

**BOARD OF TRUSTEES
MEETING MINUTES
AUGUST 25, 2016**

I. CALL TO ORDER

A. The regular board meeting of the GPLD Board of Trustees was called to order at 7:02 pm by board President Connie Barreras at the Glenside Public Library.

II. ROLL CALL

Trustees Present: Isabelle Baldwin, Linda Fagan, Altha Milnes, Mariann Evans, Sam Lucente, Chodri Khokhar, Connie Barreras

Also Present:

Team Administrators: Liz Fitzgerald, Katy Schueman

Leaders: Tom Bartenfelder, Ian Peery

Department Managers: Jane Hebert, Karen Luster, Jill Martorano

Community Ambassador: Vince Sovanski

III. ADOPTION OF AGENDA

A. Trustee Milnes moved and it was seconded by trustee Baldwin that the GPLD Board of Trustees adopts the agenda for August 25, 2016. Ayes – all present. Nays – none. Motion carried.

IV. CITIZEN PARTICIPATION

None

V. MINUTES

A. Trustee Fagan moved and it was seconded by trustee Baldwin that the GPLD Board of Trustees accepts the Board Meeting minutes of July 21, 2016 (Attachment #1). Ayes – Isabelle Baldwin, Linda Fagan, Mariann Evans, Sam Lucente, Chodri Khokhar, Connie Barreras. Abstentions: Altha Milnes Nays – none. Motion carried.

B. Personnel Committee meeting minutes of August 18, 2016 to be filed.

C. Trustee Baldwin moved and it was seconded by trustee Milnes that the GPLD goes into Executive Session for the purpose of discussing

Executive Session minutes of August 18, 2016. Ayes – all present. Nays – none. Motion carried at 7:06 pm.

D. Trustee Lucente moved and it was seconded by trustee Milnes to adjourn the Executive Session at 7:12 pm. Ayes – all present. Nays – none. Motion carried.

E. Executive Session minutes of August 18, 2016(file copy only).

VI. COMMITTEE REPORTS

- A. Forthcoming Meetings Calendar (Attachment #2) was presented. Team Administrator Schueman pointed out the September board meeting will be held on the fourth rather than third Thursday.
- B. President's Report – President Barreras reported she received a letter from Team Administrators Liz Fitzgerald and Katy Schueman announcing their resignation effective September 15, 2016.

VII. TREASURER'S REPORT (Attachment # 3 and handout)

- A. Trustee Milnes moved and it was seconded by trustee Lucente that the GLPD Board of Trustees accepts the Bills Approval Report (file with Treasurer's Report, Attachment #1) for August 25, 2016, in the amount of \$126,791.73. Ayes – all present. Nays – none. Motion carried.

VIII. LIBRARIAN'S REPORT (Attachment #4)

Team Administrator Fitzgerald reported the third phase of renovations in the upstairs areas should be completed in approximately 2 ½ weeks. On behalf of herself and Katy she thanked the board for the opportunity to work at Glenside and stated how much they enjoyed working for the community and with the library staff. Team Administrator Schueman reported the auditors were at the library on August 22 and their report would be forthcoming.

Tom Bartenfelder reported the fall newsletter has gone out and reminded of the annual How To Fest to be held at the library on September 17.

Ian Peery reported replacement of led lighting inside the library is underway and should be completed in approximately two weeks.

Jane Hebert reported making some changes to circulation procedures to better accommodate patrons. She also reported the library will be registering voters on September 27 and asked for volunteers to help with this event.

Vince Sovanski mentioned the Kiwanis will have a booth at the upcoming Glendale Heights community garage sale. He also mentioned the Family Health and Safety Fair event from 5 to 8 pm on the first Saturday in October.

Karen Luster reported taking several webinars in preparation for the library's online high school scholarship program. She also mentioned the upcoming How To Fest at the library.

Jill Martorano reported doing several outreach events at the schools to promote library programs to the schools.

IX. ACTION ITEMS

A. Personnel Committee Recommendations:

Trustee Baldwin moved and it was seconded by trustee Khokhar that the GPLD board appoints Tom Bartenfelder to the position of interim Team Administrator for the Glenside Public Library. Ayes – all present. Nays – none. Motion carried.

Trustee Baldwin moved and it was seconded by trustee Khokhar that the GPLD board creates a Search Committee consisting of trustees Baldwin, Fagan, Milnes, Lucente and Barreras for the purpose of searching for a permanent Library Director. Ayes – Trustee Baldwin. Nays – Trustees Fagan, Milnes, Evans, Lucente, Khokhar, Barreras. Motion not approved.

Trustee Lucente moved and it was seconded by trustee Khokhar that the GPLD board creates a Search Committee for the purpose of searching for a permanent Library Director. Ayes – Trustees Evans, Lucente, Khokhar. Nays – Trustees Fagan, Milnes, Baldwin, Barreras. Motion not approved.

Trustee Baldwin moved and it was seconded by trustee Khokhar that the GPLD board charge the Personnel Committee with the process of finding a permanent Library Director. Ayes – all present. Nays – none. Motion carried.

B. Trustee Milnes moved and it was seconded by trustee Baldwin that the Board of Trustees approves Ordinance O-I-16 Budget and Appropriation (Attachment #5) (was Attachment #6, 7/21/16). Roll call vote: Ayes – Trustees Baldwin, Milnes, Fagan, Evans, Khokhar, Lucente, Barreras. Nays – none. Motion carried.

C. Trustee Milnes moved and it was seconded by trustee Baldwin that the Board of Trustees approves Treasurer's Estimate of Revenue, 2016-2017 (Attachment #6). Ayes – all present. Nays – none. Motion carried.

D. Trustee Baldwin moved and it was seconded by trustee Khokhar that the Board of Trustees approves Ordinance O-II-16 Transferring Principal from the Library Fund to the Working Cash Fund (was attachment #7, 7/21/16). Roll call vote: Ayes – Trustees Baldwin, Milnes, Fagan, Evans, Khokhar, Lucente, Barreras. Nays – none. Motion carried.

E. Trustee Milnes moved and it was seconded by trustee Baldwin that the Board of Trustees approves Resolution R-II-16 Identity Protection (was attachment #8, 7/21/16). Roll call vote: Ayes – Trustees Baldwin, Milnes, Fagan, Evans, Khokhar, Lucente, Barreras. Nays – none. Motion carried.

F. Trustee Milnes moved and it was seconded by trustee Fagan that the Board of Trustees approves Resolution R-III-16 Prevailing Wage Rates (was attachment #9, 7/21/16). Roll call vote: Ayes – Trustees Baldwin, Milnes, Fagan, Khokhar, Lucente, Barreras. Nays – Trustee Evans. Motion carried.

G. Trustee Lucente moved and it was seconded by trustee Milnes that the Board of Trustees approves Policy Resolutions (was attachment #10, 7/21/16) PR-XII-16 Non-Residents, PR-XIII-16 Library Card Privileges for Organizations: Business, Churches, Daycare Centers and Schools, PR-XIV-16 Community Rooms Policy, PR-XV-16 Holidays to be Observed in 2017 and PR-XVI-16 Collection Development Policy. Ayes – all present. Nays – none. Motion carried.

X. Unfinished Business

None

XI. NEW BUSINESS

A. Resolution R-IV-16 Establishing A Policy to Regulate the Reimbursement of All Travel, Meal and Lodging Expenses of Library Officers and Employees (attachment #7).

B. Consolidated Election Schedule (attachment #8).

XII. ADJOURNMENT

Trustee Milnes moved, and it was seconded by trustee Baldwin that the GPLD Board of Trustees adjourns. Ayes – all present. Nays – none. Motion carried at 7:47 pm.

Respectfully,

Linda Fagan, Secretary