

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
April 8, 2013

President Randy Carben called the meeting to order at 7:04 p.m.

Upon roll call the following Trustees were present: Lila Marek, Alice Vilimek, Arlene Jaguszewski and Randy Carben. Trustees Sue Kasten, Gary Lewis and Marwan Al Safadi were absent. Also present Acting Director Kinzel, Acting Assistant Director Sebuck and Attorney Kristen Parks.

President Randy Carben led the Board and audience in the Pledge of Allegiance.

**2013 - 26** Motion by Trustee Jaguszewski and seconded by Trustee Vilimek to approve the agenda.

Upon roll call vote:

Ayes: 4 Trustees Jaguszewski, Marek, Vilimek, and Carben.

Nays: 0

Absent: 3 Trustees Kasten, Lewis and Al Safadi.

**Motion Carried.**

**2013 - 27** Motion by Trustee Marek and seconded by Trustee Jaguszewski to approve the Regular Meeting minutes of March 11, 2013.

Upon roll call vote:

Ayes: 4 Trustees Jaguszewski, Marek, Vilimek, and Carben.

Nays: 0

Absent: 3 Trustees Kasten, Lewis and Al Safadi.

**Motion Carried.**

**2013 - 28** Motion by Trustee Marek and seconded by Trustee Vilimek to approve the Special Meeting minutes of March 11, 2013.

Upon roll call vote:

Ayes: 4 Trustees Jaguszewski, Marek, Vilimek, and Carben.

Nays: 0

Absent: 3 Trustees Kasten, Lewis and Al Safadi.

**Motion Carried.**

**2013 - 29** Motion by Trustee Jaguszewski and seconded by Trustee Vilimek to approve the 4 Consent Agenda items as listed and read: 8A Approve the Treasurer's Report dated March 2013; 8B Prepaid bills in the amount of \$7,729.96; 8C Bills in the amount of \$15,994.93 and 8D Transfer of funds in the amount of \$40,000.00.

Upon roll call vote:

Ayes: 4 Trustees Jaguszewski, Marek, Vilimek, and Carben.

Nays: 0

Absent: 3 Trustees Kasten, Lewis and Al Safadi.

**Motion Carried.**

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Mr. Rich Struzik, HVAC inspector for the Village of Bridgeview, gave a presentation of the different types of heating and air conditioning systems available and described the type of heating and air conditioning system that was installed at the Library. He was asked to review the proposals that had been submitted to the Board. He stated he was not asked to make any recommendations on the proposals he was only asked to review and to explain the differences of what was proposed by each company.

Director's Report: Acting Director Kinzel gave the Director's Report which had been previously presented, in written report form, to the Board.

Attorney's Report: Attorney Parks discussed the Amendment to the Library Borrowing Policy to Include Institutional Borrowers.

Committee Reports: There were no Committee Reports.

**2013 - 30** Motion by Trustee Marek and seconded by Trustee Jaguszewski to approve the Amendment of Library Borrowing Policy to Include Institutional Borrowers.

Upon roll call vote:

Ayes: 4 Trustees Jaguszewski, Marek, Vilimek, and Carben.

Nays: 0

Absent: 3 Trustees Kasten, Lewis and Al Safadi.

**Motion Carried.**

**2013 - 31** Motion by Trustee Carben and seconded by Trustee Jaguszewski to approve the Purco proposal in the amount of \$18,300.00.

Upon roll call vote:

Ayes: 4 Trustees Jaguszewski, Marek, Vilimek, and Carben.

Nays: 0

Absent: 3 Trustees Kasten, Lewis and Al Safadi.

**Motion Carried.**

Unfinished Business: There was no discussion on 13B Budget; 13C Staff Raises; and 13D Roof Leaks. 13E Security Cameras, and 13F Lighting Upgrade will be placed on next month's agenda.

New Business: 14A Management Association Trustee & Employee Handbook. Acting Director Lori Kinzel distributed information to the Board.

**2013 - 32** Motion by Trustee Carben to accept Management Association proposal not to exceed \$3,800.00.  
**Motion Failed for lack of a second.**

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- 2013 - 33** Motion by Trustee Vilimek and seconded by Trustee Jaguszewski to go into closed session for matters of personnel and budget.  
Upon roll call vote:  
Ayes: 4 Trustees Jaguszewski, Marek, Vilimek, and Carben.  
Nays: 0  
Absent: 3 Trustees Kasten, Lewis and Al Safadi.  
**Motion Carried.**  
7:39 p.m.

*President Carben reconvened the meeting at 8:01 p.m.*

Upon roll call the following Trustees were present: Lila Marek, Alice Vilimek, Arlene Jaguszewski and Randy Carben. Trustees Sue Kasten, Gary Lewis and Marwan al Safadi were absent.

- 2013 - 34** Motion by Trustee Carben and seconded by Trustee Jaguszewski to accept a 3% (three per cent) raise, retro-active to January 1, 2013, for all employees except for Lori Kinzel, Christine Sebuck and Terry Parson.  
Upon roll call vote:  
Ayes: 4 Trustees Jaguszewski, Marek, Vilimek, and Carben.  
Nays: 0  
Absent: 3 Trustees Kasten, Lewis and Al Safadi.  
**Motion Carried.**
- 2013 - 35** Motion by Trustee Carben and seconded by Trustee Jaguszewski to increase the hourly rate of Terry Parson from \$10.00 to \$13.00 based on his part time hours, retro-active to January 1, 2013, and as of April 8, 2012 to increase his hours to 40 hours at the \$13.00 per hour rate.  
Upon roll call vote:  
Ayes: 4 Trustees Jaguszewski, Marek, Vilimek, and Carben.  
Nays: 0  
Absent: 3 Trustees Kasten, Lewis and Al Safadi.  
**Motion Carried.**
- 2013 - 36** Motion by Trustee Carben and seconded by Trustee Jaguszewski to increase the salary of Acting Assistant Director and Head of Reference, Chris Sebuck, from \$34,673.60 to \$46,673.60 retro-active from January 1, 2013.  
Upon roll call vote:  
Ayes: 4 Trustees Jaguszewski, Marek, Vilimek, and Carben.  
Nays: 0  
Absent: 3 Trustees Kasten, Lewis and Al Safadi.  
**Motion Carried.**

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- 2013 – 37 Motion by Trustee Carben and seconded by Trustee Marek to increase the salary of Acting Director, Lori Kinzel, from \$43,430.40 to \$55,430.40 retro-active from January 1, 2013.  
Upon roll call vote:  
Ayes: 4 Trustees Jaguszewski, Marek, Vilimek, and Carben.  
Nays: 0  
Absent: 3 Trustees Kasten, Lewis and Al Safadi.  
**Motion Carried.**
- 2013 – 38 Motion by Trustee Carben and seconded by Trustee Jaguszewski to accept the 2013 Budget as proposed with the corrections to the payroll made this evening.  
Upon roll call vote:  
Ayes: 4 Trustees Jaguszewski, Marek, Vilimek, and Carben.  
Nays: 0  
Absent: 3 Trustees Kasten, Lewis and Al Safadi.  
**Motion Carried.**
- 2013 – 39 Motion by Trustee Marek and seconded by Trustee Vilimek to adjourn.  
**Upon voice vote with all ayes and no nays, Motion Carried.**

The meeting adjourned at 8:10 p.m.

Respectfully submitted,

Vicki Choate  
Vicki Choate, Recording Secretary

APPROVED:

5-13-13  
Date  
Randy Carben  
Randy Carben, President

Alice Vilimek  
Alice Vilimek, Secretary