee Reports: Policy committee met and the minutes were reviewed.
- E. Trustee Reports: Nathalie Wheaton mentioned that North Riverside Public Library was closed for a week for renovations that included new carpeting and a reorganization of collections. There is an open house on October 6th and Nathalie suggested it might be informative for members of the board to visit.

New Business

- A. Lin Beribak made a motion to approve the payment of bills in the amount of \$63,862.95. Emily Victorson seconded the motion and it carried.

Beribak	aye	Victorson	aye
Pekoll	aye	Wheaton	aye

Sievers aye Childs aye

B. Brooke Sievers made a motion to approve the employee reimbursement to U. Blonska in the amount of \$21.53, as submitted. Karen Childs seconded the motion and it carried.

Beribak aye Victorson aye

Pekoll aye Wheaton aye

Sievers aye Childs aye

C. James Pekoll made a motion to approve the payrolls for 9/28/18 and 10/12/18, as submitted. Emily Victorson seconded the motion and it carried.

Beribak aye Victorson aye

Pekoll aye Wheaton aye

Sievers aye Childs aye

D. Lin Beribak made a motion to approve committee recommendation on policy changes and updates, as submitted. Karen Childs seconded the motion. The motion carried as amended.

Discussion: The Bereavement Policy was tabled so the Board can review the entire policy and Pilar will resubmit it in its entirety with language changes at the October meeting. The age restriction on children's cards is removed making all children of Forest Park eligible for a library card regardless of age. The Community section of the general library policy will be removed to simplify the document and lessen the chance that we're providing dated information: since it is not policy changes to the Community section do not need to be considered in the future and can be left to the Director's discretion. Lengthy discussion was had regarding the new Parental Leave policy and how it would be applied.

E. Brooke Sievers made a motion to approve the job description for the security guard position, as submitted. Lin Beribak seconded the motion and it carried as amended.

Discussion: Emily Victorson requested that the job description include the word "criminal" to clarify the type of background check that will be required. Emily also requested that the word "nights" be replaced with the word "evenings" to clarify when the staff member will be required to work.

F. Emily Victorson made a motion to approve the contract proposal to continue with Williams Architects for the renovation project, as submitted. Lin Beribak seconded the motion and it carried.

Discussion: Brief discussion was had regarding the next step of selecting and hiring a Construction Manager. Andy Dogan will assist with this process.

Beribak aye Victorson aye

Pekoll aye Wheaton aye

Sievers aye Childs aye

G. The Board discussed Trustee Facts on File 3rd Edition Chapters 6-10. It was noted that following our upcoming renovations the Building Committee should reconvene and create a new mission as noted in the chapter on buildings.

No executive session

Adjournment

Brooke Sievers made a motion to adjourn at 10:03 pm. Lin Beribak seconded the motion and it carried.

Respectfully submitted,
Brooke Sievers, Secretary