

Franklin Park Public Library District
Regular Board Meeting of September 12, 2017

The Board meeting was called to order by Board President Grieshamer at 7:30 p.m.

Board members present: Theresa Aiello, Kay Frey, Frank Grieshamer, Erica Lazcano, Michael Vallone, and Teresita Zaretsky

Board member absent: Joseph Reyes

Staff members present: Marie Saeli, Executive Director; Vanessa Morrison, Assistant Director; and Stan Monkus, Business Manager

Public Comment

There was no public comment.

Disposition of Minutes

Frey moved and Lazcano seconded that the minutes of the August 8, 2017, Budget and Appropriations Hearing and the minutes of the August 8, 2017, Regular Board meeting be approved. Motion #1 carried. Voice vote.

Financial Reports and Approval of Expenditures

Vallone read the financial report.

Frey moved and Aiello seconded that checks #20871 through #20934 (with check #20904 for \$300,000 and check #20932 for \$90,000 being transfers to the Max Safe account, and checks #20862 and #20903 voided) disbursed from the US Bank checking account, totaling \$72,461.72; payroll liabilities, including payroll taxes, totaling \$76,161.25; a vacation/sick payout to Corrine Tedesco for \$4,804.55; and the July IMRF payment made in August of \$6,468.55, for a total of \$161,343.15 be approved. Motion #2 carried. Aiello – Aye, Frey – Aye, Grieshamer – Aye, Lazcano – Aye, Vallone – Aye, Zaretsky – Aye.

Communications

There were no communications.

Committee Reports

There were no committee reports.

Executive Director and Staff Reports

Saeli's written report to the Board, which included meetings held and attended, was included in the Board packet. Circulation, Information and Digital Services, and Technical Services departmental reports also were included in the Board packet.

Unfinished Business

There was no unfinished business.

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New Business

GAAP Compliant Audit Reports

Frey moved and Zaretsky seconded that the Library District convert its accounting practices from a modified cash basis to an accrual basis. Motion #3 carried. Aiello – Aye, Frey – Aye, Grieshamer – Aye, Lazcano – Aye, Vallone – Aye, Zaretsky – Aye.

Auditor Recommendation

Frey moved and Lazcano seconded that the engagement letter for a three-year commitment from Lauterbach and Amen be approved. Motion #4 carried. Aiello – Aye, Frey – Aye, Grieshamer – Aye, Lazcano – Aye, Vallone – Aye, Zaretsky – Aye.

Ratification of New Hires

Vallone moved and Zaretsky seconded that the hiring of Kristin Hamilton, part-time Circulation Clerk, at the rate of \$10.00 per hour; Jack Morsovillo, part-time Circulation Clerk, at the rate of \$10.00 per hour; Nicole Alcauter, part-time Circulation Assistant, at the rate of \$11.00 per hour; Jeanine Roseland, part-time Circulation Assistant, at the rate of \$11.00 per hour; and Jason Arndt, full-time Assistant Head of Circulation, \$32,000 annual salary be ratified. Motion #5 carried. Aiello – Aye, Frey – Aye, Grieshamer – Aye, Lazcano – Aye, Vallone – Aye, Zaretsky – Aye.

Sick and Vacation Accrual for Part-time Employees

Saeli asked that a Board committee undertake a review of the Library's sick and vacation benefits for part-time employees. Frey and Lazcano, of the Personnel/Policy committee will work with Saeli on this issue.

Annex Demolition

The Board is considering the possibility of the demolition of a small house that is on Library property referred to as "the annex." The costs involved and the different aspects of the project were discussed. More information is needed, and the Board will continue the discussion at the next regular Board meeting. Two actions were deemed necessary whether or not demolition is ultimately approved:

Frey moved and Lazcano seconded that the electricity for the outdoor Library sign be run to the main building instead of the annex. Motion #6 carried. Aiello – Aye, Frey – Aye, Grieshamer – Aye, Lazcano – Aye, Vallone – Aye, Zaretsky – Aye.

It was the consensus of the Board that for safety reasons the wooden outdoor stairs on the annex be torn down. The cost of this project was approved at the regular Board meeting of April 11, 2017.

Adjournment

Frey moved and Zaretsky seconded that the meeting be adjourned. Voice vote.

The meeting adjourned at 8:15 p.m.

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