

Franklin Park Public Library District
Regular Board Meeting of December 10, 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, Jeremy Mazur, 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

Grieshamer moved and Frey seconded that the minutes of the Regular Board meeting of November 12, 2019, be amended so that the last sentence before the "Adjournment" section on page 3 reads "for a possible staff salary increase." Motion #1 carried. Voice vote.

Frey moved and Krieter seconded that the minutes of the November 12, 2019, Regular Board Meeting be approved as amended. Motion #2 carried. Voice vote.

Public Comment

There was no public comment.

Financial Reports and Approval of Expenditures

Grieshamer asked Monkus a question about the account balances. Monkus explained that a transfer of \$100,000 in tax money was made on November 18, 2019, from the Illinois Funds account to the US Bank checking account for operations.

Vallone read the financial report.

Frey moved and Zaretsky seconded that checks #22992 through #23041 disbursed from the US Bank checking account, totaling \$43,375.03; payroll liabilities, including payroll taxes, totaling \$71,239.59; and the October IMRF payment made in November of \$4,381.16, for a total of \$118,995.78 be approved.

Motion #3 carried. Frey – Aye, Krieter – 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

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were also included in the Board packet.

Unfinished Business

Annex: Contents and Condition

There was nothing to report.

Parking Lot

There was nothing to report.

Taxing Issue

There was nothing to report.

Damage to the Library

Monkus noted that he had called several contractors to obtain bids on the cost of repairing the damage to the Library caused on October 11, 2019. After learning the job must pay prevailing wage, only one company was willing to submit a proposal. The proposal should be completed soon. Monkus also discussed the report of the Utica Insurance Company's adjustor.

Griashamer moved and Frey seconded that discussion of bids, adjustors, and contractors related to repairing the damage caused to the Library on October 11, 2019, be tabled until a special meeting of the Board to be held on Thursday, December 19, 2019, at 7:30 p.m. Motion #4 carried. Frey – Aye, Krieter – Aye, Griashamer – Aye, Mazur – Aye, Vallone – Aye, Zaretsky – Aye.

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 13 (Public Relations) and Chapter 14 (Trustee Continuing Education).

Prohibition of Sexual and Workplace Harassment Policy

Krieter moved and Frey seconded that "A Resolution to Comply with Illinois Public Act 101-221, the Workplace Transparency Act, which enacts the Franklin Park Public Library District's Policy Prohibiting Sexual and Workplace Harassment, be adopted. Motion #5 carried. Frey – Aye, Krieter – Aye, Griashamer – Aye, Mazur – Aye, Vallone – Aye, Zaretsky – Aye.

Employee Equal Opportunity Policy

Griashamer moved and Frey seconded that the Franklin Park Public Library District's Employee Equal Opportunity Policy be adopted. Motion #6 carried. Frey – Aye, Krieter – Aye, Griashamer – Aye, Mazur – Aye, Vallone – Aye, Zaretsky – Aye.

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Ratification of New Hire: Public Services

Frey moved and Zaretsky seconded that the hiring of Allie Mendelson as a full-time Evening Public Services Librarian at the annual salary of \$35,000 be ratified. Motion #7 carried. Frey – Aye, Krieter – Aye, Grieshamer – Aye, Mazur – Aye, Vallone – Aye, Zaretsky – Aye.

Salary Budget

Monkus stated that it is too early in the fiscal year 2019-2020 to tell if there will be any flexibility in the current budget for a salary adjustment.

Fine Free Libraries

Grieshamer moved and Frey seconded that this topic be tabled until the January 14, 2020, Board meeting. Motion #7 carried. Frey – Aye, Krieter – Aye, Grieshamer – Aye, Mazur – Aye, Vallone – Aye, Zaretsky – Aye.

Closed/Executive Session

An executive session was not called.

Adjournment

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

The meeting adjourned at 8:41 p.m.