ELMWOOD PARK PUBLIC LIBRARY
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
AUGUST 17, 2017

1. President Carole Bilbo called the meeting to order at 8:00 p.m.

2. Upon roll call the following were present:
   
   Present: Trustees Carole Bilbo, Chris Pesko, Elsa Volpe, Marisa Santangelo, Peter Fosco, Diana Gordon, and Michelle Mondia
   Also present: Director Tiffany Verzani, Assistant Director Jason Stuhlmann, and Office Manager Maureen Delaney

3. Carole Bilbo read the account balances as presented:
   a. GF Balance $673,595.59 as of July 31, 2017
   b. BF Balance $167,675.32 as of July 31, 2017
   c. Gift Fund Balance $17,597.23 as of July 31, 2017
   d. GF (YTD) Expenditures $428,170.95 as of July 31, 2017

4. Carole Bilbo presented the consent agenda:
   a. Minutes of the Board Meeting, July 20, 2017
   b. Minutes of the Building Committee, August 2, 2017
   c. Approval of payroll for September 2017
   d. Acknowledge Treasurer’s report
   e. Approval IMRF check for August 2017
   f. Approval of General Fund Disbursements for August 2017
   g. Approval of Transfers for July 2017

   A motion was made by Peter Fosco, and seconded by Chris Pesko, to approve the consent agenda. Upon roll call the Board voted as follows:
   
   Ayes: 7 Nays: 0 Absent: 0

   Motion carried.

5. Correspondence: none

6. Public Participation: none

7. Director’s Report
   a. Tiffany encouraged the trustees to visit the State’s Attorney’s website for FOIA and OMA training
      i. New Board members are required to complete the OMA certification within 90 days of beginning service.
   b. The Friends donated $1200 in proceeds from their book sale to the library.
   c. As part of library card sign up month, the Circ staff will be out in the community encouraging residents to register for library cards.
   d. Chris requested a walk-through of the facility.
   e. There was discussion about Jason’s statistics reports.
f. There was discussion about the behavioral incidents in the elevator.

8. Building Committee

a. All of the heating units on the roof have been replaced and have a life expectancy of 20 years.
b. There was discussion about the lobby redesign project and the possibility of doing some work, such as painting the Story Room, prior to a more formal construction project.
c. There was discussion about the safety and location of the children’s garden area.
d. BGPP is researching naming rights policies before formulating one for the library and looking to focus on the new snack space as opposed to other rooms, which might diminish the contributions of those who currently have rooms (Korbel, Ferrentino) and the Library (Silvestri) named after them.
e. There was discussion about a library sign on the side of the building facing Grand Avenue.

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

a. Hiring of Circulation Assistants

A motion was made by Peter Fosco, and seconded by Diana Gordon, to hire Anna Chomiak, Luke Tomzik, and Naomi Martinez as Circulation Assistants at $10.35 an hour.

Ayes: 7 Nays: 0 Absent: 0
Motion carried.

10. Finance Committee

a. The committee reviewed the preliminary audit report and had questions about some revenue figures.
b. The auditors will be at September’s meeting to present the results of the audit.

11. Unfinished Business: none

12. New Business

a. Per Capita Grant Standards Review
   i. As a requirement for receipt of the Per Capita grant, the staff and trustees are required to review standards.
   ii. Different standards will be included in the Board packet throughout the year for the trustees to review.
   iii. At this meeting, the Board reviewed the Illinois State Library literacy initiatives and grants.

A motion was made by Chris Pesko, and seconded by Peter Fosco, to adjourn the meeting at 9:00 p.m.

The next regularly scheduled Board meeting will be held September 21, 2017 at 8:00 p.m.

Marisa Santangelo, Board Secretary

Date approved