

Board Meeting
December 11, 2018
7:00 P.M.

1. Call to order—The meeting was called to order by President Tom Miller at 7:12 P.M.
2. Roll call—The following trustees were present: Bahira Karim, Carol Looby, Wendy McCarthy, K. C. McKenna Schlee, Tom Miller, and Karen Regan.
Also present: Administrative Librarian Carol Hall
3. Pledge of Allegiance
4. Motion to establish Consent Agenda—Motion to establish the Consent Agenda including items a, b, and c was made by Karen Regan and seconded by Tom Miller.
 - a. Approve minutes of November 13th Board Meeting
 - b. Approve payment of monthly bills in the amount of \$35,931.50
 - c. Approve Treasurer’s Report

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| Balance, November 1 | \$1,226,247.35 |
| Revenues | 974.98 |
| Expenditures | 64,000.48 |
| Balance, November 30 | \$1,163,221.85 |

Yes: Bahira Karim, Carol Looby, Wendy McCarthy, K. C. McKenna Schlee, Tom Miller, and Karen Regan
No: None
5. Motion to approve Consent Agenda—Motion to approve the Consent Agenda was made by K. C. McKenna Schlee and seconded by Carol Looby.

Yes: Bahira Karim, Carol Looby, Wendy McCarthy, K. C. McKenna Schlee, Tom Miller, and Karen Regan
No: None
6. Communications
 - Dates for 2019 library board meetings
 - Chapter 10 of Trustee Facts File
 - Letter regarding Free Narcan for Public Libraries Program—Board members would like the Administrative Librarian to get more information about Narcan and the program.
 - Thank you note from the family of John Gala

7. Librarian's Report

- Our auditor sent five copies of the 2018 audit. Copies will be available at the library.
- The Real Estate Development Board received a request from the owners of the strip mall next door for consideration of a special use to establish a professional office for unit 8 on the property, and for other relief. I contacted Brent Woods, a member of the Real Estate Development Board to see if I could get a little more information. His recollection is that the professional office would be a counseling office and that the owners are requesting a variance for parking. He said he would try to provide more information.
- Today I received a comment from a representative of Arab American Family Services that they have recently relocated across the street from the library and hope to collaborate and incorporate the library's resources into their program. I have not had time to make contact.
- Last week Tom asked how many books are in the library. There is a sheet with your binder from the 2018 Illinois Public Library Annual Report. This is a summary of our holdings on June 30, 2018, the last day of our fiscal year.
- We received notice from the Cook County Board of Review that Pinnacle Properties (apartments located at 7413-37 Southwest Highway) is seeking a change in assessed valuation. The notice is sent to taxing bodies when the appellant is seeking a change greater than \$100,000.
- Information about the archived RAILS webinar for trustees and its handout regarding Universal Design is available. The webinar satisfies a Per Capita Grant requirement.
- The Per Capita Grant application is due January 15th.
- RAILS is collecting membership standards data.
- Filing date for nomination papers started Monday and continues through December 17th.
- Marcin hopes to have installation of the wireless gateway scheduled for early next week. He also has an option for securing the kid's kindle fire tablets

8. Public Comment--None

9. Committee Reports--None

10. Unfinished Business

- a. Per Capita Grant requirement--Review Chapter 10 of the Trustee Facts File—A brief discussion followed. Trustees were given information about a RAILS archived webinar for trustees.

11. New Business

- a. Approve schedule of 2019 regular board meeting dates—Motion to approve the 2019 schedule of meeting dates was made by Tom Miller and seconded by Bahira Karim.
Yes: Bahira Karim, Carol Looby, Wendy McCarthy, K. C. McKenna Schlee, Tom Miller, and Karen Regan
No: None
- b. Biannual review of closed session minutes—Motion that closed session minutes remain closed was made by K. C. McKenna Schlee and seconded by Karen Regan.
Yes: Bahira Karim, Carol Looby, Wendy McCarthy, K. C. McKenna Schlee, Tom Miller, and Karen Regan
No: None
- c. Designate Administrative Librarian or her designee to serve as Local Election Official for the Worth Public Library District
Motion to designate the Administrative Librarian or her designee to serve as Local Election Official was made by K. C. McKenna Schlee and seconded by Tom Miller.
Yes: Bahira Karim, Carol Looby, Wendy McCarthy, K. C. McKenna Schlee, Tom Miller, and Karen Regan
No: None
- d. Approve proposal from KI Furnishings to replace staff task chairs and to purchase additional tables and chairs for Adult Services Lounge area
Motion to approve the proposal in the amount of \$5,157.24 was made by Tom Miller and seconded by Karen Regan.
Yes: Bahira Karim, Carol Looby, Wendy McCarthy, K. C. McKenna Schlee, Tom Miller, and Karen Regan
No: None
- e. Approve funds for staff holiday luncheon
Motion to approve up to \$300 for a staff holiday luncheon was made by Wendy McCarthy and seconded by Bahira Karim.
Discussion: There are 16 staff members.
Yes: Bahira Karim, Carol Looby, Wendy McCarthy, K. C. McKenna Schlee, Tom Miller, and Karen Regan
No: None
- f. Approve Transfer of funds from Corporate Fund to Audit Fund

Motion to transfer \$5,000 from Corporate Fund to Audit Fund was made by Karen Regan and seconded by Carol Looby.

Yes: Bahira Karim, Carol Looby, Wendy McCarthy, K. C. McKenna Schlee, Tom Miller, and Karen Regan

No: None

g. Approve Transfer of funds from Corporate Fund to Site and Maintenance Fund

Motion to approve transfer of \$20,000 from Corporate Fund to Site and Maintenance Fund was made by Karen Regan and seconded by Carol Looby.

Yes: Bahira Karim, Carol Looby, Wendy McCarthy, K. C. McKenna Schlee, Tom Miller, and Karen Regan

No: None

12. Set dates for committee meetings—None set at this time.

13. Public comment—None present

14. Adjournment—Motion to adjourn the meeting was made by Bahira Karim and seconded by Tom Miller. The motion carried, and the meeting was adjourned at 8:35 P.M.

President

Secretary