

Franklin Park Public Library District  
Regular Board Meeting of November 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, Jessica Krieter, Erica Lazcano, and Teresita Zaretsky

Board members absent: Joseph Reyes and Michael Vallone

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 October 9, 2018, Regular Board meeting be approved. Motion #1 carried. Voice vote.

**Public Comment**

There was no public comment.

**Financial Reports and Approval of Expenditures**

Grieshamer appointed Lazcano treasurer pro tem.

Lazcano read the financial report.

Frey moved and Lazcano seconded that checks #22189 through #22255 (with checks #22220 and #22241 voided) disbursed from the US Bank checking account, totaling \$45,474.44; payroll liabilities, including payroll taxes, totaling \$78,398.95; the September IMRF payment made in October of \$6,297.25; for a total of \$130,170.64 be approved. Motion #2 carried. Frey – Aye, Grieshamer – Aye, Krieter – Aye, Lazcano – Aye, Zaretsky – Aye.

**Communications**

The Library received two notes from the family of Mary Ellen Kinkaid. When Ms. Kinkaid, an avid reader and patron of the Franklin Park Public Library, passed away, her family asked that donations be made to the Library in lieu of flowers.

The Kids Crossing staff received two thank you notes from Annaliese, Andrea, and Allie To for the children's programming offered at the Library.

**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.

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Saeli also noted that the Library has received \$700 in memorial donations on behalf of Mary Ellen KinKaid, and avid user of the Library who passed away in October.

**Unfinished Business**

Annex

There was no new information to discuss.

**New Business**

Estimated Levy

Monkus estimates the 2018 tax levy to be \$2,766,438. The Tax Levy Ordinance will be presented at the December 11, 2018, Board meeting.

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 9: *Facilities* and Chapter 10: *Budgeting and Financial Management*.

Per Capita Grant Requirement: Education

An additional requirement for the FY2019 Illinois State Library Per Capita Grant is that at least one Board member complete a free online education opportunity focusing on meeting the needs of patrons with challenges or disabilities. Trustee Frey completed the webinar "Autism 101 for Librarians."

Staff Mid-Year Incentive

The Board discussed the mid-fiscal year incentive that it has traditionally given the Library staff. The incentive is included in the budget that the Board approved for fiscal year 2018-2019.

Frey moved and Lazcano seconded that 32, \$25 Jewel Gift cards, for a total of \$800, be purchased to be distributed to Library staff as the mid-fiscal year incentive. Motion #3 carried. Frey – Aye, Grieshamer – Aye, Krieter – Aye, Lazcano – Aye, Zaretsky – Aye.

**Closed/Executive Session**

An executive session was not called.

**Adjournment**

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

The meeting adjourned at 8:03 p.m.