

**Forest Park Public Library
Board of Trustees Monthly Meeting Minutes
Monday, October 21, 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: Andy Dogan of Williams Architects.
- C. Sievers made a motion to approve the agenda for the October 21, 2019, Board meeting, as submitted. Beribak seconded the motion and it carried.
- D. Victorson made a motion to approve the September 16, 2019, Board meeting minutes, as submitted. Beribak seconded the motion and it carried.

Reports

- A. Andy Dogan of Williams Architects provided a construction update. Andy explained the furniture bid process and offered a tour of the space. He believes the staff are doing a great job at sharing progress and news on social media. Furniture came in on budget so the library can move ahead with obtaining pricing for signage. Andy explained that there were things missed in the project like a wall measurement being off and a sprinkler needing to be moved. Plumbing and mechanical engineers missed the hot water hook-up and ventilation requirements for a washer and dryer in the lower level. Andy recommends a point-of-use water heater and a ventless dryer. WA is willing to reimburse FPPL for this portion of the project.
- B. Director's Report: Director Shaker reported that Rafal obtained a \$5000 rebate for laptops purchased several years ago. Beribak requested Director Shaker pass on the Board thanks to Rafal for following up on this. Director Shaker reiterated the staff's opinions that security gates are no longer needed nor do they provide a significant theft deterrent. Director Shaker assured Victorson that she is not lifting anything heavier beyond what is dictated in her job description.
- C. Treasurer's Report: Beribak reported spending is on track and spending is expected to increase once the renovation is completed with programs and materials purchasing resuming a normal pace.
- D. Board Committee Reports: Policy Committee met and will be reporting on this at the next Board meeting.
- E. Trustee Reports: Victorson is concerned about programming that is being done with local, for-profit businesses. Director Shaker explained that part of the library's mission is to support the local small business community because a

healthy small business community reflects and encourages a strong library. Additionally, Shaker shared that the goal of the Explore Forest Park series is to expose patrons to the small business services available in Forest Park, not to endorse or support any one particular business or service. Sievers disagreed that we need a policy or that we wouldn't want to support local, for-profit businesses. She offered the RAILS business listserv as a resource to reach out to for best practice. Pekoll asked ILA attendees to ask around. Beribak would like to pursue best practices. Victorson wants to ensure that favoritism is not shown to any particular businesses or that the offsite program is not seen as an endorsement of the business.

New Business

A. Wheaton made a motion to approve the payment of bills in the amount of \$286,977.95. Pekoll seconded the motion and it carried.

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

B. Victorson made a motion to approve the payment of the October 25, 2019, and November 8, 2019, payrolls. Beribak seconded the motion and it carried.

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

C. Beribak made a motion to approve Williams Architect's recommendation for the furniture bid to be awarded to Henricksen, as submitted. Victorson seconded the motion. Beribak asked why only one bid was received. Andy Dogan reported that it depends on how busy the vendors are. Director Shaker asked Andy Dogan for an explanation on the arrival dates since they are not clearly listed in the bid. The motion carried.

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

D. Wheaton made a motion to approve the Application and Certificate for Payment to Shales McNutt Construction in the amount of \$220,117.30, as submitted. Childs seconded the motion and it carried.

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

E. Beribak made a motion to approve the quote for new Youth Services end panels from LFI in the amount of \$13,730, as submitted. Victorson seconded the motion. Andy Dogan explained the government pricing available through LFI. The motion carried.

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

F. The Board reviewed the 2020 Per Capita Grant requirement. No action taken. Childs reported videos she watched and learned about annual evaluations and management. Victorson also watched a video. Beribak watched applicable videos as well. The per capita requirement has been met and Director Shaker will submit it to the State Library.

The Board toured the lower level with Andy Dogan to review the renovation progress. Victorson asked Director Shaker for a clarification on the timeline and temporary layout of temporary services to the lower level while much of the main floor is closed. Director Shaker showed where the circulation desk and workspace would be. The large meeting room will be used for adult study space. The teen space will be moved back into their original room.

No executive session

Adjournment

Wheaton made a motion to adjourn at 8:07 pm. Victorson seconded the motion and it carried.

Respectfully submitted,
Brooke Sievers, Secretary