

**Board of Trustees Meeting
October 14, 2008
7:00 P.M.**

1. Call to order—The meeting was called to order by President Kari Fickes at 7:11 P.M.
2. Pledge of allegiance
3. Roll call—The following trustees were present: David Clark, Kari Fickes, Peggy Gardner, Ann Glynn, Phillip Lukacek, and Colleen McElroy.
Stephanie Daujatas was absent with prior notification.
Also present: Administrative Librarian Carol Hall.
4. Motion to establish Consent Agenda—Motion by Colleen McElroy, seconded by Dave Clark to establish the Consent Agenda including items A, B, C, D, E, and F
Yes: David Clark, Kari Fickes, Peggy Gardner, Ann Glynn, Phillip Lukacek, and Colleen McElroy.
No: None
 - A. Approve minutes of September 9 Budget Hearing
 - B. Approve minutes of September 9 Regular Board Meeting
 - C. Approve minutes of September 18 Building & Grounds Committee Meeting
 - D. Approve minutes of September 18 Marketing Committee Meeting
 - E. Approve Treasurer's Report

Balance, September 1, 2008	\$895,435.83
Revenues	13,601.49
Expenditures	40,190.03
Balance, September 20, 2008	\$868,847.29
 - F. Approve payment of monthly bills in the amount of \$29,883.64.
5. Motion to approve Consent Agenda—Motion to approve the Consent Agenda by Dave Clark and seconded by Colleen McElroy.
Yes: David Clark, Kari Fickes, Peggy Gardner, Ann Glynn, Phillip Lukacek, and Colleen McElroy.
No: None
6. Public Comment—Letter from a patron regarding inability to access a website from the library's public access computers.
7. Communications
 - Snow removal/salting proposal from Pete's Lawn Care.
 - Proposal regarding roof drainage from Reid Landscaping.
 - Invitation from Moraine Valley Community College to attend breakfast with legislators.

- Flyer regarding opportunity to advertise in *The Reporter's* Christmas Carol Song Book.
- Thank you note from Worthwoods School Principal Hathhorn.
- Communication from attorney regarding property tax appeals.
- Flyer regarding ILA Trustee Forum Workshop.
- Press release from State Treasurer regarding the security of Illinois Funds.
- Memo from Illinois Library Association regarding their opposition to the proposed State of Illinois Constitutional Convention.
- I/FAX report for September/October.
- OEC Business Interiors Quotations for carpet tiles and copies of warranties.
- Letter from Alliance to End Homelessness regarding January 22nd Cook County Homeless Count

8. Librarian's Report

- A staff member has been infected with head lice by school children. He is treating the problem. A memo was sent to all staff members, and a folder of information published by the Center for Disease Control is available for them. Head phones have been removed from the children's computer and cleaned; they will not be put back for several days. CDC does not advise spraying pesticide or taking any exhaustive cleaning measures.
- The washroom door locks sometimes remain in the locked position when people leave the washrooms. A locksmith was called to correct this and to replace a failed lock on a file cabinet.
- After testing numerous chairs, the model I would like to purchase will require an additional \$400 to purchase a set of 8.

9. President's Report

The board room improvements have been exhausting in choices with all the samples we have received, but it is the jumping off point for the most extensive and expensive part of the building improvements, and what we choose will reflect what we do in the rest of the library.

10. Committee Reports

A. Building & Grounds Committee

- i. Water drainage – More information will be forthcoming.
- ii. Meeting Room Improvements

1. Floor covering

Motion made by Dave, seconded by Ann to remove all carpeting and install Milliken Carpet tiles of Suitable pattern, design Woven Threads, Color 202 Sassafras not to exceed \$4,700.

Yes: David Clark, Kari Fickes, Peggy Gardner, Ann Glynn, Phillip Lukacek, and Colleen McElroy.

No: None

2. Wall trim and paint – It was decided that we were interested in removing the wallpaper, painting the upper

wall, and painting the existing paneling (option 2 of proposal from Strait-Line Decorating). It was the thought of the board that the chair rail and baseboard are too beaten and worn to be reused and will probably need to be replaced. It was recommended that we find someone to bring in paint chips and trim/molding samples.

- iii. Snow removal proposal—Motion by David Clark, seconded by Ann Glynn to accept the proposal from Pete’s Landscaping
Yes: David Clark, Kari Fickes, Peggy Gardner, Ann Glynn, Phillip Lukacek, and Colleen McElroy.
No: None

- iv. Additional Building & Grounds issues
Motion to purchase brown boardroom chairs made by Kari Fickes seconded by David Clark not to exceed \$1500.
Yes: Kari Fickes, David Clark, Phillip Lukacek, Peggy Gardner, Ann Glynn.
No: Colleen McElroy

Motion to purchase a new lawn mower not to exceed \$300 made by Dave, seconded by Ann.
Yes: David Clark, Kari Fickes, Peggy Gardner, Ann Glynn, Phillip Lukacek, and Colleen McElroy.
No: None

- B. Technology Committee – Phil will be needed to contact our filtering company to find out why the chicagojobs.com site is blocked. He also needs to contact GAC to find the details about switching our filtering service.

It has been raised that people are having problems viewing the Microsoft Office 2007 files. Phil warned that an upgrade will be expensive, but asked Carol to look into the prices. Meanwhile there is a free utility provided by Microsoft at download.microsoft.com called a Compatibility Pack for Office 2007 that will allow users to open the newer files.

- C. Marketing/Publicity Committee
 - i. Library video – Carole Banasiak from Chitown Productions asked for a few more pictures, but the video will be done very soon.
 - ii. Library anniversary – The open house has been moved to February 7th.

- iii. Additional Marketing/Publicity issues – The Christmas gift was decided to be fortune cookies with a small holiday fortune/greeting and our website. The cookies can be of apple (green) and cherry (red), which will be able to be used up at Valentine’s Day and St. Patrick’s Day if any remain after Christmas.

The thought of the board is that there is no problem with the Youth Services Dept. holding a lock-in program at the library.

- D. Policy & Personnel Committee
 - i. Board By-laws—Motion by Colleen seconded Kari to accept the revised board by-laws
Yes: David Clark, Kari Fickes, Peggy Gardner, Ann Glynn, Phillip Lukacek, and Colleen McElroy
No: None
 - ii. Additional Policy & Personnel Issues

11. Unfinished Business

12. New business

- A. Pass Site and Maintenance Ordinance—Motion to pass Ordinance #2009-2 by Kari Fickes, seconded by Colleen McElroy.
Yes: David Clark, Kari Fickes, Peggy Gardner, Ann Glynn, Phillip Lukacek, and Colleen McElroy.
No: None
- B. Approve staff in-service day—Motion to approve February 6, 2009 for a staff in-service day by Phil Lukacek, seconded by Dave Clark.
Yes: David Clark, Kari Fickes, Peggy Gardner, Ann Glynn, Phillip Lukacek, and Colleen McElroy.
No: None

13. Set dates for committee meetings

Marketing Committee: November 11th at 6:30 P.M.

14. Public comment

15. Adjournment at 8:59 P.M. made by Kari Fickes, seconded by David Clark. The motion carried.

Phillip Lukacek, Secretary

Kari Fickes, President