

Board of Trustees Meeting
August 9, 2011
7 P.M.

1. Call to order--The meeting was called to order by President Karen Miller at 7:39 P.M.

2. Roll call--The following trustees were present: Stephanie Daujatas, Ann Glynn, Kathryn Koloze, Phillip Lukacek, Karen Miller, and Kevin Ryan. Tom Miller was absent with prior notification.

Also present: Administrative Librarian Carol Hall

3. Pledge of allegiance

4. Motion to establish Consent Agenda including items A, B, C, D, and E by Ann Glynn, seconded by Stephanie Daujatas

Yes: Ann Glynn, Stephanie Daujatas, Kathryn Koloze, Phillip Lukacek, Karen Miller, and Kevin Ryan.

No: None

- A. Approve minutes of July 12 Policy & Personnel Committee Meeting
- B. Approve minutes of July 12 Regular Board Meeting
- C. Approve minutes of July 18 Finance Committee Meeting
- D. Approve Treasurer's Report

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|------------------------|--------------|
| Balance, July 1, 2011 | \$817,115.78 |
| Revenues | 6,031.64 |
| Expenditures | 62,497.60 |
| Balance, July 31, 2011 | \$760,649.82 |

- E. Approve payment of monthly bills in the amount of \$41,055.75

5. Motion to approve Consent Agenda--Motion to approve the Consent Agenda by Phillip Lukacek, seconded by Kathryn Koloze.

Yes: Phillip Lukacek, Kathryn Koloze, Stephanie Daujatas, Ann Glynn, Kevin Ryan, Karen Miller

No: None

6. Public Comment--None present

7. Communications

- Letter from Klein, Thorpe & Jenkins, Ltd. Regarding patron Bankruptcy and dischargeable debts.
- Letter from North Palos Firefighters Association re: a donation to the Firefighters Association- Donation on next meeting agenda for \$50.00
- E-mail from Lynn Spellman White regarding possibility of Trinity Christian College student team to assist in a community survey.

- Letter from Illinois State Treasurer regarding Federal debt ceiling vote and its possible effect on Illinois Funds.
- Information regarding AFLAC Insurance
- Carpet cleaning proposal from Imperial Service Systems
- Carpet Cleaning proposal from Servicemaster
- Trustees request additional information: They would like to see a Chem-Dry bid and need proposals from Imperial and Servicemaster for cleaning with and without moving furniture. The meeting room carpet has to be cleaned.

8. Librarian's Report

- Vandalism incident--someone put a condom stuffed with two hot dogs in the library's book drop (we believe after closing on Thursday, August 4th)
- Contacted library's attorney regarding a procedure for terminating employment of clerk who has apparently abandoned her job. Letters will be sent both through regular mail and certified mail. The position will be filled internally; one clerk will move from evening shift to daytime shift, and a page will be promoted to the evening clerk's shift. We will hire a new page.
- Thank you to staff members, board members, and library friends who participated in Worth Days parade.
- We have 321 Facebook friends, our library video has been viewed 968 times, and there are 40 logged visits of our geocache.
- Karen will appoint 2 trustees to review the minutes as required for the library's annual report. –Karen appointed herself and Kathryn Koloze to audit the minutes on Monday.

9. President's Report- Thanks to everyone who helped with the parade.

10. Committee Reports

A. Policy & Personnel Committee

- i. Approve Fees, Fines, and Charges Policy--Motion by Stephanie Daujatas, seconded by Ann Glynn to approve the policy as presented
Yes: Stephanie Daujatas, Ann Glynn, Kathryn Koloze, Phillip Lukacek, Karen Miller, and Kevin Ryan.
No: None
- ii. Approve Lending Policy--Motion to approve the policy as presented by Stephanie Daujatas, seconded by Kathryn Koloze.
Yes: Stephanie Daujatas, Ann Glynn, Kathryn Koloze, Phillip Lukacek, Karen Miller, and Kevin Ryan.
No None
- iii. Approve Laptop Lending Policy-Motion to approve the policy as presented by Stephanie Daujatas, seconded by Kevin Ryan.
Yes: Stephanie Daujatas, Ann Glynn, Kathryn Koloze, Phillip Lukacek, Karen Miller, and Kevin Ryan

No: None

- iv. Personnel Policy (discussion)--The policy will remain in committee for further work.
- v. Additional Policy & Personnel issues
 - a. Proposal for flu shot clinic--The Board accepts the committee's recommendation that the meeting room not be used to conduct business transactions
 - b. The committee reviewed video surveillance and social media policies used by other libraries. The committee recommends further discussion on these topics

B. Marketing/Public Relations Committee

- i. Approve Giving Tree applications--No applications
- ii. Program options for library (discussion)--Trustee Tom Miller would like to utilize his professional connections to organize programs that would be beneficial to library patrons. Board members thought that such programs could be suggested to Adult Services Librarian Tim White and that Tim could use his own discretion as to which programs he would like to schedule. Should Trustee Miller wish to present programs himself, he would not do so as a representative of the library or library board. Board members considered this more of a programming issue than a Marketing Committee issue.

C. Technology Committee--Technology issues discussed at the committee's meeting were summarized.

D. Finance Committee

- i. Review tentative Budget & Appropriations for fy 2011-12--The tentative Budget & Appropriations developed by the committee was discussed. It will be available for public inspection for a minimum of 30 days as required by law.
Motion to approve the tentative budget and appropriations for public review by Phillip Lukacek, seconded by Kathryn Koloze.
Yes: Phillip Lukacek, Kathryn Koloze, Kevin Ryan, Stephanie Daujatas, Karen Miller, Ann Glynn
No: None

11. Unfinished Business

- A. Unique Management agreement (possible action item)--The board discussed a report prepared by Head of Circulation Laura Monday. It was

decided that the board was good with the threshold being set at \$100.00 then possibly lowering it to \$75.00 later. We will do the 90 day free trial. Motion to approve the Unique Management agreement by Ann Glynn, seconded by: Kathryn Koloze
Yes: Ann Glynn, Kathryn Koloze, Kevin Ryan , Phillip Lukacek, Stephanie Daujatas and Karen Miller.
No: None

12. New Business
 - A. Carpet cleaning proposals (possible action item)--We received two proposals. Additional information is requested for next month's meeting.
 - B. Approve Ordinance 2012-1 Site and Maintenance Ordinance--Motion to approve Ordinance 2012-1 by Phillip Lukacek, seconded by Stephanie Daujatas.
Yes: Phillip Lukacek, Stephanie Daujatas, Kevin Ryan, Kathryn Koloze, Ann Glynn, and Karen Miller.
No : None
13. Set dates for committee meetings--The following meetings were set:
Budget hearing at 6:45PM on September 13, 2011.
14. Public comment--None present
15. Adjournment--Motion to adjourn the meeting at 9:00 P.M. by Phillip Lukacek, seconded by Ann Glynn.
The motion carried, and the meeting was adjourned.

Stephanie Daujatas, Secretary

Karen Miller, President