

Board of Trustees Meeting
November 13, 2007
7:00 P.M.

1. Call to order—The meeting was called to order by President Kari Fickes at 7:20 P.M.
2. Pledge of allegiance
3. Roll call—The following trustees were present: David Clark, Stephanie Daujatas, Kari Fickes, Peggy Gardner, Ann Glynn, and Phillip Lukacek. Colleen McElroy was absent with prior notification.
Also present: Administrative Librarian Carol Hall
4. Motion to establish Consent Agenda including items A, B, C, D, E, and F by Kari Fickes, seconded by Dave Clark.

Dave noted that the October Policy and Personnel Committee minutes should be corrected to read “The amount a patron can owe before having a block placed on his/her card will be changed from \$1 to \$5.” Motion was amended to reflect this correction.

Yes: David Clark, Stephanie Daujatas, Kari Fickes, Peggy Gardner, Ann Glynn, Phillip Lukacek.

No: None

- A. Approve minutes of October 9th Policy & Personnel Committee Meeting
- B. Approve October 9th Technology Committee Meeting
- C. Approve minutes of October 9th Regular Board Meeting
- D. Approve minutes of October 27th Special Meeting
- E. Approve Treasurer’s Report

Balance, October 1, 2007	\$864,319.08
Revenues	6,035.73
Expenses	55,897.47
Balance, October 31, 2007	\$814,457.34
- F. Approve payment of monthly bills in the amount of \$33,144.89

5. Motion to approve Consent Agenda —Motion to approve by Stephanie Daujatas, seconded by Dave Clark.
Yes: David Clark, Stephanie Daujatas, Kari Fickes, Peggy Gardner, Ann Glynn, Phillip Lukacek.
No: None
6. Public Comment – None present.

7. Communications

- Information re: North Suburban Library System's Trustee Training & Certification Program for NSLS Trustees
- Copy of resolution to cast ballot in IMRF Executive Trustee election
- Snow removal proposal from Pete's Lawn Care
- Snow removal proposal from Blade Runner Lawn Care
- Copy of approved meeting room application
- Flyer regarding Continuing Education Events for Trustees
- Invitation to participate in Worth Park District's Annual Tree Lighting Event
- Location, date, and time to attend presentation by Trinity Christian Consulting Team
- Invitation to advertise in *The Reporter's* Christmas Carol Songbook
- Letter from IMRF Trustee candidate Ruth Faklis requesting support for her candidacy
- Notice from IMRF regarding procedures for casting ballot in IMRF election. The board cast their vote as required on IMRF form 6.89.

8. Librarian's Report

- There were 155 survey respondents; of these 86 people entered the raffle. Helen Goy won the raffle drawing.
- The ballot to elect the IMRF Executive Board member needs to be in the form of a resolution on IMRF form 6.89.
- North Suburban Library System initiated a Trustee Training and Certification Program for trustees in their system. Information about the program was passed out; it might be a good idea to encourage such a program for trustees in the Metropolitan Library System.
- I visited the new LaGrange Public Library on Saturday. It's a handsome building with traditional dark wood furnishings and lots of natural light from its many windows. (Dave would have liked the copper downspouts.) I duplicated their flyers regarding opportunities for donations. I also duplicated a 2005 brochure produced by LaGrange Park Public Library to solicit donations during their major renovation. It is a very well done "wish book."
- I plan to attend the Public Library Association Conference in Minneapolis. I will leave March 26th and return March 30th. I will share the cost of a room with my friend, a Brookfield Public Library trustee.
- The Finance Committee will be holding a meeting to review the levy on November 28th at 4 P.M. This will be followed by a meeting to approve the levy at 4:15 P.M.

9. President's Report - Thank you to Dave Clark for helping with the parking lot and fence projects, and to those in our village who helped us out. Kari pointed out how good it is to have a library with such a positive rapport with the village.

10. Committee Reports

- A. Policy & Personnel Committee – The quiet study room policy was brought up, as some students wanted to use the room for group study thinking that their working at an open table would be more disruptive to the general library than their using the study room. It was determined that the committee should look over this issue, but in the meantime, it was decided to keep the study room policy.
- B. Building & Grounds Committee
- i. Parking lot improvements – The lot currently has a binder coat of asphalt; the finish coat will be applied in the Spring.
 - ii. Fence proposal – Installation will be soon.
 - iii. Bicycle Rack – Waiting for the proposal.
 - iv. Additional building & grounds issues. We need to contact Pete’s Lawn Care notifying them about our new parking lot and to look into the type of salt they use.
Motion to approve the proposal by Pete’s Lawn Care for the 2007-2008 winter season with the amendments made by Dave Clark seconded by Ann Glynn.
Yes: David Clark, Stephanie Daujatas, Kari Fickes, Peggy Gardner, Ann Glynn, Phillip Lukacek.
No: None
- C. Finance Committee—Will meet November 28th.
- D. Technology Committee
- i. Library firewall--Motion by Phil Lukacek, seconded by Ann Glynn, to purchase the SonicWall 3060 firewall for the amount of \$2,300.
Yes: David Clark, Stephanie Daujatas, Kari Fickes, Peggy Gardner, Ann Glynn, Phillip Lukacek.
No: None
 - ii. Wireless network—Phil will use his own equipment testing signal range within the library.
 - iii. Network filtering--Motion to approve installation of Illinois Century Network for content filtering with installation cost of \$500 and a \$.45 per computer fee per month made by Phil seconded by Kari. This may need to be coordinated with installation of the new firewall.
Yes: David Clark, Stephanie Daujatas, Kari Fickes, Peggy Gardner, Ann Glynn, Phillip Lukacek
No: None

- iv. Elimination of loan rules
Motion to change the loan rules from numbers 49 and 50 to rules 63 and 64 made by Phil Lukacek, seconded by Kari Fickes.
Yes: All
No: None
 - v. Additional technology issues. Withdrawn computers had their hard drives erased and restored with Windows XP.
- E. Marketing/Publicity Committee – No meetings so far but will be scheduling one soon. Carol was asked to pick up publicity information and examples at any libraries she visits.

11. Unfinished Business – None

12. New business

- A. Staff Christmas Gifts – It was recommended to look at Founders to get the gift checks in same amounts as last year.

13. Set dates for committee meetings

Finance will be meeting at 4 P.M. on November 28th.

Marketing will be meeting on December 8th at 9 A.M.

Policy and Personnel will meet at 6:45 P.M. on December 11th

Building and Grounds will be meeting on November 21st at 9 A.M.

14. Public comment – None

15. Adjournment

Motion to adjourn by Dave Clark, seconded by Ann Glynn at 9 P.M.

Yes: All

No: None

Phillip Lukacek, Secretary

Kari Fickes, President