

Board of Trustees Meeting
June 10, 2008
7:00 P.M.

1. Call to order—The meeting was called to order by President Kari Fickes at 7:05 P.M.
2. Pledge of allegiance
3. Roll call—The following were present: David Clark, Stephanie Daujatas, Kari Fickes, Peggy Gardner, Ann Glynn, Phillip Lukacek, and Colleen McElroy
Also present: Administrative Librarian Carol Hall
4. Motion to establish Consent Agenda—Motion to establish the Consent Agenda including items A, B, C, D, E, and F by Dave Clark, seconded by Colleen McElroy.
Yes: David Clark, Stephanie Daujatas, Kari Fickes, Peggy Gardner, Ann Glynn, Phillip Lukacek, and Colleen McElroy
No: None
 - A. Approve minutes of May 13 Building & Grounds Committee Meeting
 - B. Approve minutes of May 13 Regular Board Meeting
 - C. Approve minutes of May 24 Policy & Personnel Committee Meeting
 - D. Approve minutes of May 28 Marketing Committee Meeting
 - E. Approve Treasurer's Report

Balance, May 1, 2008	\$1,083,204.97
Revenues	15,752.55
Expenditures	62,081.75
Balance, May 31, 2008	\$1,036,875.77
 - F. Approve payment of monthly bills in the amount of \$16,652.81.
5. Motion to approve Consent Agenda—Motion to approve the Consent Agenda by Colleen McElroy, seconded by Stephanie Daujatas.
Yes: David Clark, Stephanie Daujatas, Kari Fickes, Peggy Gardner, Ann Glynn, Phillip Lukacek, and Colleen McElroy
No: None
6. Public Comment—None present.
7. Communications
 - Letter from PLOWS regarding opportunity to advertise in their 2008 ad book.
 - Proposal from Pete's Lawn Care
 - Proposal from Stewart Roofing Co.
 - Letter from Marrs-Meyer Post 991 regarding opportunity to participate in Worth Days Parade.

8. Librarian's Report—Additions to report
 - Saturday's marriage proposal went smoothly. We will send a press release and a digital picture to local papers and hope the story is published.
 - ILA's Annual Conference is September 23-26 at Navy Pier. Thursday, September 25th, is Library Trustee Day, and it will include a continental breakfast, lunch, and a full day of programs. Look over the whole program schedule and see if there is a day (or days) you would like to attend.
 - A patron came in today to use the computer, but could not because the elevator is out of order. Carol apologized for the inconvenience.
 - Metropolitan Library System election of Board members ends Thursday; voting is done electronically, and only one ballot may be cast per library. The three board seats for public library trustees and the one seat for school libraries are not contested. Two candidates are running for one seat for special libraries. The trustees chose to vote for Judith Kolata.
 - Carol is taking a week of vacation June 23-28.

9. President's Report – Thank you to the committee members who worked hard keeping track of all our repairs and brainstorming so hard to promote the library.

10. Committee Reports
 - A. Building & Grounds Committee
 - i. HVAC—Waiting for final inspection before sending check.

 - ii. Parking lot—Waiting to schedule work; may be delayed since roofers and elevator repair service will need access to parking lot.

 - iii. Landscaping proposals—Proposals for sodding from C & A, Pete's Lawn Care, and Straightline Landscaping. Proposals for repair of retaining wall from Pete's Lawn Care and Straightline Landscaping. Bladerunner would not be able to complete work for 2 – 3 months; as this is not really our time frame, they did not submit a proposal.

 - iv. Additional Building & Grounds issues—Elevator motor ordered. Proposal in the amount of \$500 from Stewart Roofing to repair crack where standing seam metal roof meets regular roof was accepted by Dave Clark. Awaiting repair.

 - B. Technology Committee
 - i. Computer replacements—Four workstations due for replacement. Current recommendations now available from SWAN.

Motion to approve four computers from Dell not to exceed \$6000 made by Phillip Lukacek seconded by Dave Clark.
Yes: David Clark, Stephanie Daujatas, Kari Fickes, Peggy Gardner, Ann Glynn, Phillip Lukacek, and Colleen McElroy
No: None

- ii. Additional Technology issues — The committee asked to get a quote from GAC to add wireless to the library.

C. Marketing/Publicity Committee

- i. Library video—Our attorney will prepare a release form. Ann will be speaking with our representative from Chi-town Productions later in the week.
- ii. Ford Big Drive – Stephanie will be manning a table on June 21st to take registration for “Donated by: “ credit for those getting new library cards that day.
- iii. Library webpage upgrade will be developed by Tim, before the Board considers outsourcing the job.
- iv. Library logo—Nothing at this time.
- v. Additional Marketing/Publicity issues—Carol spoke briefly with a representative of Monarch Visual Marketing; a salesman will contact her within two days.

D. Policy & Personnel Committee

- i. Delinquencies Policy—Motion to approve the policy as presented by Stephanie Daujatas, seconded by Ann Glynn.
Yes: All
No: None
- ii. Fax Service Policy—Motion to approve the policy as presented by Stephanie Daujatas, seconded by Kari Fickes.
Yes: All
No: None
- iii. Fees, Fines, & Charges Policy—Motion to approve the policy as presented with specified changes by Stephanie Daujatas, seconded by Dave Clark.
Yes: All
No: None

- iv. Freedom of Information Act Policy—Motion to approve the policy with specified changes by Stephanie Daujatas, seconded by Kari Fickes.
Yes: All
No: None
- v. Investment of Public Funds Policy—Motion to approve the policy as presented by Stephanie Daujatas, seconded by Kari Fickes
Yes: All
No: None
- vi. Internal Controls—Motion to approve the policy as presented by Stephanie Daujatas, seconded by Colleen McElroy.
Yes: All
No: None
- vii. Additional Policy & Personnel Issues—None at this time.

11. Unfinished Business

- A. Executive Session Chapter 5 ILCS 120/2 (c1) “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity
Motion to go into Executive Session at 8:30 P.M. by Kari Fickes, seconded by Dave Clark.
Yes: David Clark, Stephanie Daujatas, Kari Fickes, Peggy Gardner, Ann Glynn, Phillip Lukacek, and Colleen McElroy
No: None

Motion to reconvene the meeting in open session at 8:48 P.M. by Phillip Lukacek, seconded by Dave Clark
Yes: David Clark, Stephanie Daujatas, Kari Fickes, Peggy Gardner, Ann Glynn, Phillip Lukacek, and Colleen McElroy
No: None

12. New business

- A. Non-Resident Card Ordinance—The board agreed to use the General Mathematical Formula and agreed that the fee for a non-resident card will be \$135.00. Motion by Dave Clark, seconded by Stephanie Daujatas to approve Ordinance #2008-4
Yes: David Clark, Stephanie Daujatas, Kari Fickes, Peggy Gardner, Ann Glynn, Phillip Lukacek, and Colleen McElroy

No: None

- B. Prevailing Wage Ordinance—Motion by Stephanie Daujatas, seconded by Phillip Lukacek to approve Ordinance #2008-5

Yes: David Clark, Stephanie Daujatas, Kari Fickes, Peggy Gardner, Ann Glynn, Phillip Lukacek, and Colleen McElroy

No: None

- C. Per Capita Grant Requirements—The per capita grant application must be postmarked by October 15th. There are several grant requirements that specifically require trustees' attention. These are highlighted, and will be appearing on future meeting agendas. Filing our Statements of Economic Interest with the Cook County Clerk's Office completes one of the requirements.

- D. Ann Glynn's father has just retired and has expressed interest in teaching computer classes. The board encouraged pursuing this possibility.

13. Set dates for committee meetings

Policy and Personnel – July 1st 6:30 P.M.

Marketing Committee – TBA

14. Public comment—None present.

15. Adjournment – Motion to adjourn the meeting made at 9:04 P.M. by Phillip Lukacek seconded by Peggy Gardner

Phillip Lukacek, Secretary

Kari Fickes, President