

**ELMWOOD PARK PUBLIC LIBRARY**  
**MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING**  
**December 21, 2017**

1. President Carole Bilbo called the meeting to order at 8:00 p.m.
2. Upon roll call the following were present:

Present: Trustees Carole Bilbo, Chris Pesko, Elsa Volpe, Marisa Santangelo, Diana Gordon, and Michelle Mondia

Absent: Trustee Peter Fosco

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

3. Carole Bilbo read the account balances as presented:
  - a. GF Balance \$587,480.29 as of November 30, 2017
  - b. BF Balance \$143,321.99 as of November 30, 2017
  - c. Gift Fund Balance \$20,728.49 as of November 30, 2017
  - d. GF (YTD) Expenditures \$981,309.23 as of November 30, 2017

4. Carole Bilbo presented the consent agenda:
  - a. Minutes of the Board Meeting, November 16, 2017
  - b. Approval of payroll for January 2018
  - c. Acknowledge Treasurer's report
  - d. Approval IMRF check for December 2017
  - e. Approval of General Fund Disbursements for December 2017
  - f. Approval of Transfers for November 2017

A motion was made by Chris Pesko, and seconded by Elsa Volpe, to approve the consent agenda. Upon roll call the Board voted as follows:

Ayes:           6       Nays:           0           Absent:        1  
Motion carried.

5. Correspondence
  - a. The Board received thank you notes from the staff for the holiday gifts and luncheon, and a holiday card from Tiffany.
6. Public Participation: none
7. Director's Report
  - a. Tiffany announced that Phil's last day was Friday.
    - i. The Board invited Phil into the meeting, thanked him for his service to the library, and wished him well at his new job.

(Phil Collins joined the meeting from 8:04 p.m. to 8:05 p.m.)

(Jason Stuhlmann departed the meeting at 8:04 p.m., and returned at 8:05 p.m.)

- b. Tiffany informed the board of a behavioral incident in the Community room.
- c. The Library is applying for two grants.
  - i. A construction grant for the lobby redesign.
  - ii. A community art project (applying jointly with the Forest Park Public Library).
- d. A patron donated \$500.
  - i. The Board would like to recognize this patron with an acorn on the Giving Tree.

8. Building Committee: no report; next meeting scheduled for January 16, 2018

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

- a. Director Evaluation
  - i. Carole will follow up with Pete to check his progress on this project.
  - ii. Elsa is available to assist with this in January.

10. Finance Committee

- a. The committee reviewed the Investment policy.
  - i. In event of an emergency or immediate need for payment, the Director can request approval for a payment from both the Board President and Treasurer, and, once approved, have two signatories sign the check.
  - ii. There is no need for any changes to the Investment policy at this time.
  - iii. Tiffany will follow up with the bank and see if there are any more investment options.
- b. FY 18-19 Draft budget
  - i. There was discussion regarding the draft budget for FY 18-19.

11. Unfinished Business: none

12. New Business

a. Per Capita Grant Submission

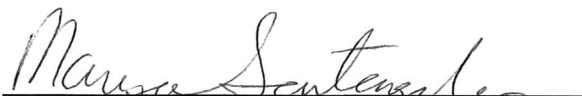
A motion was made by Chris Pesko, and seconded by Diana Gordon, to submit the Per Capita Grant as presented in the Board packet. Upon roll call the Board voted as follows:

Ayes:           6       Nays:           0           Absent:        1

Motion carried.

A motion was made by Chris Pesko, and seconded by Michelle Mondia, to adjourn the meeting at 8:24 p.m.

The next regularly scheduled Board meeting will be held January 18, 2018 at 8:00 p.m.

  
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**Marisa Santangelo, Board Secretary**

\_\_\_\_\_  
**Date approved**