

Franklin Park Public Library District  
Regular Board Meeting of August 14, 2018

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

Board members present: Kay Frey, Frank Grieshamer, Jessica Krieter, 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

**Disposition of Minutes**

Vallone moved and Zaretsky seconded that the minutes of the July 10, 2018, Special Board meeting and the minutes of the July 10, 2018, Regular Board meeting be approved. Motion #1 carried. Voice vote.

**Public Comment**

There was no public comment.

Grieshamer requested that the presentation of the Resolution of Thanks and Appreciation to Mrs. Cynthia Helwink be moved from New Business to the Public Comment portion of the Board meeting. There were no objections.

Secretary Frey read the Resolution, the text of which is included in the minutes of the July 10, 2018, Board meeting. Saeli presented Mrs. Helwink with the Resolution, acknowledging her years of service as a teacher and thanking her family for the monetary donation in her name to be used to purchase furniture for Kids Crossing. The family presented the Library with \$845 in donations. This added to donations given directly to the Library in the name of Cynthia Helwink brought the total donation to \$905. A plaque provided by the Helwink family will be hung in Kids Crossing honoring Mrs. Helwink.

President Grieshamer thanked Mrs. Helwink for her years of service as a teacher, and thanked the family for the generous donation to the Library honoring her.

**Financial Reports and Approval of Expenditures**

Vallone read the financial report.

Frey moved and Lazcano seconded that checks #22000 through #22051 (with checks #22020 and #22044 voided) disbursed from the US Bank checking account, totaling \$73,995.15; check #1019 in the amount of \$80,480 disbursed from the MaxSafe account for the final HVAC debt payment; check # 1021 in the amount of \$32,000 disbursed from the MaxSafe account for the annual technical services contract; payroll liabilities, including payroll taxes, totaling \$72,459.91; the June IMRF payment made in July of \$6,955.51; for a total of \$265,900.57 be approved. Motion #2 carried. Frey – Aye, Grieshamer – Aye, Krieter – Aye, Lazcano – Aye, Vallone – Aye, Zaretsky – Aye.

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Frey moved and Lazcano seconded that a transfer of \$100,000 on July 9, 2018, from the District's Max Saver account to the US Bank checking account and a transfer of \$100,000 (check #22067) on July 30, 2018, from the US Bank checking account to the MaxSafe account because of receipt of tax revenue be approved. Motion #3 carried. Frey – Aye, Griegashamer – Aye, Krieter – 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 Services, Public Services and Technical Services departmental reports also were included in the Board packet.

Saeli reported on a successful Summer Reading Celebration held on Saturday, August 4, 2018, and noted that it was appreciated that several Board members were in attendance.

On July 30, 2018, the District received its fiscal year 2018 Illinois Library Per Capita Grant check in the amount of \$22,916.25.

Saeli also reported that the Candidate's Guide for the April 2, 2019, Consolidated Election is now available online, and that the Library will be a polling place for the November 6, 2018, General Election.

**Unfinished Business**

**Annex**

There was no new information to discuss.

**New Business**

**Presentation of Resolution**

After a change to the order of business, the presentation to Mrs. Helwink was done during the Public Comment portion of the meeting.

**Budget and Appropriations Ordinance for Fiscal Year 2018-2019**

Frey moved and Zaretsky seconded that the Budget and Appropriations Ordinance for fiscal year 2018-2019 be adopted as now presented. Motion #4 carried. Frey – Aye, Griegashamer – Aye, Krieter – Aye, Lazcano – Aye, Vallone – Aye, Zaretsky – Aye.

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Secretary's Audit

The audit of the minutes of fiscal year 2017-2018 is required as a part of the Illinois Public Library Annual Report (IPLAR). President Grieshamer appointed Trustees Lazcano and Frey to complete the audit.

Illinois Public Library Annual Report (IPLAR)

Zaretsky moved and Vallone seconded that the IPLAR for fiscal year 2017-2018 be accepted as presented. Motion #5 carried. Frey – Aye, Grieshamer – Aye, Krieter – Aye, Lazcano – Aye, Vallone – Aye, Zaretsky – Aye.

Report on Possible Alcohol Policy

At the July 10, 2018, Board meeting, there was a request during Public Comment for the Board to consider approving a policy allowing alcohol to be served at library events. Saeli presented information on the law that allows public libraries that are district libraries to serve alcohol at specific events and the necessary requirements such as dram insurance and village permits. Saeli noted that although our insurance company would be happy to sell the District dram insurance, we need to consider that when there is an actuarial review of all our insurance coverages, an alcohol policy is likely to affect the District's other liability costs because of increased risk.

The Board weighed the positive and negative aspects of allowing alcohol to be served at specific District events.

Frey moved and Zaretsky seconded that the District policy of no alcohol allowed on Library property for any reason remain the same. Motion #6 carried. Frey – Aye, Grieshamer – Aye, Krieter – Aye, Lazcano – Aye, Vallone – Aye, Zaretsky – Aye.

Non SWAN Borrower Fees

Lazcano moved and Frey seconded that the fees non-SWAN patrons are charged to borrow NEW DVDs be discontinued immediately. Motion #7 carried. Frey – Aye, Grieshamer – Aye, Krieter – Aye, Lazcano – Aye, Vallone – Aye, Zaretsky – Aye.

Closed/Executive Session

Frey moved and Lazcano seconded that the Board enter into executive session to discuss employment, compensation, discipline, performance [5 ILCS 120/2(c)(1)], pending litigation [5 ILCS 120/2(c)(11)], and probable or imminent litigation [5 ILCS 120/2(c)(11)]. Motion #8 carried. Frey – Aye, Grieshamer – Aye, Krieter – Aye, Lazcano – Aye, Vallone – Aye, Zaretsky - Aye.

The Board entered into Executive Session at 8:15 p.m.

The Board exited Executive Session at 8:39 p.m.

Board President Grieshamer noted that all Board members present during the open session and the Executive Director are all still present.

No action was taken in Executive Session.

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Executive Director's Annual Review

Zaretsky moved and Frey seconded that the Board reaffirm the agreement with the Executive Director for another year, with a raise increase of \$2,200 effective October 1, 2018. Motion #8 carried. Frey – Aye, Grieshamer – Aye, Krieter – Aye, Lazcano – Aye, Vallone – Aye, Zaretsky – Aye.

**Adjournment**

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

The meeting adjourned at 8:42 p.m.