

Franklin Park Public Library District
Regular Board Meeting of November 12, 2019

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, Joseph Reyes, Michael Vallone, and Teresita Zaretsky

Board member absent: Jeremy Mazur

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 8, 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.

Vallone moved and Frey seconded that checks #22937 through #22991 (with check #22938 voided) disbursed from the US Bank checking account, totaling \$47,284.86; payroll liabilities, including payroll taxes, totaling \$75,876.81; and the September IMRF payment made in October of \$4,227.24, for a total of \$127,388.91 be approved. Motion #2 carried. Frey – Aye, Krieter – Aye, Grieshamer – Aye, Reyes – Aye, Vallone – Aye, Zaretsky – Aye.

Communications

The Library received a thank you from Operation Support Our Troops – America for the donation of 108 lbs. of food and personal items collected for the Comfort and Care package program.

Committee Reports

Saeli met with Trustee Krieter of the Personnel/Policy Committee on Friday, November 1, 2019, to discuss employee salaries and the need to meet minimum wage target dates in the years 2021-2025. Trustee Frey was not able to attend but was apprised of the issues discussed via email. The Committee members and Saeli discussed the importance of avoiding wage compression when adjusting salaries to meet the mandated minimum wage targets. Saeli shared a salary survey with the Board.

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 and Technical Services departmental reports were also included in the Board packet. The Public Services departmental report was distributed at the Board meeting.

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Unfinished Business

Annex: Contents and Condition

There was nothing new to report.

Parking Lot

Saeli reported that the attorney received an acknowledgment that the Village attorney received the draft of the intergovernmental agreement (IGA) to monitor the Library's parking restrictions, but no further action was taken.

New Business

Per Capita Grant Requirement: Trustee Facts File

One of the requirements for the FY2020 Illinois State Library Per Capita Grant is that the Board of Trustees review specific chapters of the *Trustee Facts File*. The Board reviewed and discussed Chapter 11 (Fundraising) and Chapter 12 (Advocacy).

Animal Policy

Frey moved and Zaretsky seconded that the Franklin Park Public Library District Animal Policy be approved. Motion #3 carried. Frey – Aye, Krieter – Aye, Grieashamer – Aye, Reyes – Aye, Vallone – Aye, Zaretsky – Aye.

Taxing Issue

Saeli reported that 19 properties (all with odd numbered addresses) on Manor and one property with a Sarah address (2724) do not pay taxes to the Library District. She spoke with Mark Shaffer from the Illinois State Library who suggested the Board alert the Cook County Clerk's office to this situation.

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 2019-2020.

Krieter moved and Frey 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 #4 carried. Frey – Aye, Krieter – Aye, Grieashamer – Aye, Reyes – Aye, Vallone – Aye, Zaretsky – Aye.

Sexual Harassment Policy Update

Saeli reported that an email legal update from Klein, Thorpe and Jenkins informs local government that Public Act 101-221, the Workplace Transparency Act, includes "new requirements and changes to several statutes applicable to local governments." The changes go into effect January 1, 2020. Saeli will consult with the attorney to assure that the District's policy is compliant with the changes.

Closed/Executive Session

Frey moved and Zaretsky seconded that the Board enter into executive session to discuss probable or imminent litigation [5 ILCS 120/2(c)(11)] and employment, compensation, discipline, performance or

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dismissal of certain employees [5 ILCS 120/2(c)(1)]. Motion #4 carried. Frey – Aye, Krieter – Aye, Grieshamer – Aye, Reyes – Aye, Vallone – Aye, Zaretsky – Aye.

The Board entered into Executive Session at 8:09 p.m.

The Board exited Executive Session at 8:14 p.m.

Board President Grieshamer noted that all Board members present during the open session and the Executive Director are still present. No action was taken in Executive Session.

President Grieshamer asked Saeli to consult with Business Manager Monkus to see if there is any leeway in the salary line of the current budget for a possible staff salary increase.

Adjournment

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

The meeting adjourned at 8:17 p.m.