

**Board of Trustees Meeting**  
**July 12, 2011**  
**7:00 P.M.**

1. Call to order--The meeting was called to order by President Karen Miller at 7:01 P.M.
2. Roll call--The following trustees were present: Stephanie Daujatas, Kathryn Koloze, Phillip Lukacek, Karen Miller, Tom Miller (arrived at 7:07 P.M.), and Kevin Ryan. Ann Glynn was absent with prior notification.  
Also present Administrative Librarian Carol Hall, Griffin McElroy and Colleen McElroy
3. Pledge of Allegiance
4. Committee appointments--No appointments made.
5. Motion to establish Consent Agenda--Motion to establish the Consent Agenda including items A, B, and C by Phillip Lukacek, seconded by Kathryn Koloze  
Yes- Stephanie Daujatas, Kathryn Koloze, Phillip Lukacek, Karen Miller, Tom Miller, and Kevin Ryan.  
No- none
  - A. Approve minutes of June 14 Board meeting
  - B. Approve Treasurer's Report

Balance, June 1, 2011	\$873,335.23
Revenues	7,749.62
Expenses	63,969.07
Balance, June 30, 2011	\$817,115.78
  - C. Approve Payment of monthly bills in the amount of \$27,925.28
6. Motion to approve Consent Agenda--Motion to approve the Consent Agenda by Phillip Lukacek, seconded by Stephanie Daujatas.  
Yes- Stephanie Daujatas, Kathryn Koloze, Phillip Lukacek, Karen Miller, Tom Miller, and Kevin Ryan.  
No- none
7. Public Comment--None present.
8. Communications
  - Proposal from Interact Business Solutions to upgrade exterior security cameras.
  - Proposal from Tee Jay Service Company to install Optex safety beams on exterior entrance doors

- Letter from Cook County Board of Review regarding property owners' appeal to Illinois Property Tax Appeal Board
- Flyer regarding opportunity to advertise in Worth Days tabloid section of *The Reporter* newspaper.
- Thank you note for get well flowers sent to Administrative Librarian

9. Librarian's Report

- We did not lose power during Monday's storm. Dan found what appeared to be roofing debris in a couple places around the library; we believe it came from Bussean's roof, because he observed several similar pieces in their parking lot. Carol will ask John to check the roof when he is here on Thursday.
- Carol completed the Public Access Counselor's online training for Freedom of Information Act and Open Meetings Act.
- She discussed the reciprocal borrowing delinquency issue with Zone 5 librarians; their advice is that they have had the most success retrieving funds through a collection agency. SWAN can automatically send transmittals, but needs to know the threshold amount for sending transmittals. Carol suggested setting the threshold at \$100 to start and lowering it to \$75.00 later.
- She has not received Worth Days parade lineup information, but will let you know when she has it. Do any board members wish to be in the parade? Tom and Kevin volunteered to participate with their sons; Stephanie may also be available. Please contact Carol or Dan to volunteer.
- We have a total of 39 logged geocache visits, 958 views of library video, and 316 people like us on Facebook.

10. President's Report- no comment

11. Committee Reports

- A. Building & Grounds- possible voting on the cameras and Door repairs. Carol will seek proposals to clean the carpets.
- B. Technology- Phillip needs to set a meeting.
- C. Marketing/Publicity- no report
  - a. Approve Giving Tree applications--No applications this month.
- D. Policy & Personnel--The committee recommends that we adapt a policy or pay someone to revise our policy.

12. Unfinished Business

- A. Laptop Lending Policy--Motion by Phillip Lukacek, seconded by Tom Miller, that the policy be approved as presented by the Policy & Personnel Committee.  
 Yes: Stephanie Daujatas, Kathryn Koloze, Phillip Lukacek, Karen Miller, Tom Miller, and Kevin Ryan.  
 No: None

13. New Business
- A. Security Camera Upgrade proposal: Motion to approve the proposal from Interact Business Products not to exceed the amount of \$2,760.00 by Stephanie Daujatas, seconded by Kevin Ryan.  
Yes: Stephanie Daujatas, Kathryn Koloze, Phillip Lukacek, Karen Miller, Tom Miller, and Kevin Ryan.  
No: None
- B. Entry door repair proposal-- Tom Miller made the motion to approve the repair proposal of Tee Jay Service Company Inc. not to exceed \$981.00; the motion was seconded by Katy.  
Yes: Stephanie Daujatas, Kathryn Koloze, Phillip Lukacek, Karen Miller, Tom Miller, and Kevin Ryan  
No: None
- C. Worth Days Ad opportunity--Phillip made a motion to place a quarter page ad in *The Reporter* newspaper at a cost not to exceed \$299.00. The motion was seconded by Kevin Ryan. Carol will have them rework the ad to better fit our needs.  
Yes: Stephanie Daujatas, Kathryn Koloze, Phillip Lukacek, Karen Miller, Tom Miller, and Kevin Ryan  
No: None
- D. Playaway View policy--Motion made by Phillip Lukacek and seconded by Tom Miller that the policy be approved as presented by the Policy and Personnel Committee.  
Yes: Stephanie Daujatas, Kathryn Koloze, Phillip Lukacek, Karen Miller, Tom Miller, and Kevin Ryan  
No: None
14. Set dates for committee meetings
- Finance- on 7/18/11 at 7PM
  - Buildings and grounds- no
  - Technology- August 9th at 6:30P.M.
  - Marketing-No
  - Policy- August 9th at 6:15 P.M.
15. Adjournment--Motion to adjourn the meeting by Phillip Lukacek, seconded by Katy Koloze.  
The motion carried on a voice vote, and the meeting was adjourned at 8:30 P.M.

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Stephanie Daujatas, Secretary

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Karen Miller, President