

**Forest Park Public Library  
Board of Trustees Monthly Meeting Minutes  
Monday, September 16, 2019  
Library Main Floor Fiction Seating Area, 7:00 pm**

**Opening of Meeting**

- A. Karen Childs called the meeting to order at 7:00 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: none.
- C. Emily Victorson made a motion to approve the agenda for the September 16, 2019, Board meeting, as submitted. James Pekoll seconded the motion and it carried.
- D. Lin Beribak made a motion to approve the August 22, 2019, Board meeting minutes, as submitted. James Pekoll seconded the motion and it carried.

**Reports**

- A. Director's Report: Director Shaker reviewed the facilities report, advised the Policy Committee needs to meet to start reviewing policies for the new spaces, and requested feedback from the Board about whether or not the security gates should be replaced. Victorson asked that Pilar prepare a brief report for next month's meeting on the trend of removing security gates and what the staff's thoughts on the topic are. Victorson provided feedback on her experience with the new SWAN app and recommended improvements. Victorson requested that staff notify current users of Lynda.com that FPPL is discontinuing the subscription so any patrons currently in the process of a class or certification know the deadline to finish. Victorson asked why we should discontinue this service if patrons can see a disclaimer about providing information to LinkedIn and choose to do so. Brooke Sievers pointed out that sharing this personal information to a third party is a violation of FPPL's value of patron privacy. Director Shaker also emphasized that there is no agreement with Lynda.com (or its owner LinkedIn) regarding patron privacy or how their information will be protected or used.
- B. Treasurer's Report: Lin Beribak reviewed year-to-date report which compared finances from August 2018 to 2019.
- C. Board Committee Reports: none
- D. Trustee Reports: Trustee Nathalie Wheaton shared her experience attending the most recent Genealogy Meetup

**New Business**

A. Brooke Sievers made a motion to approve the payment of bills in the amount of \$58,621.43. Nathalie Wheaton 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 payment of the September 27, 2019, and October 11, 2019, payrolls. James Pekoll seconded the motion and it carried.

Beribak	aye	Victorson	aye
Pekoll	aye	Wheaton	aye
Sievers	aye	Childs	aye

C. Lin Beribak made a motion to approve the change orders from SMC, as submitted. Emily Victorson seconded the motion and it carried after discussion. Director Shaker explained where the change order came from. This stems from the value engineering that SMC and an adjustment that updated the original planned signage.

Beribak	aye	Victorson	aye
Pekoll	aye	Wheaton	aye
Sievers	aye	Childs	aye

D. Review of the 2020 Per Capita Grant Requirement readings and websites. Brooke Sievers asked about what the future plans for fundraising are. Director Shaker explained that one of Alicia Hammond's goals for the current year is to hold some kind of fundraiser as a learning experience. Director Shaker explained the process for contingency funds to be released for items from the construction. Leftover items that we cannot currently afford could be potential fundraisers. Victorson would like to add the book drop south of Roosevelt to the list.

Director Shaker led the Board through a tour of the lower level construction. Highlights include:

- The flooring removal in the stairwell exposed some black adhesive that had been used. Contractors were concerned it was asbestos, a 24-hr test was done, and

the results came back negative. Director Shaker kept the test results in case other flooring that was installed at the same time reveals the same concern.

- A sprinkler had to be added above the self-checkout and OPAC station. This station is flanked on both sides by wingwalls for ADA and safety compliance. The new wingwalls block current sprinklers from effectively putting out a fire at the OPAC and self-check station.
- Director Shaker showed where the drilling into the concrete floor had been happening for the new computing area. The carpet tiles have been saved so they can be reused.
- Wall adjustments had to be made for staff offices because the original design was too close to the mechanical room door. The office spaces had to be reconfigured and Director Shaker's filing cabinet will have to be cut down to fit. She assured the Board that all of this is doable and existing furniture will fit.

### **No executive session**

### **Adjournment**

Emily Victorson made a motion to adjourn at 8:04 pm. Lin Beribak seconded the motion and it carried.

Respectfully submitted,  
Brooke Sievers, Secretary