

Board of Trustees Meeting
September 13, 2011
7:00 P.M.

1. Call to order—The meeting was called to order by President Karen Miller at 7:05 P.M.
2. Roll call—The following trustees were present: Stephanie Daujatas, Ann Glynn, Kathryn Koloze, Phillip Lukacek, Karen Miller, Tom Miller (arrived at 7:10), and Kevin Ryan.
Also present: Administrative Librarian Carol Hall
3. Pledge of Allegiance
4. Motion to establish Consent Agenda—Motion by Stephanie Daujatas, seconded by Phillip Lukacek to establish the Consent Agenda including the following:
 - Minutes of August 9th Policy & Personnel Committee meeting
 - Minutes of August 9th Technology Committee Meeting
 - Minutes of August 9th Board meeting
 - Treasurer’s Report
 - Balance August 1, 2011 \$760,649.82
 - Revenues 12,268.22
 - Expenditures 52,057.10
 - Balance August 31, 2011 \$720,860.94
 - Payment of monthly bills in the amount of \$35,083.97

It was decided that the Agenda items will be approved next month because expenditures were not listed on the publicly posted agenda prior to tonight’s meeting
5. Motion to approve Consent Agenda—No motion.
6. Public Comment—None present.
7. Communications
 - Snow removal proposal from Pete’s Lawn Care
 - Chapter 2 “Governance and Administration” from *Standards for Illinois Public Libraries*
 - July-August IFAX Report
 - Information from Klein, Thorpe, & Jenkins, Ltd. Regarding recent legislation related to Local Records Act
 - Newspaper article regarding library theft
 - Letter regarding extension of Macy’s Museum Adventure Pass through October 31st.
 - Carpet cleaning proposal from Chem Dry
 - Carpet Cleaning proposal from ServiceMaster
 - Carpet Cleaning proposal from Imperial Service Systems Inc.

Additional note from Imperial for moving the furniture will be an additional 100.00

8. Librarian's Report—Additions to report

- A neighbor reported that she had observed a local bar's valets parking cars in our lot; we reviewed video playback of the past two weekends and did not observe any of this activity.
- Laura has been linking family members and would like to activate the Family Block feature. She prepared a description of how she would like to begin.
- Laura has been working with Unique Management; we will begin October 1st.
- Imperial Cleaning sent an e-mail noting that they will move furnishings during carpet cleaning for an additional \$100.
- Playaway Views are now in circulation.
- We have 325 Facebook friends, 41 logged visits of our geocache, and 980 views of the library's YouTube video.
- We believe that 2nd installment tax bills will be sent in early October and due in November.

9. President's Report

Karen loves the trophy for the Worth Days Parade. Good job to the staff, and thanks for the good work. Thanks to Carol for borrowing one of Brookfield's Nook Readers and bringing it to our meeting.

10. Committee Reports

Policy & Personnel- No report.

Finance- Budget hearing held earlier tonight

Technology- No report.

Buildings & Grounds- Thanks to Katy for taking the old non-functional security cameras; she will recycle if she can't use them as dummy cameras. John will try to seal the windows with a clear silicone product.

11. Unfinished Business

- a. Approve donation to North Palos FPD Pancake Breakfast—Motion by Tom Miller, seconded by Kathryn Koloze to approve a donation of \$50.00 for the North Palos FPD Pancake Breakfast
Yes: Stephanie Daujatas, Ann Glynn, Kathryn Koloze, Phillip Lukacek, Karen Miller, Tom Miller, and Kevin Ryan.
No: None
- b. Approve carpet cleaning proposal—Motion to approve the proposal from Imperial Service Systems, Inc. in the amount of \$640 by Phillip Lukacek, seconded by Tom Miller. A discussion of all proposals followed.
Yes- Stephanie Daujatas, Ann Glynn, Kathryn Koloze, Phillip Lukacek, Karen Miller, Tom Miller, and Kevin Ryan
No-None

12. New Business

- a. Approve Budget and Appropriation Ordinance—Motion by Stephanie Daujatas, seconded by Ann Glynn, to approve Ordinance #2012-2 An Ordinance Providing for Budget and Appropriations for Worth Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2011, and Ending June 30, 2012

Yes- Stephanie Daujatas, Ann Glynn, Kathryn Koloze, Phillip Lukacek, Karen Miller, Tom Miller, and Kevin Ryan
No-None

- b. Approve Snow Removal Proposal—Motion by Karen Miller, seconded by Tom Miller to approve Pete’s Lawn Care proposal for snow removal for 2011-2012 season-
Yes- Stephanie Daujatas, Ann Glynn, Kathryn Koloze, Phillip Lukacek, Karen Miller, Tom Miller, and Kevin Ryan
No-None

- c. Review Chapter 2 of *Standards for Illinois Public Libraries*—The chapter was reviewed in accordance with requirements for the 2012 Per Capita Grant.
Kevin suggested that we develop an orientation process for new board members; he volunteered to do whatever needs to be done for the board.

13. Set dates for committee meetings : Policy & Personnel on October 11th at 6 P.M.

14. Public Comment- None present.

15. Adjournment—Motion by Tom Miller, seconded by Kevin Ryan, to adjourn the meeting at 8:05 P.M. The motion carried on a voice vote, and the meeting was adjourned.

Stephanie Daujatas, Secretary

Karen Miller, President