ELMWOOD PARK PUBLIC LIBRARY
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
AUGUST 18, 2016 at 8:00 P.M.

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, Jonathan Rivera, Elsa Volpe, Terri Sorrentino, and Joe Bertolli
   Also present: Director Tiffany Verzani, Office Manager Maureen Delaney, Technology Librarian
   Ahren Sievers, and Dominican University Practicum Student Elizabeth Miller
   Absent: Trustees Chris Pesko and Marisa Santangelo

3. Carole Bilbo read the account balances as presented:

   a. GF Balance $645,571.40 as of July 31, 2016
   b. BF Balance $136,421.14 as of July 31, 2016
   c. Gift Fund Balance $16,705.45 as of July 31, 2016
   d. GF (YTD) Expenditures $342,209.40 as of July 31, 2016

4. Carole Bilbo presented the consent agenda:

   b. Minutes of the Board Meeting, July 21, 2016
   c. Minutes of the BGPP Committee Meeting, August 4, 2016
   d. Approval of payroll for September 2016
   e. Acknowledge Treasurer’s report
   f. Approval IMRF check for August 2016
   g. Approval of General Fund Disbursements for August 2016
   h. Approval of Building Fund Disbursements for August 2016
   i. Approval of Transfers for July 2016

   A motion was made by Jonathan Rivera, and seconded by Joe Bertolli, to approve the consent agenda. Upon roll call the Board voted as follows:

   Ayes: 5  Nays: 0  Absent: 2
   Motion carried.

5. Correspondence: none

6. Public Participation

   a. Technology Librarian Ahren Sievers
      i. Ahren discussed how he upgraded the Library’s internet speed using federal grant funds.
      ii. Ahren talked about his future plans for upgrading Library computers.

   b. Dominican University Practicum Student Elizabeth Miller
      i. Elizabeth discussed her Practicum at the Library.

At 8:19 p.m. Ahren Sievers departed the meeting.
7. Director’s Report
   a. Tiffany reviewed the Library’s social media strategies.
   b. Tiffany discussed progress on the Strategic Plan.

8. Building Committee: no report

9. By-Laws/Goals/Policy/Personnel Committee
   a. FLSA Employee Status Changes
      A motion was made by Jonathan Rivera, and seconded by Elsa Volpe, to accept the changes as presented in the Board packet.
      Ayes: 5  Nays: 0  Absent: 2
      Motion carried.
   
   b. Employee Handbook
      i. There was discussion about modifying the handbook regarding medical marijuana.
      ii. The vote on this was tabled for future clarification.
   
   c. Expense Reimbursement Policy
      i. This change in state law will go into effect January 1, 2017.

   d. Hiring of Permanent Substitute, Security
      A motion was made by Jonathan Rivera, and seconded by Joe Bertolli, to hire Joseph Shaw as a permanent substitute Security Guard at $15 an hour.
      Ayes: 5  Nays: 0  Absent: 2
      Motion carried.
   
   e. Terri Sorrentino requested that the Board receive proposed policy changes more than 48 hours in advance to give them sufficient time for review.

10. Finance Committee
   a. Preliminary Audit
      i. Terri encouraged Board members to review the preliminary audit and be ready for the auditor’s visit next month.

   b. End-of-year transfer
      A motion was made by Terri Sorrentino, and seconded by Jonathan Rivera, to transfer $89,985 from the checking account to the Building fund. This amount includes both leftover cash and money received from the LiMRICC settlement.
      Ayes: 5  Nays: 0  Absent: 2
      Motion carried.
   
   c. Policy review
i. Terri encouraged Board members to review the proposed changes to the Fund Balance policy and the Investment policy.

ii. The Finance committee will discuss proposed changes in their September 8 meeting.

iii. The Board will vote on the proposed policy changes in the September 15 Board meeting.

11. Unfinished Business: none

12. New Business: none

A motion was made by Jonathan Rivera, and seconded by Joe Bertolli, to adjourn the meeting at 8:58 p.m.

The next regularly scheduled Board meeting will be held September 15, 2016 at 8:00 p.m.

Elsa Volpe, Board Secretary

Date approved