

**Board of Trustees Meeting
November 10, 2009
7:00 P.M.**

1. Call to order—the meeting was called to order by President Kari Fickes at 7:15 P.M.
2. Pledge of allegiance
3. Roll call—The following trustees were present: Stephanie Daujatas, Kari Fickes, Ann Glynn, Phillip Lukacek, Karen Miller, and Tom Miller. Kathryn Koloze was absent with prior notification.
Also present: Administrative Librarian Carol Hall
4. Motion to establish Consent Agenda—Motion to establish the Consent Agenda including items A, B, and C by Stephanie Daujatas seconded by Karen Miller.
Yes - Stephanie Daujatas, Kari Fickes, Ann Glynn, Phillip Lukacek, Karen Miller, and Tom Miller.
No -None
 - A. Approve minutes of October 13th Regular Board Meeting
 - B. Approve Treasurer’s Report

Balance October 1, 2009	\$635,871.15
Revenues	3,137.23
Expenses	79,319.57
Balance October 31, 2009	\$559,688.81
 - C. Approve payment of monthly bills in the amount of \$26,164.27
5. Motion to approve Consent Agenda—Motion to approve the Consent Agenda by Stephanie Daujatas, seconded by Tom Miller.
Yes - Stephanie Daujatas, Kari Fickes, Ann Glynn, Phillip Lukacek, Karen Miller, and Tom Miller.
No - None
6. Public Comment - None
7. Communications
 - Thank you notes from Worthwoods School, library patron Carol Booth, and Palos Heights Public Library administrator Elaine Savage.
 - Letter from Commissioner Joan Patricia Murphy regarding H1N1 influenza virus.
 - Signed proposal from Tandem Landscaping for 2009 Fall Cleanup and dormant pruning.
 - Proposals for wireless network, etc. from Versatile Computer Services, Inc.
 - Proposal from Speco Technologies for additional security cameras and service of existing cameras.

8. Librarian's Report

- Our sympathy to Karen Miller and her family on the loss of her brother-in-law.
- Upgrades to the building alarm were completed Monday.
- The lower roof HVAC was not heating last week. Doornbos Heating replaced the combustion motor at a cost of \$944.
- Tandem Landscaping repaired a gutter leak and completed a fall cleanup of planting beds. They will complete dormant pruning when they are sure the weather is cold enough for the shrubs/bushes to be dormant.
- The father of a child attending yesterday's Girl Scout meeting instigated an argument with supervising parents. One of the parents called the Worth Police Department, and the issue was resolved.
- The Youth Services Department continues to become more popular. When there is no one staffing the department, the absence of supervision is a concern. Adding a camera in the lounge area will help, but we can't station someone to watch the video monitor. We may need to consider additional hours for the Youth Services Assistant.
- I talked to Senator Maloney briefly after the Legislator's Breakfast at Moraine Valley Community College. He said that if I haven't heard anything by the first of the year about the grant he secured for us, I should contact his office.
- The number of library card holders increased this month as did juvenile circulation. Dan's program participation increased; it included a presentation during a school assembly. Considering that we were open only 18 days this month, the totals are better than anticipated.
- Carol recommended that we get an unbiased appraisal of the replacement value of the library building; the last one was done in 2001. She will seek proposals for this service.

9. President's Report

- Once everything is finalized, Kari will meet with Ron McGrath of Tria Architecture to go over the contract and have any negotiations. There will be some additional Tria Architecture fees for Ron's time. More to come.
- Thank you to the Library staff for keeping things going during and after the renovation.
- Everyone thought the department reports were great. Thank you!

10. Committee Reports

A. Building & Grounds Committee

- i. Interior renovations progress report—The contractor is expected to address some punchlist items on Thursday. We need to find a way to acquire the needed shelves for the Adult's book area so that we can return the carts loaned by Hallett Movers.

- ii. Approve purchase of mats—Motion to approve the purchase of an entry mat and a runner not to exceed \$1200 by Stephanie Dajutas seconded by Tom Miller.

Yes - Stephanie Dajutas, Kari Fickes, Ann Glynn, Phillip Lukacek, Karen Miller, and Tom Miller.

No - None

- iii. Cleaning Service options—A discussion followed concerning whether to handle the library's cleaning needs by hiring an individual or by contracting with a service. Carol continues to look into other options for a service.

B. Technology Committee

- i. Wireless Network Proposal (possible action item) – tabled until December meeting.
- ii. SonicWall filtering and/or virus protection proposal (possible action item) tabled until December meeting.
- iii. Network Server Proposal – tabled until December meeting.

C. Marketing/Publicity Committee

- i. Grand Opening Celebration
 - If we want to replace some of our furnishings, it could take as long as 10 – 12 weeks to order and receive new tables/chairs. We are considering holding the celebration in May.

D. Policy & Personnel Committee

- Carol will look at our list of policies and the dates that they were reviewed to see which need attention.

11. Unfinished Business—None at this time.

12. New business

- A. Approve Intergovernmental Agreement Authorizing membership in LIMRiCC—Motion to approve a resolution for an Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control Combination in accordance with LIMRiCC's revised by-laws by Tom Miller and seconded by Ann Glynn.

Yes – Stephanie Dajutas, Kari Fickes, Ann Glynn, Phillip Lukacek, Karen Miller, and Tom Miller.

No - None

- B. CCTV upgrade proposal - Motion to accept the Speco Surveillance Installation Proposal for cameras to be refocused, new outdoor camera and new camera in the library not to exceed \$1800 by Kari Fickes and seconded by Tom Miller.

Yes – Stephanie Daujatas, Kari Fickes, Ann Glynn, Phillip Lukacek, Karen Miller, and Tom Miller.

No - None

13. Set dates for special meeting and committee meetings

- Special meeting to approve the tax levy on November 24th at 7 P.M.

16. Public comment—None present.

17. Adjournment—Motion to adjourn the meeting by Kari Fickes at 8:37 P.M. and seconded by Stephanie Daujatas. The motion carried on a voice vote.

Ann Glynn, Secretary

Kari Fickes, President