Board of Trustees
Meeting Minutes for May 18, 2017, 8:00 p.m.

1. Call to Order: President Carole Bilbo called the meeting to order at 8:01 p.m.

2. Roll Call: Upon roll call the following were present: Trustees Carole Bilbo, Chris Pesko, Elsa Volpe, Diana Gordon, Michelle Mondia, and Marisa Santangelo

   Also present: Director Tiffany Verzani, Assistant Director Jason Stuhlmann
   At 8:39 p.m. Peter Fosco phoned in to the meeting.

3. Election of Officers and Committee Appointments

   A motion was made by Chris Pesko and seconded by Michelle Mondia to nominate Carole Bilbo for Board President. Carole accepted the nomination. As no other nominations were made, no vote was required, and the motion carried.

   A motion was made by Michelle Mondia and seconded by Carole Bilbo to nominate Chris Pesko for Board Vice-President. Chris accepted the nomination. As no other nominations were made, no vote was required, and the motion carried.

   A motion was made by Carole Bilbo and seconded by Chris Pesko to nominate Elsa Volpe for Board Treasurer. Elsa accepted the nomination. As no other nominations were made, no vote was required, and the motion carried.

   A motion was made by Chris Pesko and seconded by Carole Bilbo to nominate Marisa Santangelo for Board Secretary. Marisa accepted the nomination. As no other nominations were made, no vote was required, and the motion carried.

   President Carole Bilbo then appointed trustees to the different committees as follows:
   Finance Committee: Elsa Volpe (Chair), Chris Pesko, Michelle Mondia
   Building Committee: Chris Pesko (Chair), Marisa Santangelo, Diana Gordon
   BGPP Committee: Peter Fosco (Chair), Elsa Volpe, Diana Gordon

4. Account Balances: President Carole Bilbo read the account balances as of April 30.
   a. GF Balance $758,004.14 as of April 30, 2017
   b. BF Balance $179,662.13 as of April 30, 2017
   c. Gift Fund Balance $17,586.46 as of April 30, 2017
   d. GF (YTD) expenditures $1,665,533.72 as of April 30, 2017

5. Consent Agenda: President Carole Bilbo read the Consent Agenda as presented:
   a. Minutes of the Finance Meeting, April 20, 2017
   b. Minutes of the Board Meeting, April 20, 2017
   c. Approval of payroll for June 2017
   d. Acknowledge Treasurer’s report
   e. Approval IMRF check for May 2017
6. Correspondence: None

7. Finance Committee/Audit Committee: President Carole Bilbo moved the Finance Committee report earlier in the agenda as the Library’s auditor Hollis Hanson-Pollock from Crowe Horwath arrived at 8:15 p.m. and was ready to present.

   a. Auditor: Hollis introduced herself and the personnel from Crowe Horwath that would be working on the audit this year. She then briefly presented the Client Service Plan and discussed the purpose, communications, and timeline of the audit. She went through some preliminary questions, including fraud risk assessment. Chris Pesko asked a few questions to clarify the process and purpose for the new board members. Then Chris asked about our procedures/controls and whether it was necessary for trustees to inspect every check and invoice. Hollis did not think that was necessary. Chris then asked whether we really needed a Finance Committee meeting every month if there was nothing to discuss, and could a trustee just review the bills before the main meeting. Hollis thought this was appropriate and everyone agreed.

   b. FY17-18 Budget and Levy

      A motion was made by Elsa Volpe and seconded by Chris Pesko to approve the FY17-18 Levy Determination of $1,537,708. Upon roll call the Board voted as follows:

      Ayes: 6       Nays: 0       Absent: 1

      Motion carried.

      A motion was made by Elsa Volpe and seconded by Chris Pesko to approve the FY17-18 Appropriations Determination of $1,708,189. Upon roll call the Board voted as follows:

      Ayes: 6       Nays: 0       Absent: 1

      Motion carried.

8. Public Participation: None

9. Library Director’s Report: Tiffany reported that our budget is right on target and we will only have about $500.00 to roll over into the Building Fund this year. This is partially due to less fines and fees. Tiffany also discussed how the insurance is going up about 10% for the upcoming year, which was more than anticipated. Tiffany said budgeted for that much, but was hoping for that line to be less so that we would have more leftover at the end of next fiscal year.

   a. Donation brochure and website update – Tiffany discussed that she, Lucas and Christina worked on updating the Donation brochure, and that Jason posted it on the website.
b. Annual Action Dates

i. Statistical Report – Jason will put together an annual statistics report for next month.

ii. Strategic Plan – The annual report will be available next month in the new format similar to the Annual Report we brought to the Village.

c. Questions from the Board: Chris liked Tiffany’s new format for her report. He said congratulations to Christine DeAlba on her new baby. He asked for clarification about the impact the IMLS budget would have on us, and Tiffany clarified. He asked about the whether the Library’s vinyl cutter was for public use, and Tiffany explained that we were discussing making the 3D printer available for public use, and that we could add the vinyl cutter in to that discussion. Chris asked for a list of building projects. Chris asked whether we had any feedback about the translated newsletters, and Jason explained that Yadira had been getting lots of positive feedback and use out of the Spanish one. Chris mentioned that he was happy to see that the mailed newsletter was a leading means for patrons to learn about our programs. Chris asked about the regular patron who passed away and whether we might want to purchase a book in their honor. Chris asked about the WiFi hotspots and if the data cost was set or based on usage, and Tiffany explained that it was a set monthly cost. Chris commented on all of the statistics being down for April, suggesting that maybe the construction was a partial cause. Chris also asked that we pass on to the relevant people that the SWAN Online Catalog does not have the best mobile responsiveness design.


11. By-Laws/Goals/Policy/Personnel Committee

a. Hiring of Library Shelver

A motion was made by Elsa Volpe and seconded by Chris Pesko to hire Luke Tomzik as a Library Shelver at $8.40 an hour. Upon roll call the Board voted as follows:

Ayes: 7  Nays: 0  Absent: 0

Motion carried.

b. Hiring of Technical Services Assistant

A motion was made by Elsa Volpe and seconded by Michelle Mondia to hire Sarah Udzelak as Adult Services Associate at $14.75 an hour. Upon roll call the Board voted as follows:

Ayes: 7  Nays: 0  Absent: 0

Motion carried.

c. Hiring of Adult Services Associate: Tabled until next month.

d. Plan June meeting: Director Verzani explained that we set up our committee meetings with Doodle polls through the Library’s email. Chris reminded everyone that it is is inadvisable to forward emails to your personal accounts.

12. Unfinished Business: None
13. New Business

   a. Closing for Staff Development Day: Director Verzani explained that she would like this to become a permanent recurrence on the first Friday in November for Staff Days.

      A motion was made by Michelle Mondia and seconded by Marisa Santangelo to close on November 3 for Staff Development Day. Upon roll call the Board voted as follows:

      Ayes: 7    Nays: 0    Absent: 0

      Motion carried.

   b. Non-resident Library Card resolution

      A motion was made by Chris Pesko and seconded by Peter Fosco to approve the Non-resident Library Card Resolution as presented in the Board packet. Upon roll call the Board voted as follows:

      Ayes: 7    Nays: 0    Absent: 0

      Motion carried.

14. Adjournment

      A motion was made by Chris Pesko and seconded by Michelle Mondia to adjourn at 8:57 p.m. Upon roll call the Board voted as follows:

      Ayes: 7    Nays: 0    Absent: 0

      Motion carried. Meeting adjourned.

15. Next Meeting: June 15, 2017

[Signature]
Marisa Santangelo, Board Secretary

6-15-17
Date Approved