

**Forest Park Public Library
Board of Trustees Monthly Meeting Minutes
15 March 2021
Virtual Meeting, 7:00 pm**

Opening of Meeting

- A. Brooke Sievers called the meeting to order at 7:00 pm.
- B. Roll call: Trustees present: Lin Beribak, Keary Bramwell, James Pekoll, and Brooke Sievers. Staff present: Pilar Shaker. Guests present: Paula Blumberg, ASL interpreter.
- C. Beribak made a motion to approve the agenda for the 15 March 2021, Board meeting, as submitted. Bramwell seconded the motion. Sievers moved that the agenda be amended to change the order of action items to allow closed session before the approval of bonuses so that discussion of the Director’s performance and recommended bonus could be had prior to the approval of the bonuses rather than after. Bramwell seconded the motion to amend the order of the agenda.

| | | | |
|----------|-----|------------|--------|
| Beribak | aye | Manzanares | absent |
| Bramwell | aye | Pekoll | aye |
| | | Sievers | aye |

- D. Beribak made a motion to approve the 15 February 2021, Board meeting minutes, as amended. Bramwell seconded the motion and it carried.

| | | | |
|----------|-----|------------|--------|
| Beribak | aye | Manzanares | absent |
| Bramwell | aye | Pekoll | aye |
| | | Sievers | aye |

- E. Public Comment: none

Reports

- A. Director’s Report: Library Workers’ Day is April 6. April 19 will begin regular library hours with no loosening of safety protocols, capacity, duration of visits, and available activities will remain the same. Patrons will be able to pick up their own holds, already checked out, with this change to lessen staff interaction.

- B. Treasurer's Report: Good signs for the coming fiscal year, we should maintain our 9 month reserve in case of shortfall in tax revenue. Caution is warranted.
- C. Board Committee Reports: Finance, examined budget and determined it to be prudent. Bonus discussion for staff, Manager recommendations for raises used for determining size of bonus with minimum for staff with less than one year of service. Decision reached on Fine Free
- D. Trustee Reports: Sievers has been comparing circulation reports for nearby libraries to FPPL and is impressed at our numbers only dropping 25% due to the closures.

Old Business

None

New Business

A. Pekoll made a motion to approve the payment of bills in the amount of \$41,017.73. Beribak seconded the motion and it carried.

| | | | |
|----------|-----|------------|--------|
| Beribak | aye | Manzanares | absent |
| Bramwell | aye | Pekoll | aye |
| | | Sievers | aye |

B. Pekoll made a motion to approve the payment of the 3/26/2021 and, 4/9/2021, payrolls. Beribak seconded the motion and it carried.

| | | | |
|----------|-----|------------|--------|
| Beribak | aye | Manzanares | absent |
| Bramwell | aye | Pekoll | aye |
| | | Sievers | aye |

C. Beribak made a motion to approve the FY21/22 Budget and Capital Budget, as submitted. Bramwell seconded the motion and it carried.

| | | | |
|----------|-----|------------|--------|
| Beribak | aye | Manzanares | absent |
| Bramwell | aye | Pekoll | aye |
| | | Sievers | aye |

Discussion: The two previous years are not representative of normal operations. Budget is conservative due to uncertain revenues. Contingency line 6649 is large to accommodate fluctuations. Shift to virtual and electronic programming will maintain that budget line. Exterior landscaping expenditures to repair and beautify the outside of the building. Funds raised through the Village vehicle sticker sales goes to support programming.

D. Bramwell made a motion to approve the Appropriations Resolution 021-001, as submitted. Beribak seconded the motion and it carried.

| | | | |
|----------|-----|------------|--------|
| Beribak | aye | Manzanares | absent |
| Bramwell | aye | Pekoll | aye |
| | | Sievers | aye |

Executive session

The Board of Library Trustees will meet in Executive Session under the exception of the Open Meetings Act ILCS Chapter 5, Act 120, Section 120/2(c)(1) to discuss the Director's performance and compensation.

A.Pekoll made a motion to enter a closed session at 7:43pm. Bramwell seconded the motion and it carried.

| | | | |
|----------|-----|------------|--------|
| Beribak | aye | Manzanares | absent |
| Bramwell | aye | Pekoll | aye |
| | | Sievers | aye |

Return to regular session at 7:49 pm.

E. Bramwell made a motion to approve FY 20/21 Staff Bonuses, as submitted. Beribak seconded the motion and it carried.

| | | | |
|----------|-----|------------|--------|
| Beribak | aye | Manzanares | absent |
| Bramwell | aye | Pekoll | aye |
| | | Sievers | aye |

F. Pekoll made a motion to approve the Fine Free Service Model. Beribak seconded the motion. After discussion, the motion was tabled by roll call vote.

Discussion: SWAN wants to dictate to member libraries the amount of lost materials that can block patrons' access. Oak Park and River Forest have disparate block parameters Oak Park is very lenient, River Forest is very strict. FPPL's numbers for block parameters are subject to ongoing discussion with SWAN staff. Board members felt that the model should be restated as policy and resubmitted. Shaker agreed to work with relevant staff to formulate a policy for fine free service.

G. Bramwell made a motion to table approval of the Fine Free Service Model. Beribak seconded the motion.

| | | | |
|----------|-----|------------|--------|
| Beribak | aye | Manzanares | absent |
| Bramwell | aye | Pekoll | aye |
| | | Sievers | aye |

Adjournment

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

| | | | |
|----------|-----|------------|--------|
| Beribak | aye | Manzanares | absent |
| Bramwell | aye | Pekoll | aye |
| | | Sievers | aye |

Respectfully submitted,
James Pekoll, Secretary