

Board of Trustees Meeting
April 13, 2010
7:00 P.M.

1. Call to order—The meeting was called to order by President Kari Fickes at 7:19 P.M.
2. Pledge of allegiance
3. Roll call—The following trustees were present: Stephanie Daujatas, Kari Fickes, Ann Glynn (arrived at 7:50 P.M.), Kathryn Koloze (arrived at 7:30 P.M.), Phillip Lukacek, Karen Miller, and Tom Miller.
Also present: Eileen Brewer and Administrative Librarian Carol Hall.
4. Motion to establish Consent Agenda—Motion to establish the Consent Agenda including items A, B, and C by Tom Miller seconded by Stephanie Daujatas
Yes: Stephanie Daujatas, Kari Fickes, Phillip Lukacek, Karen Miller, and Tom Miller.
No: None
 - A. Approve minutes of March 9th Regular Board Meeting
 - B. Approve Treasurer’s Report

Balance, March 1, 2010	\$712,720.80
Revenues	269,981.91
Expenses	54,550.69
Balance, March 31, 2010	\$928,152.02
 - C. Approve payment of monthly bills in the amount of \$22,206.33.
5. Motion to approve Consent Agenda—Motion to approve the Consent Agenda by Tom Miller, seconded by Stephanie Daujatas.
Yes: Stephanie Daujatas, Kari Fickes, Phillip Lukacek, Karen Miller, and Tom Miller.
No: None
6. Public Comment – None
7. Communications
 - Flyer regarding LACONI Trustee Banquet
 - Letter from MLS attorney regarding Public Forum/Display Cases
 - Letter from MLS attorney regarding E-mail communications/OMA/FOIA
 - Thank you note from Our Lady of the Ridge School for Pancake Breakfast ad
 - Letter from Our Lady of the Ridge School regarding opportunity to advertise for March Madness fundraiser
 - Invitation to Village of Worth After Hours for business owners
 - Marrs-Meyers request for Poppy Day donation—It was decided that a donation would be made in the amount of \$50.

- “Growing Tree” quotation from Bronze Memorial Company
- Building Appraisal proposal from Gallagher-Bassett
- *The Reporter* news article regarding Village’s “Cache-apalooza” event
- Flyers regarding upcoming adult programs
- Letter from ALA regarding award of a “We the People Bookshelf Grant”
- Memo from Illinois State Library regarding request for district library data

Motion to move to item 10. C. iv. of the agenda was made by Kari Fickes seconded by Stephanie Daujatas. Motion carried. Eileen Brewer presented revisions of two previous logo designs. Trustees offered their input and asked Eileen to incorporate their suggestions for further revision. The updates will be reviewed at a future Marketing Committee meeting and Board meeting.

8. Librarian’s Report

- The upper level HVAC repair cost \$1,200.
- The lower level public washrooms and staff washroom floor were deep cleaned on Sunday.
- Cache-apalooza event director Mike McGowan stopped in the library Friday afternoon and talked about how the library can participate in this Village event.
- Tandem Landscaping was out to look at the retaining wall. While out, Carol asked about a spring cleanup. Besides spreading new mulch, she discussed removing a wild rose bush, trying to weed the bed around the sign, and planting additional bushes to replace dead or failing bushes. Rough estimate is \$750, but we are awaiting a formal proposal.
- Questions from staff
 - Casual dress day—Staff expressed interest in the possibility of having a casual day when they can wear jeans. Trustees thought this might be feasible, perhaps on Fridays; jeans could not be torn or ripped.
 - Can patrons use their own paper in the public access printers? There was no objection to this.
 - Double-sided copies on the copy machine—Current policy does not permit this; the board did not wish to change the policy.
- Facebook – we have 160 friends, and our video has been viewed 677 times. .
- We received a FOIA request to examine board minutes from 1977.

9. President’s Report—Kari suggested that we consider more recognition for staff anniversaries, especially benchmarks such as 1, 5, 10, 15, etc. years. This was referred to the Policy Committee. Kari and Katy completed the required Open Meetings Act training. Trustees need a copy of the Administrator’s review form.

10. Committee Reports

A. Building & Grounds Committee

- Handyman John Stavola observed that the ditch behind the library needs to be dug deeper or cleaned out in some manner.

- John is going to put up a warning flag/pole on the five-minute parking space's parking block because people seem to forget it is there and drive over it with their cars.
- B. Technology Committee
- i. Group Database Purchase Participation (action item)—Kari Fickes made the motion that we send back the survey and respond yes. Seconded by Phil Lukacek. The motion passed unanimously on a voice vote.
- C. Marketing/Publicity Committee
- i. Grand Opening Celebration – Sunday May 23rd at 1:00 p.m.
 - ii. Need to create invitation letter
 - iii. Need to revise invitation list
 - iv. Library Logo – working with the designer to finalize.
 - v. Giveaway for Grand Opening - will purchase 500 tote bags and 250 bookmarks. We will wait to order until we have the logo finalized.
- D. Policy & Personnel Committee
- i. Freedom of Information Act Policy (action item). Phil Lukacek made the motion to approve the policy. Seconded by Karen Miller.
Yes: Stephanie Daujatas, Kari Fickes, Ann Glynn, Kathryn Koloze, Phillip Lukacek, Karen Miller, Tom Miller.
No: None
 - ii. Policy Review Schedule – will set schedule at next committee meeting.

11. Unfinished Business

12. New business

- A. Building Appraisal proposal (possible action item) Kari Fickes made the motion to hire Gallagher Bassett Services, Inc. to perform the appraisal of the library building, machinery, and equipment not to exceed \$1000. Seconded by Tom Miller.
Yes: Stephanie Daujatas, Kari Fickes, Ann Glynn, Kathryn Koloze, Phillip Lukacek, Karen Miller, Tom Miller.
No: None

13. Set dates for committee meetings

- A. Marketing Committee- April 27th at 7:00 P.M.
B. Policy & Personnel – April 27th at 6:45 P.M.

14. Public comment - None

15. Adjournment—Motion to adjourn the meeting at 9:22 P.M. by Kari Fickes and seconded by Tom Miller. The motion carried.

Ann Glynn, Secretary

Kari Fickes, President