

Board of Trustees Meeting
July 8, 2008
7:00 P.M.

1. Call to order—The meeting was called to order by President Kari Fickes at 7:07 P.M.
2. Pledge of allegiance
3. Roll call—The following were present: David Clark, Stephanie Daujatas, Kari Fickes, Ann Glynn, and Phillip Lukacek.
Peggy Gardner and Colleen McElroy were absent with prior notification.
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 Stephanie Daujatas.
Yes: David Clark, Stephanie Daujatas, Kari Fickes, Ann Glynn, and Phillip Lukacek.
No: None
 - A. Approve minutes of June 10 Regular Board Meeting
 - B. Approve minutes of June 10 Executive Session
 - C. Approve minutes of June 29 Marketing Committee Meeting
 - D. Approve minutes of July 1 Policy & Personnel Committee Meeting
 - E. Approve Treasurer's Report

Balance June 1, 2008	\$1,036,875.77
Revenues	6,218.03
Expenses	65,606.69
Balance June 30, 2008	\$ 977,487.11
 - F. Approve payment of monthly bills in the amount of \$7,515.49
5. Motion to approve Consent Agenda—Motion to approve the Consent Agenda by Stephanie Daujatas, seconded by Ann Glynn.
Yes: David Clark, Stephanie Daujatas, Kari Fickes, Ann Glynn, and Phillip Lukacek
No: None
6. Public Comment – None
7. Communications
 - Letter from Senator Maloney concerning his donation of Illinois Blue Book
 - Letter from Worth Park District regarding September 4th Open House
 - Letter from *The Reporter* Newspaper regarding opportunity to place ad in Back to School section. It was decided not to place an ad.

8. Librarian's Report

- Digital Video Recorder was serviced today, and we can once again connect from individual pc's. Technician believes the settings were lost during a power failure.
- The same patron who was removing magazine pages was here Saturday and left the library with several magazines that had not been checked out. Police were called, but she ran off before they arrived and darted into traffic on 111th St.
- Computers approved last month were not ordered because we are overrun with prizes and materials needed for summer reading. In short there is no place to store them and no place to leave withdrawn computers waiting to have their drives wiped clean.
- A specific place will be designated where the alarm procedures will be stored on site. Please notify the Administrator if the alarm calling list needs to be changed.
- Big Drive Books—The Administrator recommended inserting memorial plates in books for trustees Jeananne Fickes, Pauline Kaschins, and Beverly Groark. Current trustees are also invited to dedicate a book or books.
- One of our patrons observed the Police Department pulling over a car in our parking lot on Sunday, July 6th. The driver was arrested, and the car was hauled away on a flatbed truck. We could see three police cars on the CCTV, but we do not know the reason for the arrest.

9. President's Report – The President reminded the board that with the new financial year we need to get the budget and such done. She urged the board to shift their attention to the library renovations.

10. Committee Reports

A. Building & Grounds Committee

- i. Parking lot—Final cost was \$79,566
Cost to deal with roof drainage is not known.
- ii. Landscaping proposals
- iii. Additional Building & Grounds issues – Dave is looking into the possibility of changing elevator companies after being dissatisfied with the timeliness of our current company.

B. Technology Committee

C. Marketing/Publicity Committee

- i. Library video – Carole from Chi-Town Productions is coming Thursday, July 10th and Monday, July 14th.
- ii. Ford Big Drive—No additional comments.
- iii. Additional Marketing/Publicity issues—No additional comments at this time.

D. Policy & Personnel Committee

- i. Interlibrary Loan Policy—Motion to approve the policy as presented by Stephanie Daujatas, seconded by Dave Clark.

- Yes: David Clark, Stephanie Daujatas, Kari Fickes, Ann Glynn, and Phillip Lukacek
 - No: None
- ii. Lending Policies—Motion to approve the policy as presented by Stephanie Daujatas, seconded by Dave Clark.
 - Yes: David Clark, Stephanie Daujatas, Kari Fickes, Ann Glynn, and Phillip Lukacek
 - No: None
- iii. Lost Card Policy—Motion to approve the policy as presented by Stephanie Daujatas, seconded by Ann Glynn.
 - Yes: David Clark, Stephanie Daujatas, Kari Fickes, Ann Glynn, and Phillip Lukacek
 - No: None
- iv. Materials Selection Policy—Motion to approve the policy as presented by Stephanie Daujatas, seconded by Ann Glynn.
 - Yes: David Clark, Stephanie Daujatas, Kari Fickes, Ann Glynn, and Phillip Lukacek
 - No: None
- v. Meeting Room Policy—Motion to approve the policy as presented by Stephanie Daujatas, seconded by Ann Glynn.
 - Yes: David Clark, Stephanie Daujatas, Kari Fickes, Ann Glynn, and Phillip Lukacek
 - No: None
- vi. Outdoor Sign Policy—Motion to approve the policy as presented by Stephanie Daujatas, seconded by Phil Lukacek.
 - Yes: David Clark, Stephanie Daujatas, Kari Fickes, Ann Glynn, and Phillip Lukacek
 - No: None
- vii. Display Case Policy—Motion to approve the policy as presented by Stephanie Daujatas, seconded by Dave Clark.
 - Yes: David Clark, Stephanie Daujatas, Kari Fickes, Ann Glynn, and Phillip Lukacek
 - No: None
- viii. Flag Display Policy—Motion to approve the policy as presented by Stephanie Daujatas, seconded by Phil Lukacek.
 - Yes: David Clark, Stephanie Daujatas, Kari Fickes, Ann Glynn, and Phillip Lukacek
 - No: None
- ix. Additional Policy & Personnel Issues—None at this time.

11. Unfinished Business

A. Per Capita Grant Requirement

- i. Reviewed Freedom of Information Act and Open Meetings Act. Ethics Statement will be reviewed at the next meeting.

12. New business

- A. Appointment of trustees to audit board minutes—President Fickes appointed Stephanie Daujatas and herself.
13. Set dates for committee meetings
- A. Policy & Personnel – 2:30 P.M. on July 24, 2008
 - B. Finance – 6:00 P.M. on July 22, 2008
14. Public comment – None
15. Adjournment—Motion to adjourn the meeting by Kari Fickes, seconded by Dave Clark at 8:45 P.M. The motion carried.

Phillip Lukacek, Secretary

Kari Fickes, President