

Board of Trustees Meeting

June 9, 2009

7:00 P.M.

1. Call to order—In the absence of a President and Vice-President, it was agreed that the meeting would be chaired by Phillip Lukacek until officers were elected. The meeting was called to order by Phillip Lukacek at 7:14pm.
2. Pledge of allegiance
3. Roll call—The following trustees were present: Stephanie Daujatas, Ann Glynn, Phillip Lukacek, and Tom Miller.
Kari Fickes and Pam Levey was absent with prior notification.
4. Election of board officers
President— Kari Fickes was nominated by Phillip Lukacek, seconded by Tom Miller.
Yes: All

Vice-President— Phillip Lukacek was nominated by Ann Glynn seconded by Tom Miller.
Yes: All

Secretary— Ann Glynn was nominated by Stephanie Daujatas seconded by Tom Miller.
Yes: All

Treasurer— Stephanie Daujatas was nominated by Ann Glynn seconded by Tom Miller.
Yes: All
5. Committee appointments—The following committee appointments were made:
Building & Grounds: Phillip Lukacek, Chair
Stephanie Daujatas, Co-Chair
Tom Miller

Policy & Personnel: Stephanie Daujatas, Chair
Ann Glynn, Co-Chair
Tom Miller

Technology: Phillip Lukacek, Chair
Tom Miller, Co-Chair
Pam Levey

Finance: Stephanie Daujatas, Chair
Ann Glynn, Co-Chair
Pam Levey

Marketing: Ann Glynn, Chair
Pam Levey, Co-Chair
Tom Miller

Ethics: Kari Fickes
Stephanie Daujatas
Tom Miller

6. Motion to establish Consent Agenda—Motion to establish the Consent Agenda including items A, B, C, D, and E by Ann Glynn seconded by Tom Miller.

Yes: All

No: None

- A. Approve minutes of May 12 Regular Board Meeting
- B. Approve minutes of May 21 Special Board Meeting
- C. Approve minutes of May 21 Executive Session
- D. Approve Treasurer's Report

Balance May 1, 2009 \$1,129,355.96

Revenues 11,528.43

Expenditures 53,764.48

Balance May 31, 2009 \$1,087,119.91

- E. Approve payment of monthly bills in the amount of \$20,831.61.

7. Motion to approve Consent Agenda—Motion to approve the consent agenda made by Tom Miller, seconded by Stephanie Daujatas.

Yes: All

No

8. Public Comment - None

9. Communications

- Copy of e-mail regarding appropriation bill with funds designated for the library, village, and Park District.
- Thank you from American Legion Auxiliary for Poppy Days donation
- Thank you card from Ann, Garrett, and Gracie Glynn
- Thank you note from Palos Heights Public Library
- Certificate of recognition from Prairie Trails Public Library

10. Librarian's Report

- I talked to Mary Clark on Monday, and she seems to be coping well. She expressed her appreciation for the library's lowering the flag and posting a message on the sign. Dave's remains will be buried in the Abraham Lincoln Military Cemetery in Elwood, IL; I asked her to let me know when the

memorial service will take place. Kari suggested the possibility of installing an outdoor fountain in Dave's memory and arranging to have a hydrangea planted at Dave's house.

- We have still not received any portion of the Per Capita Grant.
- I had a call from someone who said he was calling on behalf of ComEd. He said we have been selected to receive an energy audit. I tried to contact someone at ComEd to verify this but keep getting caught up in their automated attendant menu. If I can verify that this is legitimate, do you want to have the audit done?
- A patron brought to staff another book with Patricia Lawler's name written in it to staff member's attention. This is the fourth book.
- A scanner module for the staff copy machine would cost \$800; do you want to invest in this?
- I outlined a number of tasks that staff can work on when the library is closed for renovation. Do you have any objection to this? I want to meet with staff members as they are eager to know what is going on.
- My suggestion for the Bobby Rush grant is to purchase laptops and a lockable charging cabinet. Patrons could borrow the laptops for use in the library; the laptops could also be used in the meeting room for training classes.
- Senator Maloney called to confirm the capital improvement appropriation for the library.
- The Ice Cream Social will be Saturday, June 20th at 1 P.M. I am sending a letter of invitation to each of our legislators. I'm also including a copy of the library's video.

11. President's Report – Dave Clark was a very dedicated and knowledgeable public servant, who selflessly gave to a number of organizations. The library has benefited from his guidance and leadership over the many years that he has served. While he was a shining star in our community, what he has done will allow many other stars to shine brightly.

12. Committee Reports

A. Building & Grounds Committee

- i. Interior renovations—The following decisions were made:
 1. Amount of insurance the contractor must carry – refer to the insurance company.
 2. Contract – refer to the law firm.
 3. Dollar amount to be assigned for liquid damages will be – refer to insurance and law firm.
- ii. Grounds Improvements—Tandem completed everything except examination of gutter leak and possible repair.

B. Technology Committee – None at this time.

- C. Marketing/Publicity Committee – The committee will be preparing a display and FAQ for the interior renovations. There are a number of fund raising ideas that will coincide with the renovations. The committee will also have to plan on how to notify people of and deal with the closing of the library. A thought will be to contact Chicago Ridge to talk to them about waiving their out-of-resident computer fee for the month we are closed and giving the library a donation for their consideration.
- D. Policy & Personnel Committee – None at this time.
- E. Finance Committee – Since Dave and Colleen were two signers on our account, we will need to have two new signers. It was agreed that Stephanie will take Ann Glynn and Pam Levey to be signers since they are on the finance committee.

13. Unfinished Business

14. New business

- A. Ordinance 2009-4, Non-resident Card Ordinance—Motion by Phillip Lukacek seconded by Tom Miller to approve the ordinance, establishing the cost for a non-resident card at \$145.
Yes: All
No: None
- B. Ordinance 2009-5, Prevailing Wage Ordinance—Motion to approve the ordinance by Phillip Lukacek seconded by Tom Miller.
Yes: All
No: None
- C. Ordinance 2009-6, Site and Maintenance Ordinance—Motion to approve the ordinance by Phillip Lukacek seconded by Tom Miller.
Yes: All
No: None
- D. Set date for budget hearing—The budget hearing will be scheduled for July 14th at 6:45 P.M.
- E. Board vacancy—It was decided that we will post a press release will be made and a notice will be posted in the library. We will accept applications and resumes until July 9th, 2009. Interviews of applicants will take place during the general meeting on July 14th, 2009.

15. Set dates for committee meetings

Finance – July 1st at 10am

Marketing – June 15th at 7pm

Technology - TBD

16. Public comment – None

17. Adjournment—Motion to adjourn the meeting by Phillip Lukacek seconded by Stephanie Daujatas.

The motion carried, and the meeting adjourned at 9:22pm.