

Board of Trustees Meeting
May 13, 2008
7:00 P.M.

1. Call to order—The meeting was called to order by President Kari Fickes at 7:12 P.M.
2. Pledge of allegiance
3. Roll call—The following were present—David Clark, Stephanie Daujatas, Kari Fickes, Ann Glynn, Phillip Lukacek.
Colleen McElroy arrived later, and Peggy Gardner was absent with prior notification.
Also present: Administrative Librarian Carol Hall.
4. Motion to establish Consent Agenda—Motion by Stephanie Daujatas, seconded by Dave Clark to establish the Consent Agenda including items A, B, C, D, E, and F.
Yes: David Clark, Stephanie Daujatas, Kari Fickes, Ann Glynn, Phillip Lukacek.
No: None
 - A. Approve minutes of April 8 Regular Board Meeting
 - B. Approve minutes of April 8 Executive Session
 - C. Approve minutes of April 12 Marketing Committee Meeting
 - D. Approve minutes of April 19 Policy & Personnel Committee Meeting
 - E. Approve Treasurer's Report

Balance April 1, 2008	\$1,082,176.81
Revenues	49,837.18
Expenses	48,808.82
Balance April 30, 2008	\$1,083,204.97
 - F. Approve payment of monthly bills in the amount of \$16,926.67
5. Motion to approve Consent Agenda—Motion to approve the Consent Agenda by Dave Clark, seconded by Stephanie Daujatas.
Yes: David Clark, Stephanie Daujatas, Kari Fickes, Ann Glynn, Phillip Lukacek.
No: None
6. Public Comment: None
7. Communications
 - Flyer re: Zones 8 & 9 Trustee Workshop
 - Patron's letter commending Bob Gerth, Jeanne Modelski, and Tim White.
 - Letter from State Treasurer Alexi Giannoulis re: Illinois Funds
 - Letter requesting support for "Pamper Our Soldiers" drive

- Two flyers re: opportunity to advertise in Summer Fun and World of Cooking Special Sections of *The Reporter* newspaper. It was decided not to participate.
- Flyer re: White Sox Library Appreciation Night
- Letter from Worth Park District re: Adopt a Bench program

8. Librarian's Report

- Ford's Big Drive check has arrived; Bobby Rush grant funds have not.
- Today Chief Carpino stopped in the library to say that they had received a phone call that there were two people inebriated in the library parking lot. When they arrived, they found the patron in his girlfriend's car; police saw an open bottle of liquor in the car and arrested him. Library staff did not make the phone call.
- Incident on Saturday, May 10th. A patron believes personal items were stolen from his car. CCTV recording showed no one touching the patron's car.
- Tim White talked to Jim Bilder about the book he has written. It is due for publication this fall and is titled *A Foot Soldier for Patton*. He promised to let us know when it is published.
- Dan Braun is the newly-elected Vice-President, President-Elect of CLASS (Children's Librarians Association of the South Suburbs).
- Addition to list of meetings attended: April 22—an MLS program "Let's Talk SWAN & OCLC IPLAR & ILL Statistics"—a program covering use of statistics reports that can be utilized for Illinois Public Library Annual Report.

9. President's Report – Congrats to Mr. Dan and Mr. Bob for their Masters Degrees. Thanks to Colleen for her efforts in writing to the Big Give. Thanks as well to Ann, Jackie and Carol for their efforts in marketing the Big Give. Thanks to Ford for their gift from the Big Drive. Thanks to Police Chief Carpino in his handling of our concerns. Thanks to Dave Clark and Carol Hall for their dutiful handling of our Building and Grounds needs.

10. Committee Reports

A. Building & Grounds Committee

- i. HVAC Replacement Proposal –
Motion to approve the proposal by Doornbos Heating and Air Conditioning, Inc. for purchase and installation of American Standard model YCD300B3H and 5 year parts and labor warranty for the total amount of \$18,784 made by Stephanie Daujatas, seconded by Ann Glynn.
Yes: David Clark, Stephanie Daujatas, Kari Fickes, Ann Glynn, Phillip Lukacek.
No: None
- ii. Motion to accept the proposal by American Asphalt in the amount of \$4,415 made by Kari Fickes, seconded by Dave Clark.

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

No: None

- iii. Landscaping proposal – We received two proposals so far. It was recommended to include three more companies in getting proposals, especially since we cannot move on the landscaping until the driveway is done.

- B. Technology Committee – It was decided that the board’s laptop is good, and that we do not need to replace it in the upcoming replacement cycle. It was also decided that the staff’s color laserjet printer was operating well and did not need replacing at this time. It was asked that the other units up for cycling be replaced and that prices for them be assembled for the next meeting.

Though an electronic recycling drive is being held this Saturday at Lyons Township High School, Phil said that he would be using that same company to recycle old equipment from his work and at that time he can bring the excess equipment to his work with him.

Colleen joined the meeting at 7:50 P.M.

- C. Marketing/Publicity Committee
 - i. Library video – We are in the process of writing the script for the video, and we received an estimate from Chitown Productions on the cost of the video. This will be discussed at the next committee meeting.
 - ii. Ford Big Drive – We will be in contact with the marketing company in regard to the check presentation party.
 - iii. Library webpage upgrade – Carol will get contact information for our hosting provider to give to Phil so that he may inquire about the ability to host videos on the website. It was also mentioned that we will eventually want to update the website.
 - iv. Additional Marketing/Publicity issues – It was decided that the park bench was unsatisfactorily finished, and that it needed to be picked back up and re-done.

- D. Policy & Personnel Committee

- i. Early Literacy Workstation Rules for Use – No changes were made to the proposed revisions of the policy.
Motion to approve the policy as presented made by Stephanie Daujatas, seconded by Ann Glynn.
Yes: All
No: None
- ii. Electronic Information Networks Policy– No changes were made to the proposed revision of the policy.
Motion to approve the policy as presented made by Stephanie Daujatas, seconded by Ann Glynn.
Yes: All
No: None
- iii. Public Access Computers Rules for Use– No changes were made to the proposed revision of the policy.
Motion to approve the policy as presented by Stephanie Daujatas, seconded by Dave Clark.
Yes: All
No: None
- iv. Internet Parental Permission Form– No changes were made to the proposed revision of the policy.
Motion to approve the policy as presented made by Stephanie Daujatas, seconded by Ann Glynn.
Yes: All
No: None
- v. Patron Behavior Policy – A few changes were made to this policy as recommended by Janet Petsche representing Klein, Thorpe & Jenkins, LTD.
Motion to accept the proposed policy with recommended revisions made by Stephanie Daujatas, seconded by Ann Glynn.
Yes: All
No: None

11. Unfinished Business

- A. ~~Executive Session Chapter 5 ILCS 120/2 (e1) “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.~~
The Executive Session will be placed on the agenda for the June meeting.

12. New business – Ann Glynn’s father is retiring out of the computer business. It was suggested and he seemed interested in possibly teaching a computer class here at the library.

The LIMRiCC Open Enrollment has begun. Rates have not changed from last year. Any changes in enrollment become effective July 1, 2008. Motion by Stephanie Daujatas, seconded by Ann Glynn that the library’s rate of contribution will remain the same as it was last year.

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

13. Set dates for committee meetings

Policy and Personnel – May 24th at 9 A.M.

Marketing Committee – May 27th at 7 P.M.

14. Public comment – None

14. Adjournment – Motion made by Kari, seconded by Stephanie at 8:38 P.M.

Phillip Lukacek, Secretary

Kari Fickes, President