

**Board of Trustees Meeting
September 9, 2008
7:00 P.M.**

1. Call to order—The meeting was called to order by President Kari Fickes at 7:02 P.M.
2. Pledge of allegiance
3. Roll call—The following trustees were present: David Clark, Stephanie Daujatas, Kari Fickes, Peggy Gardner, and Colleen McElroy. Ann Glynn arrived at 7:08 P.M.
Absent with Prior Notice: Phillip Lukacek
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 Peggy Gardener.
Yes: Dave Clark, Peggy Gardener, Stephanie Daujautus, Peggy Gardener, Kari Fickes, Colleen McElroy
No: None
 - A. Approve minutes of August 12 Regular Board Meeting
 - B. Approve minutes of August 15 Marketing Committee Meeting
 - C. Approve minutes of August 26 Policy & Personnel Committee Meeting
 - D. Approve minutes of September 3 Building & Grounds Committee Meeting
 - E. Approve Treasurer's Report

Balance, August 1, 2008	\$947,692.40
Revenues	5,167.71
Expenditures	57,424.28
Balance, August 31, 2008	\$895,435.83
 - F. Approve payment of monthly bills in the amount of \$9,215.01
5. Motion to approve Consent Agenda—Motion to approve the Consent Agenda by Colleen McElroy, seconded by David Clark.
Yes: Colleen McElroy, David Clark, Stephanie Daujautus, Peggy Gardener, Kari Fickes
No: None
6. Public Comment: none at this time
7. Communications
 - Invitation to attend MLS Annual Meeting.

- I/FAX report from State Treasurer
- Announcement from Illinois Funds regarding Fall Financial Symposium
- Letter to Dan Braun from MLS regarding his nomination for Library Leadership award.
 - Discussion occurred about Dan's nomination. The board wished him congratulations!
- Letter from Marrs-Meyer regarding Worth Days Parade
- Patron Behavior Policy, Code of Conduct, Patron Complaint Report form, and Unattended Child Policy from Chicago Ridge Public Library.
- Order form for group purchase of library tote bags.
 - The board reviewed some recycled bags. Carol was given several catalogs to review.

8. Librarian's Report

- Distributed flyers regarding CE workshops of interest to trustees.
- Met with representative from Strait-Line Decorating, Inc. regarding meeting room.
- Will meet with InterFace Flor representative regarding carpet tiles for meeting room.
- Our attorney of many years, Janet Petsche, is easing into retirement. Klein, Thorpe, and Jenkins is a very large firm; she has been working with two of the younger attorneys who have expressed an interest in library law. Our Budget and Appropriation Ordinance was drafted by James Fessler. He has also been working with Chicago Ridge Public Library. Jim said he would be willing to come to a board meeting (at no charge) to introduce himself and to answer any of your questions.

The board discussed the option of inviting the new attorney to the December board meeting. Carol will contact him.

9. President's Report:

The President passed along congratulations to Dan Braun for his nomination. She also thanked the Buildings and Grounds and Marketing Committee for doing some work on our meeting room, and expediting the plans for improvements. Kari thanked everyone for walking in the Worth Day Parade.

10. Committee Reports

A. Building & Grounds Committee

- i. Water drainage
 1. Dave explained the meeting that occurred with Wayne and the committee. It was determined that drainage system needs priority attention.
- ii. Meeting Room Improvements
 1. It was determined to have the wallpaper removed
 2. Remove the wallpaper, repair it and paint the surface
 3. Door trim removed and replaced

4. Three Options for the door/paneling: Replace the “capping” or trim (baseboard, door frame) on the paneling/chair railing replace with stained (main door could be walnut?) or chair rail, baseboard, door trim provide a capping to make it look tailored and paint this a dark color that will match the door or stain the existing and replace the capping.
5. Replace the floor with an in stock tile
6. Keep, but paint the paneling with a different color (PREFERABLY NEUTRAL)

- iii. Additional Building & Grounds issues
- iv. A motion was made by Dave Clark to purchase 8 new chairs not to exceed \$1100. Ann Glynn seconded the motion.
Yes: Dave Clark, Ann Glynn, Kari Fickes, Peggy Gardener, Colleen McElroy
No: None

B. Technology Committee—has not met, no report

C. Marketing/Publicity Committee

- i. Library video
 1. Ann reported that Carol Banasiak has all of the footage that she needs. The final version should be with us approximately 2 weeks prior to the open house.
- ii. Library anniversary
 1. The event will be Nov 8th at 1 P.M.
 2. We will send out a notice to the paper and a formal invitation to village and officials.
 3. We will have our newsletter out by then, copies to the school, ad to the reporter
 4. Refreshments will only be cake, drinks and coffee
 5. READ posters will need to be made
 6. Department heads will do a small showcase for their department
 7. Bags will be distributed
- iii. Additional Marketing/Publicity issues
 1. Lincolns for Libraries: Ann reminded the board that the committee discussed having a cash fund-raiser for this event for library improvements. It was determined that we should wait for this event. We may revisit this in February.
 2. Library Logo: It was determined that the logo proposal that we received was out of our price range at this time. We are going to seek other options.

- D. Policy & Personnel Committee
- i. Borrower Application Policy—Motion to approve the policy as presented by Stephanie Daujautas, seconded by Dave Clark.
Yes: Dave Clark, Ann Glynn, Kari Fickes, Peggy Gardener, Colleen McElroy
No: None
 - ii. Bulletin Board Policy—Motion to approve the policy as presented by Stephanie Daujautas and seconded by Ann Glynn.
Yes: Dave Clark, Ann Glynn, Kari Fickes, Peggy Gardener, Colleen McElroy
No: None
 - iii. Remote Attendance Policy—Motion to approve the policy as presented by Stephanie Daujautas, seconded by Ann Glynn.
Yes: Dave Clark, Ann Glynn, Kari Fickes, Peggy Gardener, Colleen McElroy
No: None
 - iv. Brookfield Zoo Pass Policy—Motion to approve the policy as presented by Stephanie Daujatas and seconded by Dave Clark.
Yes: Dave Clark, Ann Glynn, Kari Fickes, Peggy Gardener, Colleen McElroy
No: None
 - v. Children’s Museum in Oak Lawn Policy—Motion to approve the policy as presented by Stephanie Daujatas, seconded by Dave Clark.
Yes: Dave Clark, Ann Glynn, Kari Fickes, Peggy Gardener, Colleen McElroy
No: None
 - vi. Board By-laws. This was tabled for the next meeting to include all the changes made.
 - vii. Additional Policy & Personnel Issues
 1. Discussion regarding the schedule for the policy review occurred. It was discussed that the committee is being very efficient and will meet in September.

11. Unfinished Business

- A. Per Capita Grant
 - i. Carol informed the board that she needed the exact dates that our ethics statement was filed
 - ii. Carol is still working on the ADA self evaluation form. She assured the board that it will be ready by the due date.

12. New business

- A. Pass Budget and Appropriation Ordinance—Kari Fickes made a motion to approve Ordinance #2009-1 An Ordinance Providing for Budget and Appropriations of Worth Public Library District, Cook County, Illinois for the Fiscal Year Beginning July 1, 2008, and Ending June 30, 2009 and was seconded by Dave Clark.
Yes: Kari Fickes, Dave Clark, Stephanie Daujatas, Ann Glynn, Peggy Gardner, Colleen McElroy

- B. Review of closed session minutes
 - i. The board decided to keep the minutes closed.
Kari Fickes made a motion to keep the executive session minutes closed. Stephanie Daujatas seconded the motion.
The motion carried on a voice vote.

13. Set dates for committee meetings--The Marketing committee will meet at 7 P.M. on Wed. September 17th and the Building & Grounds committee that same night at 6:30 P.M.

14. Public comment: None at this time.

15. Adjournment

- A. The meeting was adjourned at 9:05 P.M. by Kari Fickes. The motion carried on a voice vote.

Colleen McElroy, Secretary pro tem

Kari Fickes, President