

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
March 10, 2014

President Gary Lewis called the meeting to order at 7:00 p.m.

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

President Gary Lewis led the Board and audience in the Pledge of Allegiance.

**2014 – 19** Motion by Trustee Jaguszewski and seconded by Trustee Vilimek to approve the agenda.  
Upon voice vote with all ayes and no nays, **Motion Carried.**

Accountant, Mr. Jeff Bishop of CDK Accounting, gave a presentation discussing and explaining the role of Bridgeview Bank as the Tax Escrow agent for the Bridgeview Public Library. He further discussed how the tax money is collected and distributed to the escrow account at Bridgeview Bank for the interest, principal and debt service payments on the bonds issued in 2012. He also discussed the signatory and transferring of funds responsibility and procedures of the Bridgeview Public Library to pay the Depository Trust Company.

He discussed the budget, payables, receivables, tax payments received, tax payments not received as levied, the library financial statements and stated they are ready for their audit.

**2014 – 20** Motion by Trustee Marek and seconded by Trustee Vilimek to approve the Regular Meeting minutes of February 10, 2014.

Upon roll call vote:

Ayes: 5 Marek, Al Safadi, Jaguszewski, Vilimek and Lewis.

Nays: 0

Abstain: 1 Carben.

Absent: 1 Kasten.

**Motion Carried.**

**2014 – 21** Motion by Trustee Vilimek and seconded by Trustee Marek to approve the Closed Session Meeting minutes of February 10, 2014.

Upon roll call vote:

Ayes: 5 Marek, Al Safadi, Jaguszewski, Vilimek and Lewis.

Nays: 0

Abstain: 1 Carben.

Absent: 1 Kasten.

**Motion Carried.**

**2014 – 22** Motion by Trustee Carben and seconded by Trustee Jaguszewski to approve the 3 Consent Agenda items as listed and read: 9A Approve the Treasurer's Report dated February 2014; 9B Prepaid bills in the amount of \$14,848.63; and 9C Bills in the amount of \$41,622.36.

Upon roll call vote:

Ayes: 6 Marek, Al Safadi, Jaguszewski, Carben, Vilimek and Lewis.

Nays: 0

Absent: 1 Kasten.

**Motion Carried.**

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

Attorney's Report: There was no report for open session.

Committee Reports: There were no reports.

Unfinished Business: 13A The vacation policy changes were discussed and it was decided that the vacation policy will be presented with the yearly credit method rather than the monthly accrual method; 13B the Sick policy will be discussed after the IMRF meeting; with Paul Parisi, IMRF Agent; 13C Saturday Hours of Operation was discussed;

**2014 – 23** Motion by Trustee Carben and seconded by Trustee Marek to change the library Saturday hours to open at 10:00 a.m. and close at 6:00 p.m.

Upon roll call vote:

Ayes: 6 Marek, Al Safadi, Jaguszewski, Carben, Vilimek and Lewis.

Nays: 0

Absent: 1 Kasten.

**Motion Carried.**

Unfinished Business, cont'd: 13D Payroll changes from ADP to Adducci Leone will be discussed at the next meeting.

New Business: 14A Acting Director Kinzel discussed the Small Public Library Management Institute being held in Springfield in May. 14B The Carrier contract and the Rixon HVAC contract was discussed. The Board will consult with Village of Bridgeview HVAC inspector, Mr: Rich Struzik, prior to a decision; 14C the April 25<sup>th</sup> Staff In Service Day was discussed.

**2014 –24** Motion by Trustee Vilimek and seconded by Trustee Jaguszewski to go into closed session for matters of litigation and personnel.

Upon roll call vote:

Ayes: 6 Marek, Al Safadi, Jaguszewski, Carben, Vilimek and Lewis.

Nays: 0

Absent: 1 Kasten.

**Motion Carried.**

**8:36 p.m.**

President Lewis reconvened the meeting at **9:27 p.m.**

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2014 - 24 Motion by Trustee Al Safadi and seconded by Trustee Jaguszewski to adjourn.  
Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at **9:29 p.m.**

Respectfully submitted,

*Vicki Choate*  
Vicki Choate, Recording Secretary

APPROVED:

4/14/14  
Date

*Gary Lewis*  
Gary Lewis, President

*Alice L. Vilimek*  
Alice Vilimek, Secretary