

Board of Trustees Meeting
December 14, 2010
7:00 P.M.

1. Call to order--The meeting was called to order by President Kari Fickes at 7:21 P.M.

2. Pledge of Allegiance

3. Roll call--The following trustees were present: Kari Fickes, Kathryn Koloze, Karen Miller, and Tom Miller. Stephanie Daujatas, Phillip Lukacek, and Ann Glynn were 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, C, D, and E by Tom Miller, seconded by Kathryn Koloze.

Yes: Kari Fickes, Kathryn Koloze, Karen Miller, and Tom Miller.

No: None

A. Approve minutes of November 9 Regular Board Meeting

B. Approve minutes of November 30 Special Board Meeting

C. Approve minutes of November 30 Policy & Personnel Committee Meeting

D. Approve Treasurer's Report

Balance, November 1, 2010	\$582,470.63
---------------------------	--------------

Revenues	2,429.91
----------	----------

Expenditures	46,356.54
--------------	-----------

Balance, November 30, 2010	\$538,544.00
----------------------------	--------------

E. Approve payment of monthly bills in the amount of \$55,284.98

5. Motion to approve Consent Agenda by Karen Miller, seconded by Kathryn Koloze.

Yes: Kari Fickes, Kathryn Koloze, Karen Miller, and Tom Miller.

No:none

6. Public Comment: None present.

7. Communications

- Schedule of Library Board of Trustees regular meeting dates for 2011
- Letter from O'Neill & Gaspardo, LLC, regarding our audit.
- Fraternal Order of Police 2011 dues renewal notice
- Flyer from *The Reporter* newspaper regarding opportunity to place holiday ads.
- Invitation to attend Worth's Economic Development Committee meeting
- Christmas card from Tria Architecture
- Letter from Worth Park District thanking us for ornaments donated for their tree lighting.

8. Librarian's Report--Additions to report
 - We received notice of the deposit of our fiscal year 2010 per capita grant in the amount of \$11,280.09; this will appear in next month's Treasurer's Report.
 - We received acknowledgment from the Illinois State Historical Preservation Agency that our grant project will not alter a historic building.
 - Administrative Assistant Debbie O'Leary's mother-in-law passed away early Monday morning; Mrs. O'Leary was being treated for leukemia.
 - Head of Technical Services Laura Monday will have her second hip replacement surgery on January 19th.
 - Only five Chicago Ridge-Worth Chamber of Commerce members attended the November 18th meeting. Several members of the Palos Heights Chamber attended to talk about the services their organization has to offer.
 - We have had several building alarm calls in the past several weeks. These usually seem to occur within an hour of closing and affect the front entry doors. A technician from Micro-Eye determined that the front door's contacts are located in the wiring area of the inner entry door. He would have to take the entry door apart to make a repair on the inside of the frame so he will be out tomorrow morning to install new contacts. These will be mounted on the frame so they will be slightly visible.
 - We received a distribution of \$7,408.41 from LIMRiCC as a result of membership for more than five years in the Joint Self-Insurance Pool plus a percentage of the unexpended balance in the pool. This will be put in the Liability Insurance Fund since the funds were levied for this special purpose.
 - Versatile Computer Services reduced the strength of our wireless signal this morning, but we still showing five bars of strength everywhere in the building. We will monitor to see if it helps our bandwidth usage.

9. President's Report
 - Kari attended the Park District tree lighting; our ornaments were appreciated. The Memorial proved to be a good location, and will help to raise awareness of the Memorial.
 - Stephanie has several chemotherapy treatments to go, and is handling them well. We are still collecting cards, food, tokens for Stephanie's family.
 - Merry Christmas and Happy Holidays to all.

10. Committee Reports
 - A. Building & Grounds Committee—The snow plowing is satisfactory. Some sod was plowed up again, but will be repaired in Spring. Parking

blocks have not been disturbed. Kari will contact Ron McGrath regarding cost for Phase II of renovation.

- B. Finance Committee—has not met.
 - C. Technology Committee—has not met
 - D. Marketing/Public Relations Committee
 - i. Library Donor Tree applications (possible action item)--No applications to approve this month. It was suggested that we consider adding a leaf or accessory in recognition of Tria Architecture (Ron McGrath in particular).
 - ii. Library Logo (possible action item)—no update.
 - E. Policy & Personnel Committee
 - i. Sick Leave Bank (possible action item)—Motion by Kari Fickes, seconded by Kathryn Koloze, to revise the eligibility provision from "Employee may apply for Sick Leave Bank hours once per calendar year." to "Employee may apply for Sick Leave Bank one time within a twelve month period."
Yes: Kari Fickes, Kathryn Koloze, Karen Miller, Tom Miller
No: None
 - ii. Approve Delinquencies Policy (action item)—motion by Tom Miller, seconded by Kathryn Koloze to approve the Delinquencies Policy.
Yes: Kari Fickes, Kathryn Koloze, Karen Miller, Tom Miller
No: None
 - iii. Approve Remote Attendance Policy (action item)--Motion by Kathryn Koloze, seconded by Tom Miller to approve the Remote Attendance Policy
Yes: Kari Fickes, Kathryn Koloze, Karen Miller, Tom Miller
No: None
 - iv. Approve VESSA Policy (action item)—Motion by Kathryn Koloze, seconded by Tom Miller, to approve VESSA Policy.
Yes: Kari Fickes, Kathryn Koloze, Karen Miller, Tom Miller
No: None
 - v. Laptop Lending Policy (discussion): More research is needed.
11. Unfinished Business—Motion to approve 2011 Schedule of regular board meetings by Tom Miller, seconded by Karen Miller. The motion carried unanimously on a voice vote.
12. New Business

- A. Holiday newspaper ads (action item)—Motion by Kari Fickes, seconded by Kathryn Koloze to place the Happy Holidays at a cost of \$156.72.
Yes: Kari Fickes, Kathryn Koloze, Karen Miller, Tom Miller
No: None
 - B. Bi-annual review of closed sessions minutes.—Upon review, it was agreed not to release any closed session minutes.
13. Set dates for committee meetings—Policy & Personnel Committee at 6:00 P.M. on January 11th, followed by Marketing Committee at 6:45 P.M. January 11th; these dates and times are tentative, unless approved by Ann Glynn who chairs both committees.
14. Public Comment--none present.
15. Adjournment—8:25 P.M.

Carol Hall, Secretary pro temp

Kari Fickes, President