1. President Chris Pesko called the meeting to order at 8:02 p.m.

2. Upon roll call the following were present:

   Present: Trustees Chris Pesko, Terri Sorrentino, Marisa Santangelo, Joe Bertolli, Carole Bilbo, and Jonathan Rivera
   Absent: Trustee Orlando Vale
   Also present: Director Tiffany Verzani, Assistant Director Jason Stuhlmann, Office Manager Maureen Delaney, and Circulation Assistant Josie Stachurski

3. Chris Pesko read the account balances as presented:

   a. GF Balance $590,553.96 as of December 31, 2014
   b. BF Balance $304,330.5305 as of December 31, 2014
   c. Gift Fund Balance $16,631.18 as of December 31, 2014
   d. GF (YTD) Expenditures $979,460.48 as of December 31, 2014

4. Chris Pesko presented the consent agenda:

   a. Minutes of December 18, 2014 Finance Committee Meeting
   b. Minutes of December 18, 2014 Regular Board Meeting
   c. Approval of payroll for February 2015
   d. Acknowledge Treasurer’s report
   e. Approval of IMRF check for January 2015
   f. Approval of General Fund Disbursements for January 2015
   g. Approval of Building Fund Disbursements for January 2015
   h. Approval of Transfers for December 2014

   A motion was made by Jonathan Rivera to approve the consent agenda with a correction to the minutes of the December 18, 2014 regular Board meeting. In section 8 of the minutes (Public Participation) the “old church on Harlem” should be changed to the “old commercial building on Harlem.” The motion was seconded by Joe Bertolli. Upon roll call the Board voted as follows:

   Ayes: 6    Nays: 0    Absent: 1
   Motion carried.

5. Correspondence:

   a. The Board received a thank you note from Mary Moss for her holiday gift.

6. Public Participation

   a. New part-time Circulation Services employee Josie Stachurski was introduced to the Board.
      i. Josie’s three fun facts:
         1. She has lived all over the world.
         2. She rode a camel in Morocco.
         3. She took a jet boat ride down the Snake River.
ii. Josie was inspired to seek employment at the Library because she liked the very friendly staff.
iii. She questioned the Board about the election process for Library trustees.

At 8:16 p.m., Josie departed the meeting.

7. Director’s Report
   a. Tiffany reminded the Board about some upcoming trustee workshops.
   b. There was discussion about the convenience fee SWAN will charge for credit card charges and whether the Library should pay the fee or the patron. Tiffany will investigate the options for implementing controls on a minimum charge.
   c. The Library’s management team does not think it is worth the cost to fix the current sign. Options will be revisited at the next Building Committee meeting.

At 8:32 p.m. Adult Services Librarian Phil Collins arrived.
   d. Phil gave a presentation on the different databases available to Library patrons and their current utilization rate and costs per use.

At 8:51 p.m. Jason Stuhlmann and Phil Collins left the meeting.

8. Building Committee
   a. CrossRealms phone contract

      A motion was made by Joe Bertolli and seconded by Marisa Santangelo to approve the $7,287 contract from CrossRealms for a new phone system for the Library.

      i. Jonathan questioned how the new system would be different and better than the current system. Tiffany explained the current system is outdated and no longer supported. The new system would replace the physical phones and allow the phones to be connected to the computer providing greater flexibility for staff.

At 8:54 p.m. Jason Stuhlmann returns.

   ii. Terri questioned whether the new system will decrease the monthly phone bill since it is a voice over internet phone (voip) system. Tiffany was not sure since we will still have regular phones such as the one in the elevator.
   iii. Chris questioned the $3500 consulting fee and wanted to know how many hours of work it included and whether or not the Library would be prepared to go over that if more training was required. Tiffany clarified that it is a one-time, not annual, deliverable based consulting fee that should include all necessary training and she does not anticipate any need to incur additional charges.
   iv. Jonathan questioned how it will affect the Trustees’ voicemails. Tiffany explained that they may need to reset their greeting and passwords but otherwise it should have no effect.

Ayes: 6 Nays: 0 Absent: 1
Motion carries.

9. By-Laws/Goals/Policy/Personnel Committee
a. Hiring of Josie Stachurski

A motion was made by Jonathan Rivera and seconded by Carole Bilbo to approve the hiring of part-time Circulation Services Assistant, Josie Stachurski, at $9.10 an hour.

Ayes: 6  Nays: 0  Absent: 1
Motion carried.

b. The next BGPPC meeting will be held on January 29 at 7 p.m. to discuss bylaws review and revisions, Tiffany’s review, and the hiring of a consultant to formulate a long range plan.

10. Finance Committee/Audit Committee

a. There was a shortage in December’s bank deposit that was later discovered in petty cash.
   i. Steps have been taken to review the processes to decrease the likelihood of this recurring.
   b. There was discussion about trustee attendance at workshops and conferences and how much the Library should pay. It was concluded that this issue would be sent to the BGCPP committee to review and set a policy. They will put it on their agenda for February’s meeting.

11. Unfinished Business: none

12. New Business

a. Staff attendance at Computers in Libraries conference

A motion was made by Carole Bilbo and seconded by Joe Bertolli to send Adult Services Librarian Phil Collins to the Computers in Libraries conference in Washington, D.C., at a cost not to exceed $2000.

   i. Marisa questioned how Tiffany derives the training budget and how it compares to other similar sized libraries in the area. Tiffany replied that she uses historical data and tries to make sure we have funds for a few conferences, in-house training, local workshops. Compared to other libraries, she thinks our budget for staff training is on the mid to low range.

   ii. Marisa recommended we put more budget dollars into staff development and training. Chris said this is a budget issue.

Ayes: 6  Nays: 0  Absent: 1
Motion carried.

b. Executive Session

A motion was made by Jonathan Rivera and seconded by Carole Bilbo that the Board retire to Executive Session.

Ayes: 6  Nays: 0  Absent: 1
Motion carried.

At 9:32 p.m. the Board retired to Executive Session and Maureen Delaney, Jason Stuhlmann, and Tiffany Verzani departed the room.
At 9:42 p.m. the Board ended their Executive Session and Maureen Delaney, Jason Stuhlmann, and Tiffany Verzani returned to the room.

c. Executive Session determination

A motion was made by Carole Bilbo and seconded by Jonathan Rivera that all Executive Session minutes remain sealed.

Ayes: 6  Nays: 0  Absent: 1  Motion carried.

A motion was made by Jonathan Rivera and seconded by Carole Bilbo to adjourn the meeting at 9:43 p.m.

The next regularly scheduled Board meeting will be held February 19, 2015 at 8:00 p.m.

Marisa Santangelo, Board Secretary  Date approved  2-19-15