

Franklin Park Public Library District  
Regular Board Meeting of October 9, 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, Joseph Reyes (arrived 7:31 p.m.), Michael Vallone, and Teresita Zaretsky

Board member absent: None

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

**Disposition of Minutes**

Frey moved and Zaretsky seconded that the minutes of the September 11, 2018, Regular Board meeting be approved. Motion #1 carried. Voice vote.

**Public Comment**

There was no public comment.

**Financial Reports and Approval of Expenditures**

Vallone read the financial report.

Frey moved and Lazcano seconded that checks #22130 through #22188 (with checks #22145, #22146, #22152, #22153, and #22158 through #22163 destroyed due to a printer problem) disbursed from the US Bank checking account, totaling \$38,720.42; payroll liabilities, including payroll taxes, totaling \$73,666.48; the August IMRF payment made in September of \$7,540.02; for a total of \$119,926.92 be approved. Motion #2 carried. Frey – Aye, Grieshamer – Aye, Krieter – Aye, Lazcano – Aye, Reyes – 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 were also included in the Board packet.

**Unfinished Business**

**Annex**

There was no new information to discuss.

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**New Business**

**Circulation Policies: Overdue Materials**

SWAN announced at the September 19, 2018, Circulation Advisory Committee Meeting that a new schedule for patron overdue notices would be enacted beginning October 2, 2018. SWAN feels this simplifies the process. These changes will be made universally in the system. The District's policy needs to be revised to fit SWAN's criteria. The Circulation Department suggested one additional revision.

Frey moved and Vallone seconded that the changes to sections 12.2 through 12.6 of the District's Circulation Policies be approved as now presented. Motion #3 carried. Frey – Aye, Grieshamer – Aye, Krieter – Aye, Lazcano – Aye, Reyes – Aye, Vallone – Aye, Zaretsky – Aye.

**Per Capita Grant Requirement: Trustee Facts File**

One of the requirements for the FY2019 Illinois State Library Per Capita Grant is that the Board of Trustees review chapters 6-10 of the *Trustee Facts File* (3<sup>rd</sup> edition). The Board reviewed and discussed Chapter 8, Human Resources.

**Appointment of Local Election Official**

Frey moved and Reyes seconded that the Executive Director Marie Saeli be appointed as the Local Election Official for the April 2, 2019, Consolidated Election. Motion #4 carried. Frey – Aye, Grieshamer – Aye, Krieter – Aye, Lazcano – Aye, Reyes – Aye, Vallone – Aye, Zaretsky – Aye.

**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 7:48 p.m.