1. President Chris Pesko called the meeting to order at 8:00 p.m.

2. Upon roll call the following were present:

   Present: Trustees Chris Pesko, Orlando Vale, Terri Sorrentino, Marisa Santangelo, Joe Bertolli, and Carole Bilbo
   Absent: Jonathan Rivera
   Also present: Director Tiffany Verzani, Assistant Director Jason Stuhlmann, and Office Manager Maureen Delaney
   Village Trustee Jonathan Zivojnovic arrived at 8:27 p.m.

3. Chris Pesko read the account balances as presented:

   a. GF Balance $685,460.42 as of November 30, 2014
   b. BF Balance $306,389.05 as of November 30, 2014
   c. Gift Fund Balance $16,630.97 as of November 30, 2014
   d. GF (YTD) Expenditures $860,385.47 as of November 30, 2014

4. Chris Pesko presented the consent agenda:

   a. Minutes of November 20, 2014 Finance Committee Meeting
   b. Minutes of November 20, 2014 Regular Board Meeting
   c. Minutes of December 4, 2014 Building Committee Meeting
   d. Approval of payroll for January 2015
   e. Acknowledge Treasurer’s report
   f. Approval of IMRF check for December 2014
   g. Approval of General Fund Disbursements for December 2014
   h. Approval of Building Fund Disbursements for December 2014
   i. Approval of Transfers for November 2014

   A motion was made by Orlando Vale to approve the consent agenda and seconded by Marissa Santangelo. Upon roll call the Board voted as follows:

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

5. Correspondence:

   a. The Board received a card from the Library employees thanking them for their holiday gifts.
   b. The Board received a card from YS employee Irene Ramirez thanking them for her holiday gift.

6. Director’s Report

   a. The Library is applying for a grant from the State Library to fund half of the planned redesign of the Youth Services department. The application is due in January and the results will be announced in March.
   b. Tiffany is working with Ahren to review proposals from phone companies for a new phone system for the Library. She is hoping to have a proposal to present to the Board in January.
   c. Library Youth Services volunteer Olivia Ozog was honored by the Illinois Sheriff’s office with its award for teen volunteers. She was nominated by Youth Services department manager Kim Viita. Kim accompanied Olivia to the ceremony where she received her award.
d. The Board is impressed with the format of the new statistics report. They would like to see a year to year comparison. Chris Pesko suggested using a rolling average.
e. Youth Services recently purchased Tumblebooks e-books to expand their e-book catalog.

7. Building Committee

a. Live and Learn Construction Grant
   i. As previously explained by Tiffany in her Director’s report, the Library is applying for this grant to fund half of the redesign of the Youth Services department. A stipulation of the grant is that no spending can begin on any aspect of the project until notification is received regarding the outcome of the grant application. This provision will postpone the planned implementation of the redesign until the new fiscal year.
   ii. Terri Sorrentino questioned why the Library is not spending down the Building Fund. Tiffany explained that there are provisions as to what those funds can be used for and the Library does use the Building Fund when applicable.

b. Energy Conservation Audit
   i. Tiffany will work with Village Trustee Zivojnovic to see if the Library can be included as part of the Village’s plan to replace exterior lighting fixtures.

c. Phone System
   i. The Building Committee recommends moving forward with CrossRealms as a supplier of the new phone system. They hope to have a contract to present to the Board in January.
   ii. Building Funds may be used to pay for the new phone system.

d. Painting
   i. Facilities Manager Mike Smid received quotes ranging from $8,000 to $35,000 for the painting and wall paper removing necessitated by the redesign of Youth and Adult Services. The Building Committee is hoping to use part of the grant funds to pay this expense.

e. Second Floor Railing
   i. Tiffany discussed her hope to use the railing expansion as a platform for art and/or displays that would form a natural gateway to the Youth Services department.
   ii. Terri questioned whether the railing we have is compliant with current building code. Tiffany responded that it was current when the Library was built 12 years ago. Carole said the building codes have not changed since then so it is still current with code.

f. HVAC
   i. The Library will continue to replace 2 of the 3-4 ton units at a time or may replace one of the 15 ton units.

Village Trustee Jonathan Zivojnovic arrived at 8:27 p.m.

g. Outdoor Sign
   i. A repair of the sign would cost approximately $2500. This would cover repairing the lights and painting. The vendor felt the sign would probably require more work and suggested the Library purchase a digital sign for $25,000.
   ii. Jonathan Zivojnovic said the Village will be replacing the sign at the gateway to the Village by the end of next year. He said if the Library ordered a street sign for the Library, the Village’s public works department would install it.
   iii. The Board felt $3000 was a reasonable threshold not to exceed to repair the current sign.

h. Skateboard Rack
   i. The Library will purchase racks so patrons can lock up their skateboards and scooters. It will be placed by the wall near the Fire Station.

i. Book Return Sign
   i. The Library will purchase a municipal sign indicating the location of the Book Drop.

j. Tiffany explained that the Library now has the option of using its own vinyl cutter to make some signs that previously would have been purchased.
8. Public Participation: Village Trustee Jonathan Zivojnovic
   a. Tiffany asked Jonathan about the Energy Audit and expressed the Library’s desire to replace its exterior bollards with tall light poles and a large planter to act as a natural barrier. Jonathan instructed Tiffany to talk with Burt in the Village’s Public Works department. He is a landscape designer and can help determine the best placement for lights and planters.
   b. The former Tru-Value store will be gutted in the next few weeks. The Village is seeking development proposals through the first week in January. Their hope is to bring more traffic into the Village Circle and the Library.
   c. The old commercial building on Harlem will also be destroyed and converted to luxury rental condominiums.
   d. The old Connie’s Pizza will be coming down, too. That property is owned by the car wash adjacent to it.
   e. The Holiday Stroll was a success. Jonathan thanked the Library for participating.
   f. Chris thanked Jonathan for an excellent year of celebrations celebrating the Village’s centennial.

9. By-Laws/Goals/Policy/Personnel Committee
   a. The Committee had no report.
   b. Tiffany reported they have a meeting planned for January to discuss solicitation of Long Range Plans and bylaw revisions.

10. Finance Committee/Audit Committee
    a. The Committee shared with the Board the slight decrease in the employer’s portion of the IMRF for 2015.
    b. Credit card transactions will be part of the new SWAN system
    c. Tiffany will present her first draft of the FY16 budget in February.

11. Unfinished Business: none

12. New Business
    a. Library Director’s Performance Review
       i. Chris explained that the BGPP Committee will manage the process of Tiffany’s review. Chris will alert Committee Chair Jonathan Rivera of this responsibility.
       ii. Tiffany asked to see a copy of the form that will be used in her review.
           1. Terri explained that there is a standard form used but it was not used for Tiffany’s review last year because she was a relatively new employee.
           2. Terri will locate the form and send a copy to Tiffany.
    b. ACH
       i. Joe Bertolli suggested the Library use ACH to pay bills online.
       ii. There was discussion about whether or not this would allow for proper oversight.
       iii. The Board asked Tiffany to contact the auditors for an opinion.

A motion was made by Orlando Vale and seconded by Marisa Santangelo to adjourn the meeting at 9:03 p.m.

The next regularly scheduled Board meeting will be held January 15, 2015 at 8:00 p.m.

Marisa Santangelo, Board Secretary

Date approved