

ELMWOOD PARK PUBLIC LIBRARY
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
November 16, 2017

1. Vice President Chris Pesko called the meeting to order at 8:04 p.m.

2. Upon roll call the following were present:

Present: Chris Pesko, Marisa Santangelo, Peter Fosco, and Diana Gordon

Absent: Trustees Carole Bilbo, Elsa Volpe, and Michelle Mondia

Also present: Director Tiffany Verzani, Assistant Director Jason Stuhlmann, and Office Manager Maureen Delaney

3. Chris Pesko read the account balances as presented:

- a. GF Balance \$705,246.18 as of October 31, 2017
- b. BF Balance \$143,292.55 as of October 31, 2017
- c. Gift Fund Balance \$20,724.24 as of October 31, 2017
- d. GF (YTD) Expenditures \$838,471.26 as of October 31, 2017

4. Chris Pesko presented the consent agenda:

- a. Minutes of the Finance Committee, October 19, 2017
- b. Minutes of the Board Meeting, October 19, 2017
- c. Approval of payroll for December 2017
- d. Acknowledge Treasurer's report
- e. Approval IMRF check for November 2017
- f. Approval of General Fund Disbursements for November 2017
- g. Approval of Transfers for October 2017

A motion was made by Peter Fosco, and seconded by Diana Gordon, to approve the consent agenda. Upon roll call the Board voted as follows:

Ayes: 4 Nays: 0 Absent: 3
Motion carried.

5. Correspondence: all Library trustees are invited to the Village holiday party on 12/21 at Elmcrest from 1-6pm.

6. Public Participation: None

7. Director's Report

- a. Jason reviewed circulation statistics on non-fiction items.
- b. Tiffany will coordinate dates for upcoming committee meetings with board members.

8. Building Committee: Nothing to report

9. By-Laws/Goals/Policy/Personnel Committee

- a. Director Evaluation
 - i. Chris Pesko reviewed the process and timeline for the Director's performance evaluation.

10. Finance Committee

- a. Committee chair Elsa came in earlier this week and recommended the checks for signature.

11. Unfinished Business: None

12. New Business

- a. Per Capita Grant Safety Standards
 - i. As a requirement for receipt of the Per Capita grant, Tiffany reviewed the safety standards and requested any recommendations from the Board members.
- b. Board Meeting Dates
 - i. There was discussion about the December meeting dates for 2017 and 2018.

A motion was made by Peter Fosco, and seconded by Marisa Santangelo, to adopt the 2018 Board meeting schedule as presented in the Board packet. Upon roll call the Board voted as follows:

Ayes: 4 Nays: 0 Absent: 3
Motion carried.

c. Staff Holiday Recognition

- i. There was discussion about the amount of this year's staff holiday gift.

A motion was made by Marisa Santangelo to give each employee a \$40 holiday gift. Peter Fosco amended the motion to increase the amount to \$50, and Chris Pesko seconded the motion. Upon roll call the Board voted as follows:

Ayes: 4 Nays: 0 Absent: 3
Motion carried.

d. Approval of out-of-state travel expenses

- i. The Public Library Association conference will be held in Philadelphia in March of 2018.
- ii. Tiffany would like to send one employee and provide some funding for meals and conference fees for two other employees who are travelling with their librarian spouses.

A motion was made by Peter Fosco, and seconded by Diana Gordon, to allow three employees to attend the PLA conference for a total cost not to exceed \$2200. Upon roll call the Board voted as follows:

Ayes: 4 Nays: 0 Absent: 3
Motion carried.

A motion was made by Peter Fosco, and seconded by Diana Gordon, to adjourn the meeting at 8:37 p.m.

The next regularly scheduled Board meeting will be held December 21, 2017 at 8:00 p.m.



Marisa Santangelo, Board Secretary

12-21-17
Date approved