

Board of Trustees Meeting
August 12, 2008
7:00 P.M.

1. Call to order—The meeting was called to order by President Kari Fickes at 7:10 P.M.
2. Pledge of allegiance
3. Roll call—The following were present: David Clark, Stephanie Daujatas, Kari Fickes, Ann Glynn, Phillip Lukacek, and Colleen McElroy.
Peggy Gardner was absent with prior notification.
Also present: Carole Banasiak from ChiTown Productions and Administrative Librarian Carol Hall
4. Motion to establish Consent Agenda—Motion to establish the Consent Agenda including items A, B, C, D, and E by Dave Clark, seconded by Ann Glynn.
 - A. Approve minutes of July 8 Regular Board Meeting
 - B. Approve minutes of July 22 Finance Committee Meeting
 - C. Approve minutes of July 24 Policy & Personnel Committee Meeting
 - D. Approve Treasurer’s Report

Balance, July 1, 2008	977,487.11
Revenues	5,696.44
Expenditures	35,491.15
Balance, July 31, 2008	947,692.40
 - E. Approve payment of monthly bills in the amount of \$17,063.56Yes: Dave Clark, Kari Fickes, Ann Glynn, and Phil Lukacek
No: None
5. Motion to approve Consent Agenda—Motion to approve Consent Agenda by Stephanie Daujatas, seconded by Ann Glynn.
Yes: Dave Clark, Kari Fickes, Ann Glynn, and Phil Lukacek
No: None
Abstain: Colleen McElroy
6. Public Comment—None present.
7. Communications
 - Flyer from Worth Reporter regarding opportunity to advertise in Worth Days section. It was decided to place a ¼ page ad as we did last year.
 - Letter from Illinois State Treasurer Alexi Giannoulis regarding plans to combine Money Market and Prime Funds.
 - Letter from Worth Park District thanking library for participation in park bench project.
 - Letter from Founders Bank regarding security of deposited funds.

8. Librarian's Report

- Chamber of Commerce Business Expo and Cancer Walk is being moved to Spring, 2009.
- Reminder—ILA Conference Trustee Day is September 25th at Navy Pier.
- Distributed flyers for programs that might be of interest to trustees.
- Received a proposal from Superior Elevator to replace packing on elevator.
- Suggestions for Worth Days parade entry would be appreciated. Trustees welcome to participate.
- A date for publishing a fall newsletter is to be determined.
- Met with AT&T representatives re: opportunity to replace T-1 Internet connection with Opti-Man fiber optic connection. More information needed.

9. President's Report – Thank you to Dave for his diligence in protecting our driveway. We are having some patron issues in a certain patrons within our community. Some of these patrons come in and have no problems or issues; however, some are causing issues such as having an intimidating presence, offensive hygiene, and as well as other issues dealing with conduct. We need to keep in mind the safety of the employees and the other patrons.

I met with Chief Carpino, and the village is working on a public intoxication law. If someone has been banned or suspended from the library, we can call the police for trespassing, and we can also call police to remove anyone with an open container. Disorderly Conduct is the third option, where someone is being loud or offensive.

I have had Carol ask our attorney, and the attorney said that if the police remove anyone from the library, the police do not have to inform library authorities of the reason for the removal; it is not the library's responsibility to question the reason for the police's action. Also, if a person is in the library doing something that is not a function of the library, then the police can remove that person. If something happens but the police are asking for a complaint to be filed, and staff are unsure whether a complaint is warranted, staff should just contact the board and let the board decide. Chief Carpino also pointed out that we should look into making a zero tolerance policy, something to show that we will not let this continue. Many of these issues will be addressed by the Policy and Personnel Committee.

It was decided to move to item 10.D.ix at this point of the meeting.

Patron Behavior Issues—A major review needs to be made into our patron behavioral policy and the punishment process located within it. Following that, we need to make sure our staff and patrons are educated in these policies and how they will be enforced. We also need to collaborate with both our attorneys and our local law enforcement on exactly what we can do, what we would want to do, and who we can get help from. Stephanie wants to make sure the board is more proactive in the safety of our patrons, and Phil wanted to make sure that our procedures are well defined

and that we have the ability to control how the punishments are handed out rather than any automatic consequences.

Motion that patron Patrick Hogan be suspended for 60 days starting August 12, 2008 for violating policies 4, 5, 6, 15, and 16 of the library Patron Behavior Policy made by Kari Fickes seconded by Stephanie Daujatas.

Yes: Kari Fickes, Colleen McElroy, Stephanie Daujatas, and Ann Glynn

No: None

Abstain: Dave Clark and Phil Lukacek

Carol will send a certified letter informing the patron of the suspension.

10. Committee Reports

A. Building & Grounds Committee

- i. Water drainage—Dave brought up several issues with water drainage both coming from our neighbor's and our own building. We need to look into ways to move the water running off our building all the way to the ditch in the back, and we need to continue communicating our concerns to our neighbors to assure the integrity of our parking lot.
- ii. Additional Building & Grounds issues—Dave called American Asphalt about installing two more parking blocks. Colleen suggested contacting Crowley Shepard about the blocks and having our handyman install them.

B. Technology Committee

C. Marketing/Publicity Committee

- i. Library video—Everything is on track to finish this video, needing only to finish a certain interview and deciding who will do the voice over. Patti, a Chi-Town employee has prior experience with doing voice-overs, and everyone was comfortable with option.
- ii. Library anniversary—An open house will be held on November 8th in celebration of our anniversary. We will premier our new video at the library as well as halt all circulation and services for the day.
- iii. Additional Marketing/Publicity issues—None at this time.

D. Policy & Personnel Committee

- i. Disaster Plan—Motion to approve as presented by Ann Glynn, seconded by Stephanie Daujatas
Yes: Dave Clark, Kari Fickes, Ann Glynn, Phil Lukacek and Colleen McElroy.
No: None

- ii. Quiet Study Room Policy—Motion to approve as presented by Ann Glynn seconded by Stephanie Daujatas
Yes: Dave Clark, Kari Fickes, Ann Glynn, Phil Lukacek, and Colleen McElroy.
No: None
- iii. Remote Attendance Policy—Motion to approve as presented by Ann Glynn seconded by Stephanie Daujatas
Yes: Dave Clark, Kari Fickes, Ann Glynn, Phil Lukacek, and Colleen McElroy
No: None
- iv. Public Access Copier Policy—Motion to approve as presented by Ann Glynn seconded by Stephanie Daujatas
Yes: Dave Clark, Kari Fickes, Ann Glynn, Phil Lukacek, and Colleen McElroy
No: None
- v. Public Typewriter Policy—Motion to approve as presented by Ann Glynn seconded by Stephanie Daujatas
Yes: Dave Clark, Kari Fickes, Ann Glynn, Phil Lukacek, and Colleen McElroy
No: None
- vi. Child Safety Policy—Motion to approve as presented by Ann Glynn seconded by Stephanie Daujatas
Yes: Dave Clark, Kari Fickes, Ann Glynn, Phil Lukacek, and Colleen McElroy
No: None
- vii. Confidentiality of Library Patron Records Policy—Motion to approve as presented by Ann Glynn seconded by Stephanie Daujatas
Yes: Dave Clark, Kari Fickes, Ann Glynn, Phil Lukacek, and Colleen McElroy
No: None
- viii. Reference Service Policy—Motion to approve as presented by Ann Glynn seconded by Stephanie Daujatas
Yes: Dave Clark, Kari Fickes, Ann Glynn, Phil Lukacek, and Colleen McElroy
No: None
Patron Behavior Issues—Moved up to follow President’s Report.

11. Unfinished Business

- A. Per Capita Grant Requirement
 - i. Review Ethics Statement—Reviewed the Statement.
 - ii. Review *Serving Our Public*--Chapter IX Facilities—Trustees reviewed these standards.

12. New business

13. Set dates for committee meetings

A. Policy and Personnel: Tuesday, August 26th at 6 P.M.

B. Marketing: Friday the 15th at 4 P.M.

14. Public comment—None present.

15. Adjournment—Motion to adjourn the meeting at 9:35 P.M. made by Kari Fickes seconded by Stephanie Daujatas.

Phillip Lukacek, Secretary

Kari Fickes, President