

Franklin Park Public Library District
Regular Board Meeting of February 13, 2018

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

Board members present: Kay Frey, Frank Grieshamer, Joseph Reyes, and Michael Vallone

Board members absent: Theresa Aiello, Erica Lazcano, and Teresita Zaretsky

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

Guest present: Sean Hickey of Lauterbach & Amen, LLP

Public Comment

There was no public comment.

Disposition of Minutes

Vallone moved and Frey seconded that the minutes of the January 9, 2018, Regular Board meeting be approved. Motion #1 carried. Voice vote.

Financial Reports and Approval of Expenditures

Vallone read the financial report.

Frey moved and Vallone seconded that checks #21135 through #21237 (with checks #21146, #21199, #21200, and #21222 voided) disbursed from the US Bank checking account, totaling \$99,359.38; payroll liabilities, including payroll taxes, totaling \$71,077.53; and the December IMRF payment made in January of \$6,692.65, for a total of \$177,129.56 be approved. Motion #2 carried. Frey – Aye, Grieshamer – Aye, Reyes – Aye, Vallone – Aye.

Frey moved and Reyes seconded that the transfer on January 3, 2018, of \$100,000, and the transfer on January 9, 2018, of \$100,000 from the District's MaxSafe account to the US Bank Checking account be approved. Motion #3 carried. Frey – Aye, Grieshamer – Aye, Reyes – Aye, Vallone – 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.

Franklin Park Public Library District
Regular Board Meeting of February 13, 2018

Unfinished Business

Annex

There was no new information to discuss.

New Business

Audit

Sean Hickey of Lauterbach & Amen, LLP, gave a brief presentation of the fiscal year 2017 Comprehensive Annual Financial Report and the Management Letter which Lauterbach & Amen provided. Hickey noted that the District was given an unmodified, clean opinion.

Frey moved and Vallone seconded that the audit for fiscal year 2017 be accepted as presented.

Motion #4 carried. Frey – Aye, Grieshamer – Aye, Reyes – Aye, Vallone – Aye.

Personnel Changes

The Board discussed personnel changes in the Circulation Department. The position vacated by the recent resignation of a Circulation employee was filled through an internal promotion, which resulted in two other positions opening and being filled by internal promotions.

Department Name Change

Saeli reported that she and Morrison wanted to change the name of the Information and Digital Services Department to Public Services. The latter has a broader application, encompassing all that the department does for all ages of library patrons: reference services, home bound services, programming, school and community outreach, technology training and collection development.

Job Descriptions: Youth Librarian Positions

Two job descriptions were brought before the Board for approval. One, Public Services – Early Literacy Librarian, was a new job description; the other, Public Services – Youth Services Librarian / School & Community Outreach, was a revision that more accurately describes the position.

Frey moved and Reyes seconded that the Public Services – Early Literacy Librarian and the Public Services – Youth Services Librarian / School & Community Outreach job descriptions be adopted as presented. Motion #5 carried. Frey – Aye, Grieshamer – Aye, Reyes – Aye, Vallone – Aye.

Staff Development

On May 1, 2018, nineteen new libraries will be joining the SWAN consortium. On that date, Circulation and Reference services will not be available to library users. Saeli asked that the Board approve May 1, as a day the Library will be closed to the public for staff development.

Frey moved and Reyes seconded that on May 1, 2018, the Library be closed to the public for a staff development day. Motion #6 carried. Voice vote.

Franklin Park Public Library District
Regular Board Meeting of February 13, 2018

Closed/Executive Session

An Executive Session was not called.

Adjournment

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

The meeting adjourned at 8:28 p.m.