

BRIDGEVIEW PUBLIC LIBRARY
POLICY COMMITTEE MINUTES
JANUARY 7, 2003

The meeting was called to order by Chairman John Altar at 1:06 p.m. The following committee members were present: Trustee Arlene Jaguszewski and Trustee John Altar. Also present was library director Kari Hanson.

The following committee member was absent: Trustee Safaa Zarzour.

The committee reviewed and made changes to the following policies:

- 1.) "AT-Will Policy."
- 2.) "Division of Responsibility between Board and Director."
- 3.) "Gifts to the Library."
- 4.) "Leave of absence."

The committee recommends the passage of the above named policies by the Board of Trustees.

The committee will meet next on Tuesday, January 20, 2003 at 1:00 p.m. to review four additional policies. They are:

- 1.) "Records to be Retained Policy."
- 2.) "Blood-Bourne Pathogens Policy."
- 3.) "Staff Recognition Policy."
- 4.) "Emergency closing of the Library Policy."

The meeting adjourned at 3:11 p.m.

Minutes submitted by Chairman John Altar.

**BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
MONDAY, JANUARY 13, 2003**

President Frances Green called the meeting to order at 7:09 p.m. A roll call was taken with the following Board of Trustees in attendance: Trustee Arlene Jaguszewski, Trustee Violet Bradley, Trustee Safaa Zarzour, Trustee Lila Marek, Trustee Stephanie Cichowski, Trustee John Altar and Trustee Frances Green. Kari Hanson the Library Director, Kenny Dushek and William Cronch were also present.

- 2003-01** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to approve the Minutes of the Special Board Meeting held on Monday, December 9, 2002.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek,
S. Cichowski, J. Altar and F. Green

Nays: None

Motion carried.

- 2003-02** A motion was made by Trustee Lila Marek and seconded by Trustee Violet Bradley to accept the Minutes of the Regular Meeting held on Monday, December 9, 2002.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek,
S. Cichowski, J. Altar and F. Green

Nays: None

Motion carried.

- 2003-03** A motion was made by Trustee John Altar and seconded by Trustee Stephanie Cichowski to accept the Financial Statement of December 31, 2002.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek,
S. Cichowski, J. Altar and F. Green

Nays: None

Motion carried.

- 2003-04** A motion was made by Trustee Lila Marek and seconded by Trustee Arlene Jaguszewski to transfer \$49,000.00 from the Illinois Funds

account to the Bridgeview Bank and Trust checking account for the bills numbered #27312 - #27351 and the January 15, 2003 payroll.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek
S. Cichowski, J. Altar and F. Green

Nays: None

Motion carried.

Director's Report:

Kari Hanson the Director submitted her report to the Board of Trustees. In her report, she comments on how the library is being rearranged for functionality purposes. She also stated the library staff wanted to thank the board for the gift certificates.

Unfinished Business:

- A. Policy Committee – they met on January 7, 2003 and reviewed four policies: At Will Policy, Division of Director Policy, Gifts to the Library .

2003-05 A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to approve three policies; At Will Policy (as presented): Division of Responsibility Between Board & Director Policy (as amended) and; Gifts to the Library Policy (as amended).

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek,
S. Cichowski, J. Altar and F. Green

Nays: None

Motion carried.

2003-06 A motion was made by Trustee John Altar and seconded by Trustee Safaa Zarzour to table the Policy Leave of Absence until January 20, 2003 for the Policy Committee Meeting.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek,
S. Cichowski, J. Altar and F. Green

Nays: None

Motion carried.

- B. Building Update – closed meeting will be held on January 29, 2003 to review final plans of layout.

New Business:

- A. PLA Workshop – will be held on March 6 & 8, 2003 at the Palmer House in Chicago.
- B. Tax Levy – the board attorney did not present the tax levy to the trustees for their review and approval. The advertisement in the newspaper was incorrect and did not have approval of the board to be publicized as such.

2003-07 A motion was made by Trustee Safaa Zarzour and seconded by Trustee Stephanie Cichowski to send a correspondence to the library attorney stating the Board of Trustees must have all tax levy information presented to them first for their review and approval prior to releasing to the media for publication.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek,
S. Cichowski, J. Altar and F. Green

Nays: None

Motion carried.

2003-08 A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to adjourn.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek,
S. Cichowski, J. Altar and F. Green

Nays: None

Motion carried.

The meeting ended at 8:40 p.m.



Frances Green, President



Lila Marek, Board Secretary

**BRIDGEVIEW PUBLIC LIBRARY
POLICY COMMITTEE MINUTES
JANUARY 20, 2003**

The meeting was called to order by Chairman John Altar at 1:03 p.m. The following committee members were present: Trustee Safaa Zarzour and Trustee John Altar. Also present was library director Kari Hanson.

The following committee member was absent: Trustee Arlene Jaguszewski.

The committee reviewed and made changes to the following policies:

- 1.) "Circulation Policy."
- 2.) "Leave Policy."
- 3.) "Records to be retained policy."
- 4.) "Staff Recognition Policy."

The committee recommends the passage of the above named policies by the Board of Trustees.

The committee will meet next on Tuesday, February 4, 2003 at 1:00 p.m. to review three additional policies. They are:

- 1.) "Internet Policy."
- 2.) "Grievance Policy."
- 3.) "Blood-Bourne Pathogens Policy."

The meeting adjourned at 2:33 p.m.

Minutes submitted by Chairman John Altar.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
CLOSED EXECUTIVE SESSION
January 29, 2003

ges
reviewed
4/10/06

Trustees Present: Frances Green, John Altar, Lila Marek, Arlene Jaguszewski,
Violet Bradley, Safaa Zarzour

Trustee Absent: Stephanie Cichowski

Director Present: Kari Hanson

Guests Present: John Frega, Architect; Fred Lontoc, Architect; Joe Kaput, Village of
Village of Bridgeview

Fran Green, President opened the special closed executive session at 11:20 a.m. with roll
call to discuss building expansion.

Joe Kaput from the Village of Bridgeview represented Mayor Landek who was unable to
attend.

John Frega said they think they have acceptable plans for the building expansion and
pursued the explanation of drawings they brought along with a small scale model. They
now need to match brick samples and other materials.

Joe Kaput relayed information that the property we need to acquire has been assessed.
The next step would be to approach the owners and a contract needs to be signed by them
honoring our intentions. Street reconfiguration will be done by the Village and said there
would be no problem. He will go back to the Mayor and hopefully get priority to obtain
this contract as soon as possible. We need to hold off on a press release until after
obtaining this signed contract.

Motion was made by Trustee Safaa Zarzour, seconded by Trustee, Lila Marek to accept
the proposed architectural plans as presented

Motion was made by Trustee Arlene Jaguszewski, seconded by Trustee John Altar to
close the meeting at 12:30 p.m.

Respectfully submitted:



Lila L. Marek

Trustee Board Secretary

Date Reviewed: 2/10/03
4/9/03

**BRIDGEVIEW PUBLIC LIBRARY
POLICY COMMITTEE MINUTES
FEBRUARY 4, 2003**

The meeting was called to order by Chairman John Altar at 1:02 p.m. The following committee members were present: Trustee Safaa Zarzour and Trustee John Altar. Also present was library director Kari Hanson.

The following committee member was absent: Trustee Arlene Jaguszewski.

The committee reviewed and made changes to the following policies:

- 1.) "Grievance Policy"
- 2.) "Blood-Bourne Pathogens Policy"
- 3.) "Leave Policy"

The committee recommends the passage of the "Grievance Policy", "Blood-Bourne Pathogens Policy", "Leave Policy" and from the January 20th committee meeting the "Circulation Policy", "Records to be Retained Policy" and "Staff Recognition Policy".

The committee tabled the "Internet Policy" until director Hanson can make the changes recommended by the committee.

The committee will meet next on Tuesday, March 4, 2003 at 1:00 p.m. to review two additional policies. They are:

- 1.) "Internet Policy" as amended.
- 2.) "Emergency Closing of the Library Policy."

The meeting adjourned at 2:35 p.m.

Minutes submitted by Chairman John C. Altar.

**BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
MONDAY, FEBRUARY 10, 2003**

President Frances Green called the meeting to order at 7:00 p.m. The Board of Trustees in attendance were: Trustee Arlene Jaguszewski, Trustee Violet Bradley, Trustee Safaa Zarzour, Trustee Lila Marek, Trustee John Altar and Trustee Frances Green. Trustee Stephanie Cichowski was absent. Kari Hansen the Library Director and Kenny Dushek were also present.

2003-09 A motion was made by Trustee Violet Bradley and seconded by Trustee John Altar to approve the Minutes of the Regular Meeting held on Monday, January 13, 2003.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek,
J. Altar and F. Green
Nays: None
Absent: S. Cichowski

Motion carried.

2003-10 A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee John Altar to approve the Special Board Meeting Minutes held on Wednesday, January 29, 2003.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek,
J. Altar and F. Green
Nays: None
Absent: S. Cichowski

Motion carried.

Frega Associates:

John Frega and Fred Lontoc contacted the Director regarding the scheduling confusion. The drawings and the plans would not be ready for the monthly board meeting. However, they will reschedule to meet with the board at a mutually convenient time. They also added that the plan and drawings would be mailed out on Thursday, February 13, 2003.

2003-11 A motion was made by Trustee Lila Marek and seconded by Trustee Safaa Zarzour to accept the Financial Statement of January 31, 2003.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek,
J. Altar and F. Green
Nays: None

Absent: S. Cichowski

Motion carried.

2003-12 A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Violet Bradley to transfer \$58,000.00 from the Illinois Funds account to the Bridgeview Bank and Trust checking account for the bills numbered #28408 -#28449 and the February 15, 2003 payroll.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek,
J. Altar and F. Green
Nays: None
Absent: S. Cichowski

Motion carried.

Director's Report:

Kari Hanson discussed; the possible listing in the Bridgeview's Chamber's of Commerce and; the transformer being replaced and; the Fire Department Training on the defibulator.

Unfinished Business:

a) Policy Committee met on January 20, 2003 and February 4, 2003. The committee reviewed and modified several policies.

2003-13 A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to approve the following policies: 1) Grievance Policy; 2) Blood-Bourne Pathogens Policy; 3) Leave Policy and; 4) Circulation Policy; 5) Records to be Retained Policy and; 6) Staff Recognition Policy.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek,
J. Altar and F. Green
Nays: None
Absent: S. Cichowski

Motion carried.

b) Building Update – the trustees discussed the expansion plans.

New Business:

a) Budget Committee – the Treasurer, Trustees and the Director will coordinate meetings to discuss the budget.

b) SLS Board of Directors – self nominations are being accepted by SLS and applications are due by February 24, 2003.

c) ALA Annual Conference will be held in Toronto on June 19, 2003 through June 25, 2003.

2003-14 A motion was made by Trustee Safaa Zarzour and seconded by Trustee Violet Bradley to approve the participation of three Trustees; Arlene Jaguszewski, Lila Marek and Frances Green to attend the upcoming ALA Annual Conference in Toronto, June 19, 2003 through June 25, 2003.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek, and F. Green
Nays: J. Altar
Absent: S. Cichowski

Motion carried.

d) Chamber of Commerce Ad – a representative from the Chamber of Commerce contacted the library director to solicit an ad. The trustees discussed the possibility of purchasing an ad.

2003-15 A motion was made by Trustee Lila Marek and seconded by Trustee Arlene Jaguszewski to allow any Trustee who would like to attend the Open's Meeting Act being held in Burr Ridge on February 16, 2003 and/or February 19, 2003.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek, J. Altar and F. Green
Nays: None
Absent: S. Cichowski

Motion carried.

2003-16 A motion was made by Trustee Lila Marek and seconded by Trustee Arlene Jaguszewski to adjourn.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek, J. Altar and F. Green
Nays: None
Absent: S. Cichowski

Motion carried.

The meeting ended at 8:45 p.m.


Frances Green, Board President


Lila Marek, Board Secretary

Minutes

Finance Committee Meeting February 19, 2003

President Green called the meeting to order at 1:10 P.M.

Role call: John Altar, Frances Green and Lila Marek were present. Arlene Jaguszewski was absent. Kari Hanson was also present.

The committee had a preliminary discussion about the budget for the 2003-2004 fiscal year. Several suggestions and requests were made and the committee agreed to meet again on Wednesday, March 5, at 1:00 P.M. to continue budget deliberations.

A motion was made by John Altar and seconded by Lila Marek to adjourn. All on the committee were in favor.

The meeting adjourned at 3:00 P.M.

Minutes taken by Kari Hanson

**BRIDGEVIEW PUBLIC LIBRARY
POLICY COMMITTEE MINUTES
MARCH 4, 2003**

The meeting was called to order by Chairman John Altar at 11:30 am. The following committee members were present: Trustee John Altar and Trustee Arlene Jaguszewski. Also present was library director Kari Hanson.

The following committee member was absent: Trustee Saffa Zazour.

The committee reviewed and made changes to the following policies:

- 1.) The "Emergency closing of the library."

The committee tabled the "Internet policy."

The committee recommends the passage of the "Emergency closing of the library" policy.

The committee will meet next on Tuesday, April 8, 2003 at 1:00 p.m. to work on the "Internet Policy" and to work on the by-laws. Most of the changes in the by-laws would be to implement some of the suggestions of Mr. Cain if the board so pleases. Some of them are to eliminate unnecessary standing committees such as censorship, personnel, finance and building & grounds. Committees that could be added to the standing committee structure would be a public relations and budget committees.

The committee felt that eliminating some of these committees would help streamline the committee structure. The president can create special committees at any time.

The committee suggests eliminating the last three sentences under "duties of the library director" in the by-laws.

All of these ideas for by-law changes can be made at the next policy committee meeting to be held on April 8, 2003 at 1 pm.

The meeting adjourned at 1:20 pm

Minutes submitted by Chairman John C. Altar.

Minutes

Finance Committee Meeting March 5, 2003

President Green called the meeting to order at 1:10 P.M.

Role call: John Altar, Frances Green and Lila Marek were present. Arlene Jaguszewski was absent. Kari Hanson was also present.

The committee examined the proposed budget for the 2003-2004 fiscal year. After questions and discussion, the committee recommended that the budget be brought to the full board at the next meeting.

A motion was made by John Altar and seconded by Lila Marek to adjourn. All on the committee were in favor.

The meeting adjourned at 3:00 P.M.

Minutes taken by Kari Hanson

**BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
MONDAY, MARCH 10, 2003**

President Frances Green called the meeting to order at 7:10 p.m. A roll call was taken with the following Board of Trustees present: Trustee Arlene Jaguszewski, Trustee Violet Bradley, Trustee Safaa Zarzour, Trustee Lila Marek, Trustee Stephanie Cichowski, Trustee John Altar and Trustee Frances Green. Kari Hanson the Library Director, Jeff Bishop from Leone, Ltd. and Kenny Dushek were also present.

- 2003-17** A motion was made by Trustee John Altar and seconded by Trustee Violet Bradley to approve the Minutes of the Regular Meeting held on Monday, February 10, 2003.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek,
S. Cichowski, J. Altar and F. Green
Nays: None

Motion carried.

At 7:12 p.m. Jeff Bishop from Leone Ltd. reviewed the annual audit with the Board of Trustees. At 7:47 p.m. Mr. Bishop concluded his presentation. The Board of Trustees thanked him for all the great service he's given the library and for taking the time out to meet with them.

- 2003-18** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Violet Bradley to accept the Bridgeview Public Library Annual Financial Statement report dated April 30, 2002.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek
S. Cichowski, J. Altar and F. Green
Nays: None

Motion carried.

- 2003-19** A motion was made by Trustee John Altar and seconded by Trustee Lila Marek to approve the financial statement of February 2003.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek
S. Cichowski, J. Altar and F. Green
Nays: None

Motion carried.

2003-20 A motion was made by Trustee Safaa Zarzour and seconded by Trustee Arlene Jaguszewski to transfer \$53,000.00 from the Illinois Funds account to the Bridgeview Bank & Trust checking account for the bills numbered #28484 - #28527 and the March 15, 2003 payroll.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek,
S. Cichowski, J. Altar and F. Green
Nays: None

Motion carried.

Director's Report:

Kari Hanson submitted her report to the Board of Trustees. In her report she covered the quarterly American Express letter, orientation information for the new Trustee and the purchase of the library ad from the Village.

Unfinished Business:

a) Policy Committee - the Policy Committee's meeting took place on March 4, 2003. They covered the Emergency Closing of Library and tabled the Internet Policy. The next meeting for the Policy Committee will be on April 8, 2003 to review the Internet Policy. The By-Laws Committee (Trustee Frances Green, Trustee Violet Bradley and Trustee Lila Marek) will review the By-Laws.

2003-21 A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to pass the Emergency Closing of the Library Policy.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek,
S. Cichowski, J. Altar and F. Green
Nays: None

Motion carried.

b) Building Update – Kari Hanson spoke with Mr. Frega to discuss the invoicing. Copies of invoices will be made and issued to the Board for their perusal.

c) Transformer Replacement – the transformer replacement will be done Thursday, March 13, 2003. The Village of Bridgeview and the Bridgeview Police Department have been notified. The library will be closed the morning of

Thursday, March 13, 2003 in order to get this done. The Board is in concurrence with the library director in regards to library employees being paid for the day.

New Business:

a) ILA Trustee Forum Spring Workshop – the library director thought the suggestions presented were very inspirational. The director will circulate materials for the Board to review.

2003-22 A motion was made by Trustee Arlene Jaguszewsk and seconded by Trustee Lila Marek to table the discussion of ILA Trustee Forum Workshop information.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek,
S. Cichowski, J. Altar and F. Green
Nays: None

Motion carried.

b) Blackout Seal Coating – the resealing of the parking lots will not be done this year due to the library expansion project.

c) Budget Fiscal Year 2003–2004 – the library director submitted her draft budget proposals. The Budget Committee reviewed the proposal and were satisfied with the budget.

2003-23 A motion was made by Trustee John Altar and seconded by Trustee Safaa Zarzour to approve the Budget for Fiscal Year 2003-2004.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek,
S. Cichowski, J. Altar and F. Green
Nays: None

Motion carried.

2003-24 A motion was made by Trustee Lila Marek and seconded by Trustee Stephanie Cichowski to adjourn.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek,
S. Cichowski, J. Altar and F. Green
Nays: None

Motion carried.

This evening marks the end of a milestone for Trustee Stephanie Cichowski. After serving the Bridgeview Public Library's Board of Trustees for 39 years, she is retiring and her diligent public service will be missed. The Board of Trustees presented her with cake and flowers and thanked her for all her years of great service.

The meeting ended at 8:55 p.m.

A handwritten signature in cursive script, reading "Frances Green", written over a solid horizontal line.

Frances Green, Board President

A handwritten signature in cursive script, reading "Lila Marek", written over a solid horizontal line.

Lila Marek, Board Secretary

**BRIDGEVIEW PUBLIC LIBRARY
POLICY COMMITTEE MINUTES
APRIL 8, 2003**

The meeting was called to order by Chairman John Altar at 2:53 p.m. The following committee members were present: Trustee John Altar, Trustee Arlene Jaguszewski and Trustee Saffa Zazour. Also present was library director Kari Hanson.

The committee reviewed and made changes to the following policies:

- 1.) "Internet Policy"

The committee recommends the passage of the "Internet Policy".

The policy committee feels that the bulk of policies have been reviewed and will take a break for now.

The meeting adjourned at 3:55 pm

Minutes submitted by Chairman John C. Altar.

**BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
MONDAY, APRIL 14, 2003**

President Frances Green called the meeting to order at 7:10 p.m. A roll call was taken with the following Board of Trustees in attendance: Trustee Arlene Jaguszewski, Trustee Violet Bradley, Trustee Lila Marek, Trustee Stephanie Cichowski, Trustee John Altar, and Trustee Frances Green. Trustee Safaa Zarzour was absent. Kari Hanson the Library Director, Dan Green, Ken Dushek, and William Cronch were also present.

- 2003-25** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Violet Bradley to approve the Minutes of the Regular Meeting held on Monday, March 10, 2003 pending the following correction on page 2, under Unfinished Business, Section A, change the last word in the paragraph to By-Laws.

Ayes: A. Jaguszewski, V. Bradley, L. Marek, S. Cichowski,
J. Altar and F. Green
Nays: None
Absent: S. Zarzour

Motion carried.

- 2003-26** A motion was made by Trustee John Altar and seconded by Trustee Lila Marek to approve the financial statement of March 2003.

Ayes: A. Jaguszewski, V. Bradley, L. Marek, S. Cichowski,
J. Altar and F. Green
Nays: None
Absent: S. Zarzour

Motion carried.

- 2003-27** A motion was made by Trustee Lila Marek and seconded by Trustee John Altar to transfer \$46,000.00 from the Illinois Fund Account to the Bridgeview Bank and Trust checking account for the bills numbered #28572 - #28621 check #23739 (Manufacturer's News \$185.95) and #23740 (Scholastic Publishing \$1,280.48) and the April 15, 2003 payroll.

Ayes: A. Jaguszewski, V. Bradley, L. Marek, S. Cichowski,
J. Altar and F. Green
Nays: None
Absent: S. Zarzour

Motion carried.

Director's Report:

Kari Hanson submitted her report to the Board of Trustees. The Board commented on the National Library Week 2003 Proclamation and how it should be framed and displayed in the library. Kari informed the Board on how the library has been more activity this year than in the past. She thought it might be due to the state of the economy and world events.

Unfinished Business:

a) Policy Committee – the Policy Committee reviewed the Internet Policy and made changes in the language.

2003-28 A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee John Altar to accept the Internet Policy as revised by the Policy Committee.

Ayes: A. Jaguszewski, V. Bradley, L. Marek, S. Cichowski,
J. Altar and F. Green
Nays: None
Absent: S. Zarzour

Motion carried.

b) ILA Trustee Forum Spring Workshop – in reviewing the materials from the workshop, the By-Laws Committee integrated some of the information into their By-Laws.

c) Building Update – copies of the current drawings and invoices were distributed to each Board member. The dates for the groundbreaking/dedication ceremony are being arranged by the committee.

New Business:

a) By-Laws Committee – no major changes were made to the By-Laws and each Board member received current copies.

2003-29 A motion was made by Trustee Violet Bradley and seconded by Trustee Stephanie Cichowski to adopt the revised By-Laws of the Bridgeview Public Library including the Bridgeview Public Library Board of Trustee Code of Ethics.

Ayes: A. Jaguszewski, V. Bradley, L. Marek, S. Cichowski,
J. Altar and F. Green
Nays: None
Absent: S. Zarzour

Motion carried.

b) LACONI Trustee/Librarian Dinner will be held Friday, May 2, 2003. Registration for the Trustee's must be submitted by April 21, 2003.

c) Board meeting dates from May 2003 through April 2004, will be held on every second Monday of each month.

2003-30 A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to accept the new fiscal year schedule for the Bridgeview Public Library Board Meetings.

Ayes: A. Jaguszewski, V. Bradley, L. Marek, S. Cichowski,
J. Altar and F. Green

Nays: None

Absent: S. Zarzour

Motion carried.

d) Window Signage – change the exterior window to include the new Trustee William Cronch.

e) Administrative Professional's Day – the Bridgeview Chamber of Commerce sponsors this event and extended an invitation to the Board of Trustees. This function will be held at Mama Luigi's on Wednesday, April 23, 2003 at noon.

2003-31 A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to adjourn.

Ayes: A. Jaguszewski, V. Bradley, L. Marek, S. Cichowski,
J. Altar and F. Green

Nays: None

Absent: S. Zarzour

Motion carried.

The meeting adjourned at 8:42 p.m.


Frances Green, Board President


Lila Marek, Board Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL CLOSED SESSION
April 21, 2003

yes
revised
4/10/06

Trustees Present: Frances Green, John Altar, Lila Marek, Stephanie Cichowski,
Trustees Present: Violet Bradley, Safaa Zarzour

Trustee Absent: Arlene Jaguszewski

Director Present: Kari Hanson

Guest Present: John Frega, Architect

Closed session was called at 1:10 p.m. to discuss new architectural plans of the upcoming building project for the Bridgeview Public Library.

Fran Green, President welcomed Architect John Frega.

John Frega displayed colored copies of the newly revised plans of his architectural drawings. Discussion ensued with favorable optimism with the board. John Frega stated that he would present these plans to Mayor Landek by Wednesday, April 23, 2003. He also stated that he would have these plans enlarged and on poster board for our display at the dedication to be held June 7, 2003.

Motion was made by Trustee Safaa Zarzour, seconded by Trustee Lila Marek to accept the newly revised drawings as presented.

Roll call vote was taken of those present. All in favor.

Motion to adjourn the meeting was made by Trustee Violet Bradley, seconded by Trustee John Altar.

Respectfully submitted:



Lila L. Marek
Trustee Board Secretary

Date Reviewed:

Accepted: 6/9/03

Minutes

Library Expansion Preview Committee Meeting April 22, 2003

The meeting began at 2:30 P.M.

John Altar and Arlene Jaguszewski were present. Kari Hanson was also present.

John Altar nominated Arlene Jaguszewski to be chairperson of the committee. Arlene was elected chairperson.

Lila Marek arrived at 2:33 P.M.

The committee discussed the library expansion preview, tentatively scheduled for Saturday, June 7, 2003. Topics included a potential guest list, printed invitations, notification of local media, refreshments, possible speakers, printed programs and how to display architectural drawings of the facility. It was decided that John Altar would consult with Mayor Landek about the appropriateness of the date and type of ceremony and would report back to committee members.

The meeting adjourned at 3:40 P.M.

Minutes taken by Kari Hanson

Minutes

Expansion Preview Committee Meeting May 12, 2003

Chairperson Jaguszewski called the meeting to order at 6:19 P.M.

Trustees John Altar, Arlene Jaguszewski and Lila Marek were present. Kari Hanson was also present.

The committee decided that the preview would be held on Saturday, June 7, 2003 from 10 A.M. to 4 P.M. There was discussion about displaying the architectural drawings and what to serve for refreshments. Architect John Frega will be contacted to provide the drawings. It was decided that trustees should be available during the preview to answer questions. Each trustee could be responsible for a one-hour block of time. Kari Hanson agreed to put together a press release and notify local media. Trustee John Altar volunteered to purchase refreshments.

At 6:42 P.M. Trustee John Altar left the room.

At 6:45 P.M. Trustee John Altar returned.

A motion was made by Trustee Lila Marek and seconded by Trustee John Altar to adjourn the meeting. All were in favor. The meeting adjourned at 6:50 P.M.

Minutes taken by Kari Hanson

**BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
MONDAY, MAY 12, 2003**

President Frances Green called the meeting to order at 7:00 p.m. A roll call was taken with the following Board of Trustees present: Trustee Arlene Jaguszewski, Trustee Violet Bradley, Trustee John Altar, Trustee William Cronch, Trustee Lila Marek, and Trustee Frances Green. Trustee Safaa Zarzour was absent. Kari Hansen the Director of the Library, Cathy Altar Sicilano, Bob Pavel, Kenny Dushek and Dan Green were also present.

2003-32 A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to approve the agenda as presented to the Board.

Ayes: A. Jaguszewski, V. Bradley, L. Marek, J. Altar, and
F. Green
Nays: None
Abstain: W. Cronch
Absent: S. Zarzour

Motion carried.

2003-33 A motion was by Trustee John Altar and seconded by Trustee Lila Marek to approve the Minutes of the Regular Meeting held on Monday, April 14, 2003.

Ayes: A. Jaguszewski, V. Bradley, L. Marek, W. Cronch, J. Altar, and F.
Green
Nays: None
Absent: S. Zarzour

Motion carried.

2003-34 A motion was made by Trustee J. Altar and seconded by Trustee V. Bradley to approve the Financial Statement of April 2003.

Ayes: A. Jaguszewski, V. Bradley, L. Marek, W. Cronch, J. Altar, and F.
Green
Nays: None
Absent: S. Zarzour

Motion carried.

2003-35 A motion was made by Trustee L. Marek and seconded by Trustee A. Jaguszewski to transfer \$48,000.00 from the Illinois Funds account to the Bridgeview Bank and Trust checking account for the bills numbered #28667-#28713 and the May 15, 2003 payroll.

Ayes: A. Jaguszewski, V. Bradley, L. Marek, W. Cronch, J. Altar, and F. Green
Nays: None
Absent: S. Zarzour

Motion carried.

Director's Report:

Kari Hansen submitted her report to the Board of Trustees. The SLS Meeting on Parliamentary Procedures will be held on Wednesday, May 28, 2003 at 6:30 p.m. Registrations must be submitted by May 23, 2003.

Unfinished Business:

- a) Building Update – Soil testing will be done. The Public Works will be digging out the hedges. Photos of the new building were distributed to each Trustee. On Saturday, June 7th from 10 a.m. – 4:00 p.m., the Expansion Committee will have an Expansion Preview (Open House) opened to the general public. Enlarged photos will be on display of the new library for the public to view and a Trustee will be present throughout the event to answer questions.

2003-36 A motion was made by Trustee F. Green and seconded by Trustee L. Marek to convene into Closed Session to discuss the purchasing of land.

Ayes: J. Jaguszewski, V. Bradley, L. Marek, W. Cronch, J. Altar, and F. Green
Nays: None
Absent: S. Zarzour

Motion carried.

At 7:22 p.m. Closed Session began and at 7:29 p.m. it ended. A roll call was taken with the following Board of Trustees present: Trustee Arlene Jaguszewski, Trustee Violet Bradley, Trustee Lila Marek, Trustee William Cronch, Trustee John Altar and Trustee Frances Green. Trustee Safaa Zarzour was absent.

- b) Window Signage – Pending are the name changes on the door by the vendor. Trustee W. Cronch will contact the vendor to check the status.

New Business:

2003-37 A motion was made by Trustee A. Jaguszewski and seconded by Trustee V. Bradley to approve the Non-resident library card ordinance with the name and date revisions.

Ayes: A. Jaguszewski, V. Bradley, L. Marek, W. Cronch, J. Altar, and F. Green

Nays: None

Absent: S. Zarzour

Motion carried.

2003-38 A motion was made by Trustee J. Altar and seconded by Trustee A. Jaguszewski to post the USA Patriot Act warning in the library.

Ayes: A. Jaguszewski, V. Bradley, L. Marek, W. Cronch, J. Altar, and F. Green

Nays: None

Absent: S. Zarzour

Motion carried.

ELECTION OF OFFICERS:

2003-39 A motion was made by Trustee A. Jaguszewski and seconded by Trustee V. Bradley to have a ballot vote for the Election of Officers.

Ayes: A. Jaguszewski, V. Bradley, L. Marek, W. Cronch, J. Altar, and F. Green

Nays: None

Absent: S. Zarzour

Motion carried.

2003-40 A motion was made by Trustee J. Altar and seconded by Trustee A. Jaguszewski to hold the library board's Election of Officers by nominations for the following fiscal year.

Ayes: A. Jaguszewski, L. Marek, W. Cronch, and J. Altar

Nays: F. Green, V. Bradley

Absent: S. Zarzour

Motion carried.

The nominations were made by the Board Trustees and ballots were tabulated by Trustee Arlene Jaguszewski and Trustee Lila Marek.

Bridgeview Public Library Board President

Trustee W. Cronch nominated Trustee John Altar for Board President and Trustee A. Jaguszewski seconded the nomination. Four votes received in favor.

Trustee F. Green nominated Trustee Safaa Zarzour for Board President and Trustee V. Bradley seconded the nomination. Two votes received in favor.

Trustee John Altar accepted the position of Board President.

Bridgeview Public Library Board Vice President

Trustee J. Altar nominated Trustee Arlene Jaguszewski for Board Vice President and Trustee V. Bradley seconded the nomination. Unanimous six votes received in favor.

Trustee Arlene Jaguszewski accepted the position of Board Vice President.

Bridgeview Public Library Board Secretary

Trustee J. Altar nominated Trustee Lila Marek for Board Secretary and Trustee W. Cronch seconded the nomination. Unanimous six votes received in favor.

Trustee Lila Marek accepted the position of Board Secretary.

Bridgeview Public Library Board Treasurer

Trustee A. Jaguszewski nominated Trustee Frances Green for Board Treasurer and Trustee W. Cronch seconded the nomination. Five votes received in favor.

Trustee Frances Green accepted the position of Board Treasurer.

2003-41 A motion was made by Trustee F. Green and seconded by Trustee A. Jaguszewski to adjourn.

Ayes: A. Jaguszewski, V. Bradley, L. Marek, W. Cronch, J. Altar, and F. Green

Nays: None

Absent: S. Zarzour

Motion carried.

The meeting ended at 8:15 p.m.



Frances Green, Board President
Revised 6/9/03



Lila Marek, Board Secretary

**BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
MONDAY, JUNE 9, 2003**

President John Altar called the meeting to order at 7:00 p.m. A roll call was taken with the following Board of Trustees present: Trustee Arlene Jaguszewski, Trustee Frances Green, Trustee Violet Bradley, Trustee William Cronch, Trustee Safaa Zarzour, Trustee Lila Marek and Trustee John Altar. Kari Hanson the Library Director, Kenny Dushek, Dan Green and Cathy Altar Sicilano were also present.

- 2003-42** A motion was made by Trustee W. Cronch and seconded by Trustee A. Jaguszewski to approve the agenda for the June 10, 2003 Library Board of Trustees regular monthly meeting.

Ayes: A. Jaguszewski, F. Green, V. Bradley, W. Cronch,
S. Zarzour, L. Marek, and J. Altar
Nays: None

Motion carried.

- 2003-43** A motion was made by Trustee F. Green and seconded by Trustee A. Jaguszewski to remove from the table the Closed Meeting Minutes held on Monday, April 21, 2003.

Ayes: A. Jaguszewski, F. Green, V. Bradley, W. Cronch,
S. Zarzour, L. Marek, and J. Altar
Nays: None

Motion carried.

- 2003-44** A motion was made by Trustee A. Jaguszewski and seconded by Trustee F. Green to approve the Minutes of the Regular Meeting held on Monday, May 12, 2003 pending the following correction on Elections of Officers under Bridgeview Public Library Board Treasurer. The vote count should state 5 votes received in favor.

Ayes: A. Jaguszewski, L. Marek, V. Bradley, W. Cronch and
J. Altar
Nays: F. Green
Abstain: S. Zarzour

Motion carried.

2003-45 A motion was made by Trustee L. Marek and seconded by Trustee F. Green to accept the financial statement of May 31, 2003.

Ayes: A. Jaguszewski, F. Green, V. Bradley, W. Cronch,
S. Zarzour, L. Marek, and J. Altar

Nays: None

Motion carried.

2003-46 A motion was made by Trustee A. Jaguszewski and seconded by Trustee L. Marek to transfer \$88,000.00 from the Illinois Fund account to the Bridgeview Bank and Trust checking account for the bills numbered #28755 - #28806 and the June 15, 2003 payroll.

Ayes: A. Jaguszewski, F. Green, V. Bradley, W. Cronch
S. Zarzour, L. Marek, and J. Altar

Nays: None

Motion carried.

Director's Report:

Kari Hanson submitted her monthly report to the Board of Trustees. The American Express bill was distributed to the Board of Trustees for their review. Preventive maintenance on the HVAC system was recommended by Controlled Environmental. The Board recommends getting a second opinion on the HVAC system. Kari Hanson will look into the matter. The Summer Camp Out in Bridgeview begins August 16th and the library will have representation at this event.

Unfinished Business:

- a) Building Update – The sewer lines are being addressed. The Open House held on Saturday, June 6th had a good turn out. The ground breaking will follow shortly and it will be announced to the public.
- b) Window Signage – The names of the Board of Trustees will be redone in the gold (shiny) stencil free of charge.

2003-47 A motion was made by Trustee S. Zarzour and seconded by Trustee L. Marek to keep the original material used on the window signage with all the Board of Trustees names to be added.

Ayes: A. Jaguszewski, F. Green, V. Bradley, W. Cronch
S. Zarzour, L. Marek, and J. Altar

Nays: None

Motion carried.

New Business:

- a) Trustee Name Tags – Eight magnetic name tags will be ordered for the Board of Trustees and the Director for the use at special events.

2003-48 A motion was made by Trustee S. Zarzour and seconded by Trustee L. Marek to order 8 magnetic name tags for the Board of Trustees and the Director.

Ayes: A. Jaguszewski, F. Green, V. Bradley, W. Cronch
S. Zarzour, L. Marek, and J. Altar
Nays: None

Motion carried.

- b) Treasurer's Bond – Trustee F. Green will need to fill out the form for bond purposes. Kari Hanson will talk to the insurance agent for the renewal policy due in September.
- c) Director's Evaluation – The director's evaluation form were passed out to each Trustee. They were instructed submit their reviews at next month's meeting for discussion.
- d) Annual Calendar – The calendar item was proposed by Trustee J. Altar. It's purpose is to list all the yearly upcoming items and events in which the library needs to attend or take action on.
- e) ByLaws – A proposal was made to amend the ByLaws, Section 2.B1, to read: the standing committee shall be appointed annually in the month of May and shall consist of three members, except for the executive committee which shall consist of all four officers of the Board.
- f) Committee Assignments – The Committee Assignments for the fiscal year 2003-2004 are as follow: Special Events Committee will consist of Trustee Arlene Jaguszewski (as Chair) Trustee Lila Marek, and Trustee Safaa Zarzour – they will oversee all of the events associated with the construction phase of the building expansion, including the ground breaking and grand opening ceremonies for the new addition to the library; Executive Committee will consist of Trustee John Altar (as Chair), Trustee Lila Marek and Trustee Arlene Jaguszewski; Building Expansion Committee will consist of Trustee Frances Green (as Chair), Trustee Arlene Jaguszewski and Trustee William Cronch; Finance Committee will consist of Trustee Frances Green (as Chair), Trustee Lila Marek and Trustee Arlene Jaguszewski; Policy Committee will consist of Trustee Arlene Jaguszewski (as Chair), Trustee Safaa Zarzour and Trustee Violet Bradley. The library Director Kari Hanson is to be present on all committees except the executive board committee unless she is asked to be present. The President and library Director must be given notice 48 hours before the start of the committee meeting.

- g) Annual Get-Together – This would be an annual social function for the Board of Trustees in order meet and to converse with one another. The tentative date is set for Friday, July 18th at Niko's at 6 p.m.
- h) Revised Open Meeting Act – This is a possible new law that is being voted on.

2003-49 A motion was made by Trustee L. Marek and seconded by Trustee A. Jaguszewski to convene into closed session to review Closed Session Minutes.

Ayes: A. Jaguszewski, F. Green, V. Bradley, W. Cronch,
S. Zarzour, L. Marek, and J. Altar
Nays: None

Motion carried.

At 8:15 p.m. Closed Session began and at 8:44 p.m. it ended and the regular meeting resumed. A roll call was taken with the following Board of Trustees present: Trustee A. Jaguszewski, Trustee F. Green, Trustee V. Bradley, Trustee W. Cronch, Trustee S. Zarzour, Trustee L. Marek and Trustee J. Altar.

The following are Closed Session Minutes that will be open to the public: 10/11/99, 1/10/00, 4/10/00, 6/26/00, 7/17/00, 9/11/00, 4/9/01, 6/6/01, 6/19/01, 7/2/01, 7/30/01, 7/15/02, 7/16/02, and 11/11/02 (two sets).

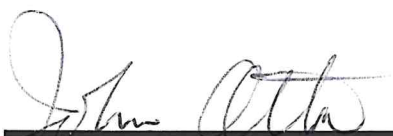
The following are Closed Session Minutes that will remain closed: 3/22/00, 5/8/00, 6/12/00, 7/10/00, 3/11/02, 5/14/02, 12/9/02 (two sets), 1/29/02 and 4/21/03.

2003-50 A motion was made by Trustee W. Cronch and seconded by Trustee A. Jaguszewski to adjourn.

Ayes: A. Jaguszewski, F. Green, V. Bradley, W. Cronch,
S. Zarzour, L. Marek, and J. Altar
Nays: None

Motion carried.

The meeting ended at 8:45 p.m.



John Altar, Board President
Revised 7/15/03



Lila Marek, Board Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL CLOSED SESSION
June 9, 2003

Trustees Present: Frances Green, John Altar, Lila Marek, William Cronch,
Violet Bradley, Arlene Jaguszewski, Safaa Zarzour

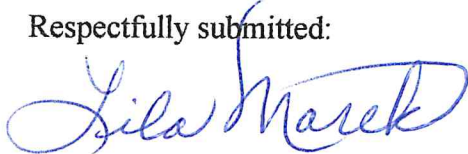
At 8:17 p.m. Trustee Lila Marek requested a closed meeting to review the closed session minutes.

Upon reviewing the closed session minutes, it was voted on by the board of trustees to open the following minutes dated: 11/11/02, 7/15/02, 7/30/01, 7/16/02, 7/2/01, 6/19/01, 6/6/01, 4/9/01, 9/11/00, 7/17/00, 6/26/00, 4/10/00, 1/10/00, and 10/11/99.

The following minutes will remain in closed status dating: 4/21/03, 1/29/03, 12/9/02, 12/9/01, 5/14/02, 3/11/02, 7/10/00, 6/12/00, 5/8/00, and 3/22/00.

Return to open session.

Respectfully submitted:



Lila L. Marek
Trustee Board Secretary

Date Reviewed: 7/14/03

Minutes

Build Expansion Committee June 28, 2003

Chairperson Green called the meeting to order at 12:07 P.M.

Role call: John Altar, Frances Green and Arlene Jaguszewski were present. William Cronch was absent. Kari Hanson was also present.

Chairperson Green updated committee members on recent developments in the building expansion program. She had compiled and printed a narrative outlining where things currently stand regarding property acquisition and the involvement of various governmental agencies.

The possibility of convening a meeting immediately before the regularly scheduled board meeting on July 14, with Mr. Frega, Mayor Landek, Bill Green and Joe Kaput was discussed.

The meeting adjourned at 12.45 P.M.

Minutes taken by Kari Hanson

**BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
MONDAY, JULY 14, 2003**

The meeting was called to order by President John Altar at 7:00 p.m. The Board of Trustees in attendance were: Trustee Arlene Jaguszewski, Trustee Violet Bradley, Trustee Frances Green, Trustee Safaa Zarzour, Trustee William Cronch, Trustee Lila Marek and Trustee John Altar. Kari Hansen the Library Director, Cathy Altar Sicilano, Kenny Dushek and Dan Green were also present.

- 2003-51** A motion was made by Trustee A. Jaguszewski and seconded by Trustee W. Cronch to approve the agenda as presented for the July 14, 2003 Board of Trustee's regular monthly meeting.

Ayes: A. Jaguszewski, V. Bradley, F. Green, S. Zarzour, W. Cronch,
L. Marek, and J. Altar

Nays: None

Motion carried.

- 2003-52** A motion was made by Trustee L. Marek and seconded by Trustee F. Green to approve the Minutes of the Regular Meeting held on Monday, June 9, 2003 pending the following corrections: motion #2003-43 was made by Trustee F. Green and seconded by Trustee A. Jaguszewski and it is to state "to remove from the table the Closed Meeting Minutes held on Monday, April 21, 2003; delete section I.

Ayes: A. Jaguszewski, V. Bradley, F. Green, S. Zarzour, W. Cronch,
L. Marek, and J. Altar

Nays: None

Motion carried.

- 2003-53** A motion was made Trustee S. Zarzour and seconded by Trustee A. Jaguszewski to approve the Closed Session Minutes of Monday, June 9, 2003.

Ayes: A. Jaguszewski, V. Bradley, F. Green, S. Zarzour, W. Cronch,
L. Marek, and J. Altar

Nays: None

Motion carried.

2003-54 A motion was made by Trustee V. Bradley and seconded by Trustee L. Marek to approve the financial statement of June 30, 2003.

Ayes: A. Jaguszewski, V. Bradley, F. Green, S. Zarzour, W. Cronch,
L. Marek, and J. Altar

Nays: None

Motion carried.

2003-55 A motion was made by Trustee A. Jaguszewski and seconded by Trustee S. Zarzour to transfer \$83,000.00 from Illinois Fund account to the Bridgeview Bank and Trust checking account for the bills numbered #28850 - #28901 and the July 15, 2003 payroll.

Ayes: A. Jaguszewski, V. Bradley, F. Green, S. Zarzour, W. Cronch,
L. Marek, and J. Altar

Nays: None

Motion carried.

Director's Report:

The monthly report was submitted to the Board of Trustees by Kari Hanson. The Chamber of Commerce is having a meeting on Tuesday, July 15, 2003 at Niko's Restaurant and the guest speaker is Mayor Landek. The purpose of the meeting is to discuss changes for Harlem Avenue and the Chicago Fire Soccer Team. The ILA early bird registration must be submitted by Friday, August 22, 2003. The Board will have to decide on who is attending by next month's meeting.

Committee Reports:

a) Building Expansion – Trustee Frances Green informed the Board of a resolution that will be done by the board attorney in order to have the ditch and the street done. The resolution must be made and passed prior to any work being accomplished.

b) Special Events – Trustee Arlene Jaguszewski is awaiting the specific ground breaking date from the architect. The committee will meet on August 11, 2003 at 6 p.m.

Unfinished Business:

a) Window Signage – The vendor has promised to complete the project and to date nothing has been done. Trustee William Cronch will contact the vendor.

b) Trustee Name Tags – The board will review the catalog and make a selection.

c) Annual Calendar – The board reviewed items that should be added and deleted from the yearly calendar.

2003-56 A motion was made by Trustee A. Jaguszewski and seconded by Trustee S. Zarzour to table the director's evaluation until next month's meeting on August 11, 2003.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour, W. Cronch
L. Marek, and J. Altar

Nays: None

Motion carried.

2003-57 A motion was made by Trustee S. Zarzour and seconded by Trustee V. Bradley to amend the ByLaws of the Standing Committee to state "shall be approved annually in the month of May and consist of three members except for the Executive Committee which shall consist of all four Executive Officers of the Board."

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour, W. Cronch,
L. Marek, and J. Altar

Nays: None

Motion carried.

New Business:

- a) Internet Filtering – Kari Hanson will gather more specific information and present it to the Board for their review.
- b) Patron problem – The Board directed Kari Hanson to refer to the board attorney for his review.

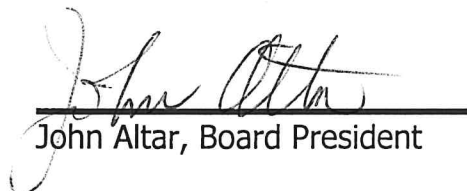
2003-58 A motion was made by Trustee A. Jaguszewski and seconded by Trustee W. Cronch to adjourn.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour, W. Cronch,
L. Marek, and J. Altar

Nays: None

Motion carried.

The meeting ended at 8:20 p.m.


John Altar, Board President


Lila Marek, Board Secretary

**Minutes
Board of Trustees
Executive Committee Meeting
August 4, 2003**

Chairman Altar called the meeting to order at 1:07 P.M.

Role call: John Altar, Arlene Jaguszewski and Lila Marek were present. Frances Green indicated she would possibly be late. Kari Hanson was also present.

At 1:16 P.M. Mr. Stephen Morcos, of the J.N. Morcos Insurance Agency arrived.

Trustee F. Green arrived at 2:00 P.M.

Mr. Morcos presented the insurance renewal proposal and answered committee members' questions. He agreed to change the term of the treasurer's bond to cover from 5/01/03 to 4/30/04 and to increase the bond to \$400,000. He will calculate a new price for the treasurers' bond line item. He mentioned that this year, because of insurance price increases, he is not charging us an agency fee.

After Mr. Morcos' departure, the committee members discussed the necessity of having a property survey due to impending construction and a potential lot line encroachment problem.

A motion was made by Trustee A. Jaguszewski and seconded by Trustee L. Marek to adjourn. All were in favor. The meeting adjourned at 2.50 P.M.

Minutes taken by Kari Hanson

**BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
MONDAY, AUGUST 11, 2003**

The meeting was called to order by President John Altar at 7:02 p.m. The Board of Trustees in attendance were: Trustee Arlene Jaguszewski, Trustee Frances Green, Trustee Violet Bradley, Trustee Safaa Zarzour, Trustee William Cronch, Trustee Lila Marek, and Trustee John Altar. Kari Hanson the Library Director and Cathy Altar Sicilano were also present.

2003-59 A motion was made by Trustee A. Jaguszewski and seconded by Trustee L. Marek to approve the agenda for the August 11, 2003 meeting.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour, W. Cronch,
L. Marek and J. Altar

Nays: None

Motion carried.

2003-60 A motion was made by Trustee F. Green and seconded by Trustee V. Bradley to approve the Minutes of the Regular Meeting held on Monday, July 14, 2003.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour, W. Cronch,
L. Marek, and J. Altar

Nays: None

Motion carried.

2003-61 A motion was made by Trustee L. Marek and seconded by Trustee S. Zarzour to accept the financial statement of July 31, 2003.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour, W. Cronch,
L. Marek, and J. Altar

Nays: None

Motion carried.

2003-62 A motion was made by Trustee A. Jaguszewski and seconded by Trustee W. Cronch to transfer \$95,000.00 from the Illinois Funds account to the Bridgeview Bank & Trust checking account for the bills numbered #28951 - #28994 and the August 15, 2003 payroll.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour, W. Cronch,
L. Marek, and J. Altar

Nays: None

Motion carried.

Director's Report:

In Kari Hanson's report she acknowledged the "Thank You" note sent by the family of the late former Trustee Stephanie Cichowski, whom we will miss dearly. The Board would like to be informed of any deaths within the library staff in order to pay their respects accordingly. Two new staff members were recently hired; Linda Gonzalez and Christopher Ocasio.

Committee Report:

a) Building Expansion – Public Works will complete their portion of work this week. The resolution was passed in March 2003, IDOT has a faxed copy and we will need approval from them as well. OSHA visited the library to see the expansion in progress.

b) Special Events – The committee held their meeting this evening prior to the regular monthly meeting. The specific date has not yet been determined but progress is underway. Invitations are being coordinated for the ground breaking event. Flyers will be sent to the Village Hall, Community Center, Park District and School Board. Publicity releases for the newspapers will be ready.

c) Executive Board – A meeting was held on August 4th pertaining to the insurance proposal from Marcos regarding the treasure bond. Other insurance companies were contacted and they will submit their proposal to Kari shortly. The proposals from all the insurance companies will be further discussed at September's regular meeting.

Unfinished Business:

a) Internet Filtering – Deadline for the library to be compliant with the FCC – SIPA Regulation is July 1, 2004.

b) Camp Out in Bridgeview – Trustee Arlene Jaguszewski, Trustee Safaa Zarzour, Trustee Frances Green, Trustee Violet Bradley and Hanky (the Clown) will be present at this function on behalf of the library.

c) ILA – Trustee Frances Green, Trustee Lila Marek and Trustee Violet Bradley will be attending this conference.

d) Director's Evaluation – Board will discuss in closed session.

2003-63 A motion was made by Trustee A. Jaguszewski and seconded by Trustee W. Cronch to convene into Executive Session to discuss personnel.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour, W. Cronch,
L. Marek, and J. Altar
Nays: None

Motion carried.

Executive Session began at 8:10 p.m. and ended at 8:40 p.m. A roll call was taken with the following Board members present: Trustee Arlene Jaguszewski, Trustee Frances Green, Trustee Violet Bradley, Trustee Safaa Zarzour, Trustee William Cronch, Trustee Lila Marek, and Trustee John Altar.

New Business:

There is no new business.

2003-64 A motion was made by Trustee S. Zarzour and seconded by Trustee A. Jaguszewski to adjourn.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour, W. Cronch,
L. Marek, and J. Altar
Nays: None

Motion carried.

The meeting ended at 8:42 p.m.



John Altar, Board President



Lila Marek, Board Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
CLOSED SESSION
August 12, 2003

yes
revised
9/10/04

Trustees Present: Frances Green, John Altar, Lila Marek, William Cronch,
Violet Bradley, Arlene Jaguszewski, Safaa Zarzour

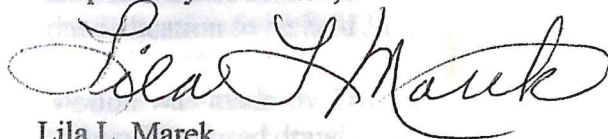
At 8:15 p.m. President John Altar requested a closed session to discuss personnel.

Discussion held regarding positive suggestions. Tabulations were made from each individual trustee evaluation regarding Director Kari Hanson. Formal letter of evaluation will be presented to Director Hanson at the September board meeting.

It was decided and agreed upon by the trustees present that we would evaluate our director on a yearly basis. Individual evaluations will be passed out in November 2004, tallied, and presented in January 2005.

Return to general session at 8:40 p.m.

Respectfully submitted,



Lila L. Marek
Trustee Board Secretary

Date Reviewed:

Respectfully sub

**BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
MONDAY, SEPTEMBER 8, 2003**

President John Altar called the meeting to order at 7:00 p.m. The Board of Trustees in attendance were: Trustee Arlene Jaguszewski, Trustee Violet Bradley, Trustee Frances Green, Trustee Safaa Zarzour, Trustee William Cronch, Trustee Lila Marek and Trustee John Altar. Kari Hanson the Library Director, Kenny Dushek, Dan Green and John Frega were also present.

2003-65 A motion was made by Trustee A. Jaguszewski and seconded by Trustee V. Bradley to approve the agenda for the September 8, 2003 meeting.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour, W. Cronch
L. Marek and J. Altar

Nays: None

Motion carried.

2003-66 A motion was made by Trustee F. Green and seconded by Trustee L. Marek to approve the Minutes of the Regular Meeting held on Monday, August 11, 2003.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour, W. Cronch
L. Marek and J. Altar

Nays: None

Motion carried.

Specialty Set Matters:

a) Due to a scheduling conflict Mr. Jeff Bishop from Leone Ltd. was unable to attend the meeting. We will reschedule for a later date.

b) Mr. John Frega from Frega Associates discussed a plan to reduce the cost of the expansion project.

2003-67 A motion was made by Trustee S. Zarzour and seconded by Trustee V. Bradley to approve the financial statement of August 2003.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour, W. Cronch
L. Marek and J. Altar

Nays: None

Motion carried.

2003-68 A motion was made by Trustee L. Marek and seconded by Trustee A. Jaguszewski to transfer \$81,000.00 from the Illinois Funds account to the Bridgeview Bank and Trust checking account for the bills numbered #289041 - #29083 and the September 15, 2003 payroll.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour, W. Cronch
L. Marek and J. Altar

Nays: None

Motion carried.

Director's Report:

Kari Hanson submitted her report to the Board.

Unfinished Business:

a) Director's Evaluation – the Board gave Kari her review. Kari thanked them for their evaluation.

2003-69 A motion was made by Trustee A. Jaguszewski and seconded by Trustee L. Marek to approve the insurance package from J. N. Marcos Insurance Agency, Ltd. for the total annual premium of \$7,084.00.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour, W. Cronch
L. Marek and J. Altar

Nays: None

Motion carried.

New Business:

a) Campout in Bridgeview – the library was disappointed with the location they were assigned to at the Campout. There were no microphones available and a lack of participation from the campers.

b) Verbatim Records Bill (S.B. 1586) – all closed meetings must be taped per Senate Bill 1586.

c) Library Attorney – the library Search Committee (S. Zarzour, L. Marek, and A. Jaguszewski) will search for a new attorney. Kari will ask other libraries for their recommendation.

d) Library Accountant – discussion s of possibly looking into a part-time bookkeeper.

2003-70 A motion was made by Trustee W. Cronch and seconded by Trustee A. Jaguszewski to adjourn.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour, W. Cronch
L. Marek and J. Altar

Nays: None

Motion carried.

The meeting ended at 8:50 p.m.



John Altar, Board President



Lila Marek, Board Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL SESSION
September 16, 2003

Trustees Present: Frances Green, John Altar, Lila Marek, William Cronch,
Arlene Jaguszewski

Trustees Absent: Safaa Zarzour, Violet Bradley

Director Present: Kari Hanson

Guests: Mayor Steven Landek, Auditor Jeff Bishop

Public Audience: Ken Dushek, Dan Green

At 6:00 p.m. President John Altar opened this special meeting.

Roll call.

President Altar then asked Mayor Landek to speak.

Mayor Landek claimed he promised that he could finance any amount we want and help with the outside. He claimed he said this in good faith. However, now he is resigning his promise; the houses got too expensive, etc. He stated that he had an interest, that's more than our previous Mayor Oremus had. He stated that he put us in office. He stated that the board of trustees wanted this project and not him. He offered to help us, however, now, since there was no thank you, he left it in the Director's hands and said to let her find the money. With that statement, Mayor Landek left the meeting at 6:03.

President Altar then asked Jeff Bishop to speak. Jeff Bishop tried to reiterate where we stand with the construction project. Right now the renovation project is a \$3.7 mil project. Without the Mayor's assistance, the project could increase to \$5 mil plus, which would include the purchase of the three houses, the street project, and \$260,000 to Architect Frega.

6:07 p.m. Trustee Safaa Zarzour arrived at the meeting.

Jeff Bishop said we need a bond issue of a \$3.5 mil and debt service is 3½ to 4.3% today. We will accumulate \$90,000 this year from taxes. We would need \$130 - 150,000 plus salaries. A \$2.2 mil bond issue would take twenty years to pay. If we were to raise taxes, a 33% increase would be 1.63 to 2.17 equating to \$2,000 per year taxes equal an increase of \$35. per household.

A general obligation bond is paid within fifteen years. The only way to afford this is to obtain a \$2 mil bond issue and convince the Mayor to purchase the three houses for approximately \$700,000 and \$100,000 for street and related infrastructure and significantly increasing taxes.

For a \$3.7 mil building, less \$4,117 for unfinished lower level, \$1.2 mil for houses and streets, \$3.6 mil bond issue, the cost per year would be \$330,000 debt service. We can only afford a \$2 mil bond issue over twenty years.

As of 4/30/03, we saved \$1,580,000, spent \$92,000 for Frega, and at the end of this year we would need to pay out \$260,000. The big question now is: "Are Frega's fees included in total amount of building project?"

Jeff Bishop left us at 6:47 p.m.

Kari Hanson stated that she would like to resign her position because of this dilemma stated from Mayor Landek.

We found out that no papers were signed and no money exchanged regarding the three houses across the street.

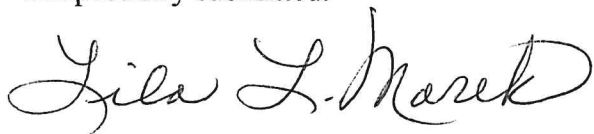
Discussion held.

Decision of next step is on hold. It was decided that the Building Expansion Committee is to try to meet with the Mayor.

A meeting will be tentatively scheduled for 6:00 p.m. on Monday, September 22nd if there is anything further to report after the Building Expansion Committee tries to meet with the Mayor.

Motion to adjourn the meeting was made by Trustee Arlene Jaguszewski, seconded by Trustee William Cronch.

Respectfully submitted:

A handwritten signature in cursive script, reading "Lila L. Marek". The signature is written in dark ink and is positioned above the printed name and title.

Lila L. Marek
Trustee Board Secretary

Date Reviewed:

**BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 13, 2003**

The meeting was called to order at 7:07 p.m. by President John Altar. A roll call was taken with the following Board of Trustees present: Trustee Arlene Jaguszewski, Trustee Frances Green, Trustee Violet Bradley, Trustee Safaa Zarzour, Trustee William Cronch, Trustee Lila Marek, and Trustee John Altar. Kari Hanson the Library Director, Dan Green, Kenny Dushek, and Cathy Altar Sicilano were also present.

2003-71 A motion was made by Trustee A. Jaguszewski and seconded by Trustee W. Cronch to approve the agenda for the October 2003 meeting.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar
Nays: None

Motion carried.

2003-72 A motion was made by Trustee F. Green and seconded by Trustee L. Marek to approve the Minutes of the Regular Meeting held on Monday, October 8, 2003.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar
Nays: None

Motion carried.

2003-73 A motion was made by Trustee A. Jaguszewski and seconded by Trustee V. Bradley to approve the financial statement of September 2003.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar
Nays: None

Motion carried.

2003-74 A motion was made by Trustee L. Marek and seconded by Trustee V. Bradley to transfer \$63,000.00 from the Illinois Funds Account to

the Bridgeview Bank and Trust checking account for the bills numbered #29131 - #29176 and the October 15, 2003 payroll.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar
Nays: None

Motion carried.

Director's Report:

Kari Hanson submitted her report to the Board of Trustees. The amount of \$375.00 was donated in memory of the former Trustee Stephanie Cichowski.

Unfinished Business:

a) Building Expansion – Mayor Landek was unable to attend the meeting. The Mayor asked to table the expansion report until next month.

2003-75 A motion was made by Trustee F. Green and seconded by Trustee L. Marek to table the Building Expansion Project until November 2003 meeting.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar
Nays: None

Motion carried.

b) ILA Conference – The trip has not officially been approved.

2003-76 A motion was made by Trustee S. Zarzour to approve the expenditures for Trustee Frances Green, Trustee Lila Marek, and Trustee Violet Bradley for the ILA Conference. *2nd - W.C.*

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar
Nays: None

Motion carried.

New Business:

a) Public Participation – The Board of Trustees discussed allowing the general public to participate after the meetings. Changing the ByLaws would have to take place. The Board sent this to the Executive Committee for their review.

2003-77 A motion was made by Trustee A. Jaguszewski and seconded by Trustee V. Bradley to convene into a Closed Meeting to discuss personnel.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar
Nays: None

Motion carried.

At 7:30 p.m. the Board of Trustees convened into executive session and at 7:47 p.m. executive session ended and the regular meeting resumed. A roll call was taken with all the Board of Trustees present: Trustee Arlene Jaguszewski, Trustee Frances Green, Trustee Violet Bradley, Trustee S. Zarzour, Trustee L. Marek, Trustee W. Cronch, and Trustee J. Altar.

c) Change in Internet Policy – The policy needs to be changed in order to consider the needs of the patrons. The Board sent this to the Policy Committee to review and to amend the current policy.

d) Long-Range Plan – Kari Hanson proposed to the Board of creating this specific committee to focus on services areas and to promote emphasis on the library. A Strategic Planning Retreat was recommended for library. The Board sent this proposal to the Executive Board Committed for their determination.

2003-78 A motion was made by Trustee W. Cronch and seconded by Trustee A. Jaguszewski to adjourn.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar
Nays: None

Motion carried.

The meeting ended at 8:45 p.m.


John Altar, Board President


Lila Marek, Board Secretary

**BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
MONDAY, OCTOBER 13, 2003**

The meeting was called to order at 7:07 p.m. by President John Altar. A roll call was taken with the following Board of Trustees present: Trustee Arlene Jaguszewski, Trustee Frances Green, Trustee Violet Bradley, Trustee Safaa Zarzour, Trustee William Cronch, Trustee Lila Marek, and Trustee John Altar. Kari Hanson the Library Director, Dan Green, Kenny Dushek, and Cathy Altar Sicilano were also present.

- 2003-71** A motion was made by Trustee A. Jaguszewski and seconded by Trustee W. Cronch to approve the agenda for the October 2003 meeting.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar
Nays: None

Motion carried.

- 2003-72** A motion was made by Trustee F. Green and seconded by Trustee L. Marek to approve the Minutes of the Regular Meeting held on Monday, October 8, 2003.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar
Nays: None

Motion carried.

- 2003-73** A motion was made by Trustee A. Jaguszewski and seconded by Trustee V. Bradley to approve the financial statement of September 2003.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar
Nays: None

Motion carried.

- 2003-74** A motion was made by Trustee L. Marek and seconded by Trustee V. Bradley to transfer \$63,000.00 from the Illinois Funds Account to

the Bridgeview Bank and Trust checking account for the bills numbered #29131 - #29176 and the October 15, 2003 payroll.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar

Nays: None

Motion carried.

Director's Report:

Kari Hanson submitted her report to the Board of Trustees. The amount of \$375.00 was donated in memory of the former Trustee Stephanie Cichowski.

Unfinished Business:

a) Building Expansion – Mayor Landek was unable to attend the meeting. The Mayor asked to table the expansion report until next month.

2003-75 A motion was made by Trustee F. Green and seconded by Trustee L. Marek to table the Building Expansion Project until November 2003 meeting.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar

Nays: None

Motion carried.

b) ILA Conference – The trip has not officially been approved.

2003-76 A motion was made by Trustee S. Zarzour and seconded by Trustee W. Cronch to approve the expenditures for Trustee Frances Green, Trustee Lila Marek, and Trustee Violet Bradley for the ILA Conference.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar

Nays: None

Motion carried.

New Business:

a) Public Participation – The Board of Trustees discussed allowing the general public to participate after the meetings. Changing the

ByLaws would have to take place. The Board sent this to the Executive Committee for their review.

2003-77 A motion was made by Trustee A. Jaguszewski and seconded by Trustee V. Bradley to convene into a Closed Meeting to discuss personnel.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar
Nays: None

Motion carried.

At 7:30 p.m. the Board of Trustees convened into executive session and at 7:47 p.m. executive session ended and the regular meeting resumed. A roll call was taken with all the Board of Trustees present: Trustee Arlene Jaguszewski, Trustee Frances Green, Trustee Violet Bradley, Trustee S. Zarzour, Trustee L. Marek, Trustee W. Cronch, and Trustee J. Altar.

c) Change in Internet Policy – The policy needs to be changed in order to consider the needs of the patrons. The Board sent this to the Policy Committee to review and to amend the current policy.

d) Long-Range Plan – Kari Hanson proposed to the Board of creating this specific committee to focus on services areas and to promote emphasis on the library. A Strategic Planning Retreat was recommended for library. The Board sent this proposal to the Executive Board Committed for their determination.

2003-78 A motion was made by Trustee W. Cronch and seconded by Trustee A. Jaguszewski to adjourn.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar
Nays: None

Motion carried.

The meeting ended at 8:45 p.m.


John Altar, Board President


Lila Marek, Board Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
CLOSED EXECUTIVE SESSION
October 13, 2003

yes
revised
9/10/04

Trustees Present: Frances Green, John Altar, Lila Marek, Arlene Jaguszewski,
Violet Bradley, Safaa Zarzour, William Cronch

At 7:30 p.m. President Altar requested a closed session to discuss personnel issues.

Director Kari Hanson submitted a letter of resignation from her employment effective 11/1/03.

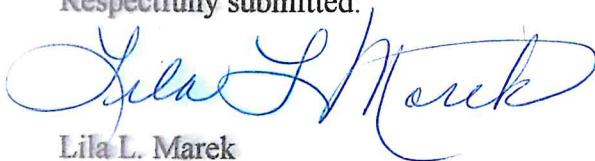
Discussion held.

Director Kari Hanson was asked to join us in closed session to relate the feelings of the board of trustees. The board of trustees were unanimous in the decision to reject her resignation. We said this with a vote of confidence for all of the hard work that she has done, and we are happy to have her as Director of the Bridgeview Public Library.

Director Kari Hanson thanked the board.

We returned to general session at 7:50 p.m.

Respectfully submitted:



Lila L. Marek
Trustee Board Secretary

Date Reviewed:

Minutes
Bridgeview Public Library
Executive Committee Meeting
Wednesday, October 29, 2003
6:30 P.M.

The meeting was called to order by John Altar at 6:30 P.M.

Roll Call: John Altar, Frances Green, Arlene Jaguszewski and Lila Marek were present. Kari Hanson also attended the meeting.

Trustee Frances Green talked about why she requested a change to the order of business that would allow a period of time for public participation at the end of regular monthly board meetings.

After general discussion about whether or not it was necessary to add such an amendment to the bylaws, Trustee John Altar presented something he had retained from a presentation by Dan Cain, from the Cain Consulting Group, regarding public participation at board meetings. It was agreed that the two sentences from Mr. Cain be added to the end the paragraph in section I. a. of the bylaws. The two lines read as follows: "We conduct our meetings in strict compliance with the state open meetings law. That law requires that our board meetings be open for public observation, but it does not require that the public be allowed to participate in the meetings." This recommended amendment to the bylaws will be brought up at the next regular board meeting.

A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to adjourn. All were in favor. The meeting adjourned at 6:45 P.M.

Minutes taken by Kari Hanson

**BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
MONDAY, NOVEMBER 10, 2003**

President John Altar called the meeting to order at 7:00 p.m. A roll call was taken with the following Board of Trustees present: Trustee Arlene Jaguszewski, Trustee Frances Green, Trustee Violet Bradley, Trustee Safaa Zarzour, Trustee Lila Marek, and Trustee John Altar. Trustee William Cronch was absent. Kari Hanson the Director was also present.

- 2003-79** A motion was made by Trustee A. Jaguszewski and seconded by Trustee V. Bradley to approve the agenda of the November 10, 2003 meeting.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
L. Marek, and J. Altar
Nays: None
Absent: W. Cronch

Motion carried.

- 2003-80** A motion was made by Trustee A. Jaguszewski and seconded by Trustee F. Green to approve the Minutes of the Special Meeting held on Tuesday, September 16, 2003.

Ayes: A. Jaguszewski, F. Green, L. Marek, and J. Altar
Nays: None
Abstain: S. Zarzour and V. Bradley
Absent: W. Cronch

Motion carried.

At 7:04 p.m. Trustee William Cronch arrived.

- 2003-81** A motion was made by Trustee S. Zarzour and seconded by Trustee L. Marek to approve the Minutes of the Regular Meeting held on Monday, October 13, 2003 pending the following correction on motion #2003-76. It is to state Trustee W. Cronch seconded the motion.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar
Nays: None

Motion carried.

2003-82 A motion was made by Trustee L. Marek and seconded by Trustee A. Jaguszewski to approve the financial statement of October 31, 2003.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar
Nays: None

Motion carried.

2003-83 A motion was made by Trustee A. Jaguszewski and seconded by Trustee L. Marek to transfer \$37,500.00 from the Illinois Funds Account to the Bridgeview Bank and Trust checking account for the bills numbered #29225 - #29269 and the November 15, 2003 payroll.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar
Nays: None

Motion carried.

Director's Report:

Kari Hanson submitted her report to the Board of Trustees. The audit for May 2002 through April 2003 is in progress and looks good.

Committee Report:

a) Executive – Public participation will be review and voted on at next month's meeting.

2003-84 A motion was made by Trustee J. Altar and seconded by Trustee A. Jaguszewski to temporarily change the Internet use time limits to a half hour from 3 p.m. to close – Monday through Thursday, and all day Sunday. This temporary change to policy will be evaluated for effectiveness at the end of February 2004.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar
Nays: None

Motion carried.

New Business:

a) Stanton – The Board will review contract.

2003-85 A motion was made by Trustee F. Green and seconded by Trustee W. Cronch to accept the contract as presented by Stanton.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar

Nays: None

Motion carried.

b) SLS Memberships – The Bridgeview Public Library will remain with SLS.

2003-86 A motion was made by Trustee A. Jaguszewski and seconded by Trustee S. Zarzour to accept the SLS Membership agreement.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar

Nays: None

Motion carried.

c) ILA Reports – Trustee V. Bradley thanked everyone for allowing them to attend the Conference Membership Meetings.

d) New Copier – The library needs a new copier.

2003-87 A motion was made by Trustee S. Zarzour and seconded by Trustee W. Cronch to approve the purchase of a Minolta Copier along with the service agreement.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar

Nays: None

Motion carried.

At 7:32 p.m. Mayor Landek arrived to discuss the building expansion project. At 7:55 p.m. Mayor Landek left the meeting.

Unfinished Business:

a) Building Expansion – The Board will get current actual costs from the architect. Question and concerns of bonds and raising taxes will be reviewed by the Board in a Special Meeting which will be held on Monday, November 17, 2003. The passing of the levy is coming up the first week in December.

2003-88 A motion was made by Trustee S. Zarzour and seconded by Trustee W. Cronch to adjourn.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
W. Cronch, L. Marek and J. Altar
Nays: None

Motion carried.

The meeting ended at 8:27 p.m.


John Altar, Board President
Lila Marek, Board Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL BOARD MEETING
November 17, 2003

Trustees Present: Frances Green, John Altar, Lila Marek, Arlene Jaguszewski,
Violet Bradley, Safaa Zarzour

Trustee Absent: William Cronch

Assistant Director Present: Jane Schoen

Public Audience: Cathy Altar, Dan Green

Guests: Architects John Frega, Fred Lontoc

President Altar opened the meeting at 12:08 p.m. Roll call. This special meeting was called to discuss the building expansion and cost thereof. Mr. Frega was called upon to discuss the cost of the complete building expansion with and without the lower level.

Bill Cronch was unable to attend this meeting, however, he did relay the information of having to add \$200,000 plus for the streets.

Mr. Frega said we have a cost of \$4,117,000, rounded to \$4,200,000 plus 5% contingency for unknowns because they do come up. We need to add \$200,000 to the \$4,200,000. Mr. Frega stated that he would hope to go out for bid in January and get a contract firmed up by January or February for start of construction March 15 or April 1st, thereabouts. He claims it is one of the best times to go out for bid. Parking lot fee has to be added on. Frega's fee is about \$450,000 plus additional field time to be added on. We should carry about \$500,000 for architectural, engineering, and reimbursables. Mr. Frega's fees would not be lowered if we just went with the shell on the lower level because they do more work that way. Mr. Frega stated that they would work with us regarding these fees. They will not take advantage of us. It is better to figure a little higher so we do not get any surprises in the end. Mr. Frega stated that we are looking at \$4,900,000 including everything and their fees. Trustee Green, Chair of the Building Expansion Committee, spoke with the Mayor and he stated that \$5,200,000 would be all inclusive of everything.

Once the Board votes on this contract, we should advise Mr. Frega and they would probably need about two weeks to clean everything up in order to go out for bid. The only bottleneck is the first building on 79th Street. They need this space in order to start digging and to let the contractor know a definite date to start. The bidders need four weeks time. The target date to start is March 15th - April 1st, 2004. This is all contingent upon if everything goes smoothly.

The Mayor said that after we decide on what we want to do, for us to go out for bonds, it has to go to a public hearing and then he is looking at the first Village Board meeting in December. Mr. Frega stated that we cannot do anything until this goes out for public hearing and it does not pay to go out for bid December 15th because of holiday time. Target date for bid is beginning of January. Mr. Frega stated that they would work with us and extend the contract.

Mr. Frega left at 12:30 p.m.

Discussion held.

Mr. Frega reentered with an afterthought. We have not addressed the furniture, however, we have some extra money (probably about \$100,000) which could cover this cost. Carpeting is included with the building. Movable furniture is not.

Motion was made by Trustee Safaa Zarzour to proceed with the original full expansion plan. Seconded by Trustee Arlene Jaguszewski. All in favor.

Motion was made by Trustee Arlene Jaguszewski to go out for the 33% tax increase. Seconded by Trustee Violet Bradley. Motion passed with a roll call.

Motion made by Trustee Fran Green to amend the motion to ask the Village Board to issue bonds for the 33% tax increase. Seconded by Trustee Violet Bradley. Motion passed with a roll call.

Motion made by Trustee Safaa Zarzour, seconded by Trustee Arlene Jaguszewski. To adjourn the meeting at 12:45 p.m.

Respectfully submitted:

A handwritten signature in cursive script, reading "Lila L. Marek". The signature is fluid and elegant, with the first letters of each word being capitalized and prominent.

Lila L. Marek, Secretary
Board of Trustees

Date Reviewed:

**BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
MONDAY, DECEMBER 8, 2003**

President John Altar called the meeting to order at 7:00 p.m. A roll call was taken with the following Board of Trustees in attendance: Trustee Arlene Jaguszewski, Trustee Frances Green, Trustee Violet Bradley, Trustee Lila Marek, and Trustee John Altar. Trustee William Cronch, and Trustee Safaa Zarzour were absent. Kari Hanson the Director was also present.

- 2003-89** A motion was made by Trustee A. Jaguszewski and seconded by Trustee L. Marek to approve the agenda for the December 8, 2003 meeting.

Ayes: A. Jaguszewski, F. Green, V. Bradley, L. Marek and J. Altar
Nays: None
Absent: W. Cronch and S. Zarzour

Motion carried.

- 2003-90** A motion was made by Trustee L. Marek and seconded by Trustee V. Bradley to approve the Minutes of the Regular Meeting held on Monday, November 10, 2003.

Ayes: A. Jaguszewski, F. Green, V. Bradley, L. Marek and J. Altar
Nays: None
Absent: W. Cronch and S. Zarzour

Motion carried.

- 2003-91** A motion was made by Trustee F. Green and seconded by Trustee A. Jaguszewski to approve the Minutes of the Special Meeting held on Monday, November 17, 2003.

Ayes: A. Jaguszewski, F. Green, V. Bradley, L. Marek and J. Altar
Nays: None
Absent: W. Cronch and S. Zarzour

Motion carried.

At 7:09 p.m. Trustee S. Zarzour arrived.

2003-92 A motion was made by Trustee L. Marek and seconded by Trustee A. Jaguszewski to approve the financial statement of November 30, 2003.

Ayes: A. Jaguszewski, F. Green, V. Bradley, L. Marek,
S. Zarzour, and J. Altar
Nays: None
Absent: W. Cronch

Motion carried.

2003-93 A motion was made by Trustee A. Jaguszewski and seconded by Trustee L. Marek to transfer \$41,000.00 from the Illinois Fund Account to the Bridgeview Bank and Trust checking account for the bills numbered #29316 - #29362 and the December 15, 2003 payroll.

Ayes: A. Jaguszewski, F. Green, V. Bradley, L. Marek,
S. Zarzour, and J. Altar
Nays: None
Absent: W. Cronch

Motion carried.

Director's Report:

The Director submitted her report and informed the Board of the ADT alarm system being set-off from the dust due to the construction going on at the library. Internet use is working out fine.

Unfinished Business:

a) Building Expansion - The ordinance passed. The library needs to authorize the Frega & Associates to send out the bids.

b) ByLaws Business - The Board has decided not to change their policy on public participation.

2003-94 A motion was made by Trustee A. Jaguszewski and seconded by Trustee L. Marek to add two sentences in present ByLaw Section #1A and to approve the amendment and include it in current ByLaws; Section 1A - We conduct our meetings in strict compliance with the State Open Meeting's law. The law requires that our

board meetings be open for public observation, but it does ^{not} ~~into~~ require that the public be allowed to participate in the meetings.

Ayes: L. Marek, A. Jaguszewski, and J. Altar
Nays: V. Bradley, F. Green and S. Zarzour
Absent: W. Cronch

Motion not carried.

New Business:

a) ALA Mid-Winter Conference.

2003-95 A motion was made by Trustee S. Zarzour and seconded by Trustee V. Bradley to agree to send the following Board of Trustees to the ALA Mid-Winter Conference; Trustee Lila Marek and Trustee Frances Green.

Ayes: A. Jaguszewski, F. Green, V. Bradley. S. Zarzour,
L. Marek and J. Altar
Nays: None
Absent: W. Cronch

Motion carried.

b) PLA Conference.

2003-96 A motion was made by Trustee S. Zarzour and seconded by Trustee A. Jaguszewski to agree to send the following Board of Trustees to the PLA Conference; Trustee Frances Green, Trustee Arlene Jaguszewski and Trustee Lila Marek.

Ayes: A. Jaguszewski, F. Green, V. Bradley. S. Zarzour,
L. Marek and J. Altar
Nays: None
Absent: W. Cronch

Motion carried.

c) Staff Holiday Gift Card – Staff will receive gift certificates from Dominick's.

2003-97 A motion was made by Trustee L. Marek and seconded by Trustee A. Jaguszewski to give the entire staff including the Director, a holiday gift card from Dominick's in the amount of \$25.00 each.

Ayes: A. Jaguszewski, F. Green, V. Bradley. S. Zarzour,
L. Marek and J. Altar
Nays: None

Absent: W. Cronch

Motion carried.

d) HVAC Contract - Controlled Environment will no longer service the library. Inland Mechanical Services has been selected as the new contractor to maintain the HVAC system at the library.

2003-98 A motion was made by Trustee F. Green and seconded by Trustee L. Marek to accept the Inland Mechanical Services contract as our contractor for the HVAC system at the library.

Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
L. Marek and J. Altar

Nays: None

Absent: W. Cronch

Motion carried.

e) Old Audio Tapes – The director will check with the attorney for his recommendation on storage of audio tapes from past board meetings. The director will also check out State Records and advise the Board at next month's meeting.

2003-99 A motion was made by Trustee A. Jaguszewski and seconded by Trustee L. Marek to adjourn the meeting.

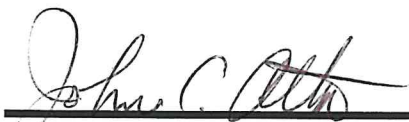
Ayes: A. Jaguszewski, F. Green, V. Bradley, S. Zarzour,
L. Marek and J. Altar

Nays: None


Absent: W. Cronch

Motion carried.

The meeting ended at 8:39 p.m.



John Altar, Board President



Lila Marek, Board Secretary