

Franklin Park Public Library District  
Regular Board Meeting of August 13, 2019

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

Board members present: Kay Frey, Frank Grieshamer, Jeremy Mazur, Michael Vallone, and Teresita Zaretsky

Board members absent: Jessica Krieter and Joseph Reyes

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 July 9, 2019, 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 Mazur seconded that checks #22741 through #22812 (check #22804 in the amount of \$100,000 transferred excess funds into the MaxSafe account) disbursed from the US Bank checking account, totaling \$118,231.45; payroll liabilities, including payroll taxes, totaling \$77,409.47; a vacation payout of \$1,710.60; and the June IMRF payment made in July of \$4,444.04, for a total of \$201,895.86 be approved. Motion #2 carried. Frey – Aye, Grieshamer – Aye, Mazur – Aye, Vallone – Aye, Zaretsky – Aye.

Frey moved and Mazur seconded that a transfer of \$100,000 on July 9, 2019, from the District's MaxSafe account to the US Bank checking account be approved. Motion #3 carried. Frey – Aye, Grieshamer – Aye, Mazur – 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. The Circulation Services, Public Services, and Technical Services departmental reports were also included in the Board packet.

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**Unfinished Business**

Annex: Contents and Condition

Saeli reported that another records disposal certificate was approved. Now all the documents in annex can be removed.

Sick Leave Policy

The Board discussed the handling of reimbursement for unused sick leave when an employee resigns or retires.

Griashamer moved and Frey seconded that the Sick Leave Policy be amended to anyone who is hired on or after July 1, 2020, will not be reimbursed for unused sick leave when resigning or retiring from the Franklin Park Public Library District. Motion #4 carried. Frey – Aye, Griashamer – Aye, Mazur – Aye, Vallone – Aye. Zaretsky – Aye.

Parking Lots

As there was no new information, it was the consensus of the Board to table any discussion of an intergovernmental agreement (IGA) to monitor the Library's parking restrictions until the September 10, 2019, Board meeting.

**New Business**

IT Committee

Board President Griashamer thought the formation of a technology committee would be useful and appointed Trustees Joseph Reyes and Jessica Krieter to the committee.

Budget and Appropriations Ordinance for Fiscal Year 2019-2020

Zaretsky moved and Frey seconded that the Budget and Appropriations Ordinance for fiscal year 2019-2020 be adopted. Motion #5 carried. Frey – Aye, Griashamer – Aye, Mazur – Aye, Vallone – Aye. Zaretsky – Aye.

Secretary's Audit

Trustees Frey and Mazur conducted an audit of the minutes of fiscal year 2018-2019, as required as part of the Illinois Public Library Annual Report (IPLAR). Both Trustees reported that no errors were found.

Illinois Public Library Annual Report (IPLAR)

Frey moved and Zaretsky seconded that the Illinois Public Library Annual Report (IPLAR) for fiscal year 2018-2019, be accepted as presented. Motion #6 carried. Frey – Aye, Griashamer – Aye, Mazur – Aye, Vallone – Aye. Zaretsky – Aye.

Library Efficiency Measures

The Board discussed the ways the Library is currently conserving energy, including (but not limited to) indoor and outdoor LED lighting, motion activated lights in employee areas, and an efficient HVAC system. Griashamer asked the Board to think about more efficiency measures to discuss at the September 10, 2019, Board meeting.

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**Closed/Executive Session**

Frey moved and Mazur seconded that the Board enter into executive session to discuss employment, compensation, discipline, performance or dismissal of certain employees [5 ILCS 120/2(c)(1)]. Motion #7 carried. Frey – Aye, Grieshamer – Aye, Mazur – Aye, Vallone – Aye. Zaretsky – Aye.

The Board entered into Executive Session at 8:07 p.m.

The Board exited Executive Session at 8:26 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.

**Executive Director's Annual Review**

Frey moved and Mazur seconded that the Board renew the Executive Director's contract for another year. Motion #8 carried. Frey – Aye, Grieshamer – Aye, Mazur – Aye, Vallone – Aye. Zaretsky – Aye.

Frey moved and Zaretsky seconded that the Board approve a 3% raise for the Executive Director, effective October 1, 2019. Motion #9 carried. Frey – Aye, Grieshamer – Aye, Mazur – Aye, Vallone – Aye. Zaretsky – Aye.

**Adjournment**

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

The meeting adjourned at 8:27 p.m.