

**BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
MONDAY, JANUARY 12, 2004**

The meeting was called to order by President John Altar at 7 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 William Cronch and Trustee John Altar. Trustee Frances Green and Trustee Lila Marek were absent due to official library business. Kari Hanson the Library Director was also present.

**2004-01** A motion was made by Trustee Violet Bradley and seconded by Trustee William Cronch to approve the agenda for Monday, January 12, 2004.

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

Motion carried.

**2004-02** 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, December 8, 2003 pending the correction on motion #2003-94 to delete the word "into" and replace it with the word "not".

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

Motion carried.

**2004-03** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Arlene Jaguszewski to approve the financial statement of December 2003.

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

Motion carried.

**2004-04** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee William Cronch to transfer \$35,000 from the Illinois Fund Account to the Bridgeview Bank & Trust checking account for the bills numbered #27418 - #27460 and the January 15, 2004 payroll.

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

Motion carried.

**Director's Report:**

Kari Hanson submitted her report to the Board. She thanked the Board on behalf of the staff for gift cards they received.

**Unfinished Business:**

- a) Building Expansion – The Board received current costs from the architect pertaining to the building expansion.
- b) Old Meeting Audio Tapes – The State archivists confirmed you cannot reuse or delete tapes without the States permission. The proper protocol is: 1) The tapes must be added to a list of records and; 2) Permission must be granted to destroy the tapes.

**New Business:**

- a) ILA Trustee Forum Spring Workshop – The Hickory Ridge form must be completed by February 20, 2004. The meeting will be held on March 19 and 20, 2004.
- b) Lighthouse Technology Quotes – There are 2 hours left on the block of computer time purchased on September 2002.

**2004-05** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Violet Bradley to approve the purchase of 50 hours of computer repair time in order to service our computer equipment from Lighthouse Technology for the amount of \$5,500.00.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, W. Cronch,  
and J. Altar

Nays: None  
Absent: F. Green and L. Marek

Motion carried.

**2004-06** A motion was made by Trustee Arlene Jaguszewski and Trustee William Cronch that Frega Associates be authorized to complete the drawings and specifications and to release them for bids during the week of January 19, 2004. The architect will pre-qualify the contractor and bids will be received and opened by the Library Board on or about February 25, 2004.

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

Motion carried.

**2004-07** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee William Cronch to adjourn.

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

Motion carried.

The meeting ended at 7:37 p.m.

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John Altar, Board President  

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Lila Marek, Board Secretary

**BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
MONDAY, FEBRUARY 9, 2004**

The meeting was called to order by Vice-president Arlene Jaguszewski at 7 p.m. A roll call was taken with the following Board of Trustees in attendance: Trustee Frances Green, Trustee Violet Bradley, Trustee William Cronch, Trustee Lila Marek and Trustee Arlene Jaguszewski. Kari Hanson, the library director, was also present. Trustee John Altar was absent. Trustee Safaa Zarzour arrived at 7:15 P.M.

- 2004-08** A motion was made by Trustee Frances Green and seconded by Trustee Violet Bradley to approve the agenda for Monday, February 9, 2004.

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

Motion carried.

- 2004-09** A motion was made by Trustee William Cronch and seconded by Trustee Violet Bradley to approve the Minutes of the Regular Meeting held on Monday, January 12, 2004 pending the stipulated corrections.

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

Motion carried.

- 2004-10** A motion was made by Trustee Violet Bradley and seconded by Trustee William Cronch to approve the financial statement of January 2004.

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



Motion carried.

Trustee Safaa Zarzour arrived at 7:15 P.M.

- 2004-11** A motion was made by Trustee Lila Marek and seconded by Trustee Violet Bradley to transfer \$58,000 from the Illinois Fund Account to the Bridgeview Bank & Trust checking account for the bills numbered #27506 - #27555 and the February 15, 2004 payroll.

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

Motion carried.

**Director's Report:**

Kari Hanson submitted her report to the Board. She thanked Trustee William Cronch for arranging for the use of a 10-foot ladder from the Public Works Department so that light bulbs could be changed.

**Unfinished Business:**

- a) Building Expansion – Trustee Frances Green distributed an update on the library's expansion plans and a copy of a letter from Director of Special Projects, William Green, regarding the demolition of the three houses across the street.
- b) ILA Trustee Forum Spring Workshop – Trustee Frances Green distributed a workshop schedule.

- 2004-12** A motion was made by Trustee William Cronch and seconded by Trustee Violet Bradley to approve attendance for five or six trustees and the director at the ILA Trustee Forum Spring Workshop.

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

Motion carried.

**New Business:**

- a) The library's outdoor sign is not working well. The board discussed the possibility of having a moving message sign installed after the building expansion

is finished. The idea of installing a wooden construction sign also was discussed. Trustee William Cronch will talk to someone from Slack Signs

**2004-13** A motion was made by Trustee William Cronch and seconded by Trustee Lila Marek to have a construction sign made and installed.

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

- b) Internet time limit – This was referred to the library's Policy Committee.
- c) Library attorney – The library has received a letter of resignation from the library's attorney, Vincent Cainkar. The attorney search committee will have names and resumes of potential attorneys at the next meeting.

**2004-14** A motion was made by Trustee Frances Green and seconded by Trustee Lila Marek to accept the letter of resignation from the library's attorney, Vincent Cainkar.

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

Motion carried.

- d) ALA Annual Conference

**2004-15** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Lila Marek that those attending conferences are responsible for making their own reservations for housing and transportation.

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

Motion carried.

Trustee Frances Green mentioned two additional items regarding the expansion. She said that outdoor and parking lot lighting needed to be considered. Security cameras were also mentioned. Trustee Green also mentioned that the *Bridgeviews* was going to be having a construction project report page that she will be working on. There was a brief discussion of a potential groundbreaking date of April 3<sup>rd</sup>. Trustee Arlene Jaguszewski reminded trustees of a meeting regarding the selection of finish materials.


The date for the LACONI dinner is scheduled for Friday, April 30<sup>th</sup> at a new location in Lombard.

**2004-16** A motion was made by Trustee Safaa Zarzour and seconded by Trustee William Cronch to adjourn.

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

Motion carried.

The meeting ended at 7:50 p.m.

  
Arlene Jaguszewski, Board Vice-president

  
Lila Marek, Board Secretary

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SPECIAL SESSION  
February 10, 2004

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

Trustees Absent: Safaa Zarzour, Violet Bradley, John Altar

Director Present: Kari Hanson

Guests: Architect John Frega, Architect Fred Lontoc, George Mitchell

This informal meeting opened at 2:45 p.m. The purpose of this meeting is to select finishes for the new building and to discuss bid procedures.

Mr. Frega said we are almost up to thirty bids for our new construction. They are going to try to make the pre-qualifications a little tougher to try to weed out some of these bids. Attached is a list of pre-qualifications along with asking for \$50,000 cash up front to start the project. Everyone in attendance was in agreement.

Mr. Frega said the front entrance doors as they designed will cause problems with inclement weather. As designed, there are two sliding doors at the entry opening six feet and then twelve feet back there is another set of two sliding doors. With such a large opening, the cold air comes in rapidly before they can close. He is suggesting that we go with two 3'4" swinging doors in place of the sliders.

We looked at and discussed tile and carpet selections. We did not come to a definite decision. They will bring more samples for our next meeting to be held on February 17, 2004 at 1:30 p.m. after the pre-qualification meeting.

Landscaping won't be until about four to five months before the end of the project. Mayor Landek has someone in mind that will take care of it.

The new section should be pretty well done before phasing in the old. They will try to minimize phasing in. Divider walls will be used. They are looking at 390 days for completion.

Meeting adjourned at 4:00 p.m.

Respectfully submitted:



Lila L. Marek  
Trustee Board Secretary

**Bidgeview Public Library**

**Contractors Pre-Qualification Criteria**

1. Project Size and Scope and Complexity (Multi-Phased)  
Minimum 3 projects complete with references.  
Name: Owner and Architect
2. Construction in occupied facility.
3. Work performed with own forces.
4. Financial Stability.
5. Adherence to Project Schedule.
6. Minimum 10 years documented experience.
7. References/minimum 10 references.
8. Provide for last 5 completed projects: a list of liens placed against projects and settlement claims.
9. Question: Have you ever failed to complete a project or have been released or have had contract terminated?



411 South Wells Street  
Chicago, Illinois 60607  
(312) 663-0640

Architects  
Engineers  
Planners

FAX (312) 663-0834

Date: 2/10/04  
Project  
Name & No.: BRIDGEVIEW LIBR.  
Subject: \_\_\_\_\_

*Attendees*

*John Frega*

*312-663-0640*

*Bill Kuhn*

*John Mark*

*Don Mitchell*

*Mike Hanson*

*Arlene Jaguszewski*

*Steven Klein*

*FRED KLONTE*

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SPECIAL SESSION  
February 19, 2004

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

Trustees Absent: Safaa Zarzour, William Cronch

Director Present: Kari Hanson

Guests: Architect John Frega

President John Altar opened the meeting at 1:38 p.m.

Mr. Frega took over the meeting and said we had a lot to accomplish. We need to go over the qualification of the contractors who submitted a bid; who and who is not qualified; and to review the phasing plan.

1:43 p.m. Kari Hanson joined the meeting.

Twenty-four contractors submitted bids. Mr. Frega is recommending fifteen. He and three other architects of his firm compiled a listing of bids received from contractors.. They recommended fifteen, and disqualified nine. At this point he reviewed these qualifications with the board.

Trustee Fran Green made a motion to accept the fifteen pre-qualified bids, seconded by Trustee Arlene Jaguszewski.

Attached, see copy of Order of Preference and Acceptance of the Alternates from Frega Associates.

Discussion held. There is an approximate cost of \$25,000 difference from concrete to pavers (G-1); approximately \$20,000 for moveable partitions (G-3); approximately \$75,000 for a separate 20' x 8' utility building (G-5 and R-2); and approximately \$50,000 for roof metal framing deck (G-2).

The board agreed to rearrange this list according to our priorities as follows: Number 1: G-5 and R2; Number 2: G-1; Number 3: G-3; Number 4: G-4; Number 5: G-2. A motion was made by Trustee Arlene Jaguszewski, and seconded by Trustee Lila Marek to accept this rearrangement.

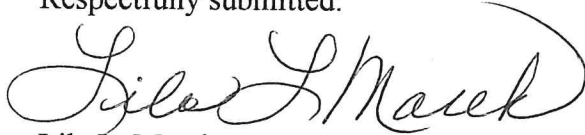
390 days or 13 months is allowed per contract for construction. Phase 1 and 2 will take probably about a year, and phase 3 maybe about two to three months. Construction will probably take about fifteen months. Time card charges will be added as per time allotted on the contract.

Selection of materials was our next order of business. We looked at samples of carpeting, tile, colors for children's washrooms, and colors for the lower level. Frega is to bring out more selections for our approval on the day of opening of the bids.

We will meet on Tuesday, March 3, 2004 at 3:00 p.m. to open our bids. We will open, record, and get back to the bidder. We will make recommendation the week of March 8<sup>th</sup> or 15<sup>th</sup>. We should have an attorney on hand. Frega Associates will notify the qualifiers by mail. Everything else needs to be kept within the board office.

*Suspended*  
Meeting ~~adjourned~~ at 3:28 p.m.

Respectfully submitted:

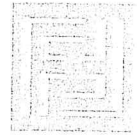
A handwritten signature in cursive script, reading "Lila L. Marek". The signature is fluid and elegant, with the first name "Lila" and last name "Marek" clearly distinguishable.

Lila L. Marek  
Trustee Board Secretary

**Frega Associates, Ltd.**

411 South Wells Street  
Chicago, Illinois 60607  
312.663.0640  
FAX: 312.663.0834

Architects  
Engineers  
Planners



**Bridgeview Public Library Addition**

**2/19/04**

**Subject: Order of Preference and Acceptance of the Alternates**

R-1 (Separate Listing) This alternate, a deductible alternate, will only be accepted if the Project Budget is exceeded by the Base Bids.

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**Listing of Additive Alternates (in order of acceptance)**

G-3 Lower Level – Public Meeting Room Movable Partition

G-1 Entry Plaza – Concrete Pavers

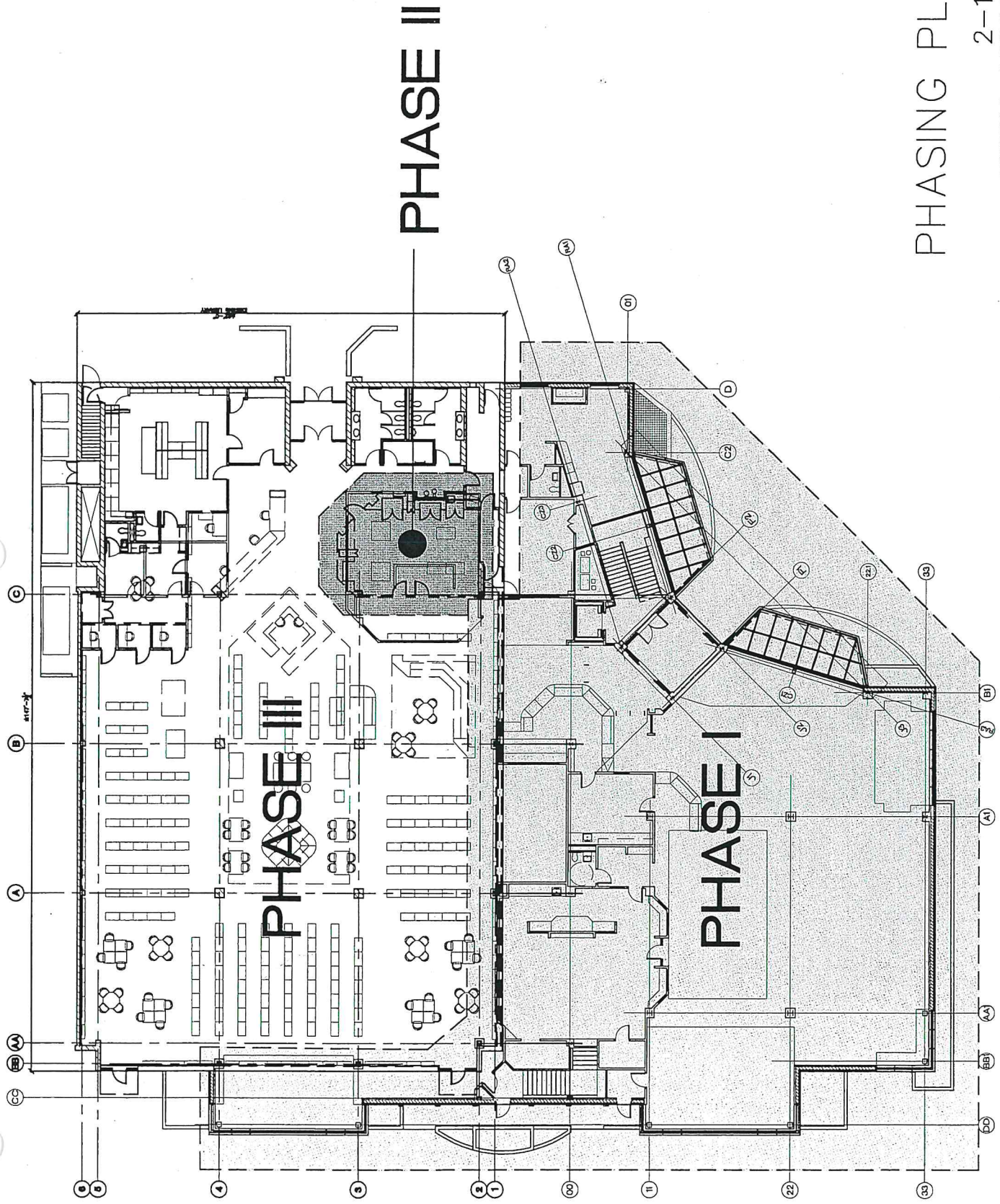
G-5 & R-2 Site Plan – Parking Area – Build the Utility Building and the corresponding Metal Roofing.

G-4 Lower Level – Storage Rooms – Provide VCT and Base, and Bulletin Boards & Acrylic Wall Panels.

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G-2 *NO* Roof Metal Framing Deck – Provide 3" Concrete Fill on roof metal framing deck.





PHASING PLAN  
2-19-04  
FREGA ASSOCIATES

BRIDGEVIEW LIBRARY



Second phase of Special Library Board Meeting:

Resumed at 3:30 p.m.

We received a letter from a patron requesting that the board incorporate a drive by drop-in box for return of library materials.

We will place this item on the agenda for the March 8<sup>th</sup> Regular Board Meeting. Trustees Arlene, Fran, and Lila offered to bring back information from the PLA Conference.

We had the first reading of the new Internet Policy. This policy will also be read at the March 8<sup>th</sup> board meeting.

A special meeting is scheduled for Monday, March 1<sup>st</sup> at 6:00 p.m. to discuss hiring a new attorney for the board. Two names were mentioned: and Janet Pesche of Klein, Thorpe and Jenkins; and Burt Odelson..

Motion to adjourn was made at 3:47 p.m. by Trustee Arlene Jaguszewski, seconded by Trustee Violet Bradley.

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

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SPECIAL SESSION  
March 1, 2004

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

Director Present: Kari Hanson

Guest: Mr. Mark H. Sterk, Attorney

President John Altar opened the meeting at 6:04 p.m. This special meeting was called to interview attorney firms and to retain an attorney to represent the Bridgeview Public Library.

Mr. Mark H. Sterk from Odelson & Sterk, Ltd. law firm was present after sending in a resume. He reiterated many things that were stated in the resume. He claimed they were a downtown law firm with a suburban office, Evergreen Park. The firm bills on a monthly basis only on an as needed basis at \$165 per hour.

I had received a resume from Janet Petsche of Klein, Thorpe and Jenkins, Ltd. This was a very impressive resume of which I made a copy of for each board member. The firm deals with library law from a downtown Chicago office. Since it was such a last minute request, they were unable to send a representative. However, Janet Petsche did call me direct from Florida and reiterated that she is still a partner representing this firm and had quite a discussion of library law..

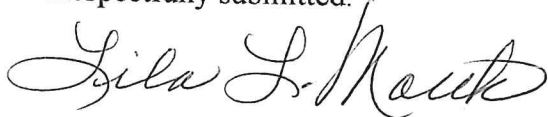
Discussion was held and a decision was made..

Motion was made by Trustee Arlene Jaguszewski, seconded by Trustee Bill Cronch to retain the firm of Odelson & Sterk, Ltd. Everyone was in agreement with Trustee Safaa Zarzour abstaining because of conflict of interest.

We will meet on Tuesday, March 2, 2004 at 3:00 p.m. to open the construction bids received.

Motion to adjourn the meeting at 6:35 p.m. was made by Trustee Arlene Jaguszewski, seconded by Violet Bradley.

Respectfully submitted:



Lila L. Marek  
Trustee Board Secretary

**BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
MONDAY, MARCH 8, 2004**

The meeting was called to by President John Altar at 7:05 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 Safaa Zarzour, Trustee Lila Marek and Trustee John Altar. Trustee William Cronch was absent. Kari Hansen the Library Director was also present.

- 2004-17** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Safaa Zarzour to approve the agenda for Monday, March 8, 2004.

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

Motion carried.

- 2004-18** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Arlene Jaguszewski to approve the Minutes of the Regular Meeting held on Monday, February 9, 2004.

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

Motion carried.

- 2004-19** A motion was made by Trustee Frances Green and seconded by Trustee Arlene Jaguszewski to approve the Minutes of the Special Meeting held on Tuesday, February 10, 2004.

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

Motion carried.

**2004-20** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Frances Green to approve the Minutes of the Special Meeting held on Thursday, February 19, 2004 pending the correction on page 2 to stipulate "suspend" instead of adjourn.

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

Motion carried.

**2004-21** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Violet Bradley to approve the Minutes of the Special Meeting held on Monday, March 1, 2004.

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

Motion carried.

**2004-22** A motion was made by Trustee Lila Marek and seconded by Trustee Violet Bradley to accept the financial statement of February 2004.

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

Motion carried.

**2004-23** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Lila Marek to transfer \$45,000.00 from the Illinois Fund Account to the Bridgeview Bank and Trust checking account for the bills numbered #27599 - #27642 and the March 15, 2004 payroll.

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

Motion carried.

**Director's Report:**

Kari Hanson submitted her report to the Board. The State Archives Department approved the addition of audio tapes and the destruction of them.

**2004-24** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Violet Bradley to allow Ms. Melissa Ashley to speak at the Board Meeting regarding an incident that occurred at the library pertaining to inappropriate internet accessibility accomplished by a library patron.

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

Motion carried.

The Board thanked Melissa Ashley for bringing this incident to their attention and assured her they would seriously look into the matter.

**Unfinished Business:**

a) Building Expansion – The demolition of the two homes will be accomplished as soon as the permit is approved.

**2004-25** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Arlene Jaguszewski to approve the Acceptance of Alternates – R1, G3, G4, G5 and R2.

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

Motion carried.

**2004-26** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Safaa Zarzour to accept the Internet Policy #3 revision, "3. Availability. The Internet access computers are available during hours when the library is open and are subject to periodic maintenance. The two Internet access computers in the Children's Activity room are available during hours when the library is open except when the room is being used for an event or program. If there is a waiting line to use the Internet access computers, patrons will be asked to limit their use to one hour. *During peak*



*hours (3 p.m. to 8 p.m. Monday through Thursday and 10 a.m. to 2 p.m. on Sunday) patrons will be asked to limit their used to 30 minutes if there is a waiting line.*

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

Motion carried.

**New Business:**

a) Attorney Opinion – The Board Attorney stated it is appropriate for an elected official to make motions.

b) Computer purchase – The library staff is in need of new computers. (The Board deviated from the agenda. The Budget will be discussed towards the end of the meeting.)

**2004-27** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Violet Bradley to purchase four Dell Pentium Computers from Dell Computers for staff office use.

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

Motion carried.

c) Long Range Plan – A Special Meeting will be held on March 15, 2004 to determine on how to proceed with the Executive Service Core.

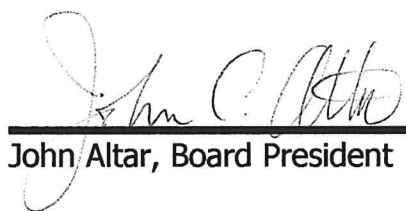
d) Budget – The Board reviewed the draft Budget for 2004 for the library.

**2004-28** A motion was made by Trustee Violet Bradley and seconded by Trustee Safaa Zarzour to adjourn.

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 8:51 p.m.



John Altar, Board President



Lila Marek, Board Secretary

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SPECIAL MEETING  
March 15, 2004

Trustees Present: John Altar, Lila Marek, Violet Bradley, Safaa Zaraour  
Arlene Jaguszewski

Trustees Absent: Frances Green, William Cronch

Director Present: Kari Hanson

Guests: Mr. Peter Sawers, Co-Project Manager/Executive Service Corp of Chicago

President John Altar opened the meeting at 6:36 p.m. This special meeting was called to discuss a consulting firm agreement needed for the Illinois State Per Capita Grant.

Director Hanson introduced Mr. Sawers to the trustees. He said they have designed a program to meet the deadline of July 1<sup>st</sup>. Mr. Jim Radcliffe lives a little closer to the library and will also be working a little more with us.

Trustee Green entered the meeting at 6:39 p.m.

Some work and effort will be needed on the library's part. They will interview each trustee and employee for their detailed input on strategic issues for the library. This will probably last about one hour each. They would like a smaller work group of three or four people to work with and will meet four or five times. There will also be an all day retreat for staff, trustees, heads of departments and the director in order to work on the vision and mission statements for the library. The length of time depends on the agenda.

A mission statement is what you do presently for the library, and a vision statement is the goal for the distant future.

At 7:17 p.m. Mr. Sawers left and a discussion was held.

Trustee Zarzour made a motion to sign a contract with Executive Service Corps for the amount of \$5,000, seconded by Trustee Jaguszewski.

Trustee Marek mentioned looking into using some rooms either at the Bridgeview Park District or the Bridgeview Community Center for the all day retreat. This would save the library money as opposed to going outside of the village.

The retreat is to be held May 3, 2004 from 9:00 a.m. to 4:00 p.m.

Communication was held with Attorney Sterk regarding a patron complaint. The patron should contact the police department. Attorney Sterk is to research and come back to us with suggestions for a policy that would be covered by this dilemma. The picture that the patron pulled off of the internet was not the person. The police needs to handle this problem.

Motion was made by Trustee Green to adjourn the meeting, seconded by Trustee Marek.

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.

Lila L. Marek, Secretary  
Board of Trustees

Date Accepted:



BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SPECIAL MEETING  
March 27, 2004

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

Director Present: Kari Hanson

Guests: Mr. John Frega, Mr. Rudy Cussay, Mr. Mark Sterk, Mr. Bill Green

President John Altar opened the meeting at 6:02 p.m. This special meeting was called to award the bid for construction of the Bridgeview Library Expansion.

Mr. Frega said that we have two identical low bids from Poulos and International. Each on gave a presentation of such at a previous meeting. Poulos gave a homey presentation and International gave a more high tech presentation. Attached is a letter from Mr. Bill Green in which he has pointed out some interesting statements. Neither company is top of the line but they were able to work with them. Upon looking at the presentations of work, Mr. Frega said that Poulos is about five to one with International. The superintendent for Poulos that Mr. Frega would like them to use is Craig. A top notch guy. It is a hard decision to make and he would like for us to hopefully make a decision tonight. Poulos claims the job would be completed by May 2005 and International set a date of February. Mr. Frega does not think this job would be done until June or July 2005. We are looking to start May 3, 2004. If this happens, August 1<sup>st</sup> 2005 would make Mr. Frega a happy guy. Poulos' insurance falls within the parameters of 80 plus, while International is a little higher. Poulos would have a 15% mark up for outside contractors, 10% for his own, while International would have 2% difference. For deletion of work, credit is given but not for them to manage. Poulos has not done libraries, but they have done public buildings. 390 day obligation is in the contract. We decided to omit G-2 of which Poulos bid \$34,000 and International bid \$37,963. Instead, we are opting for rigid insulation and waterproofing of which ABS cost is \$11,000.

Mr. Frega would like two board members to attend meeting with the general contractor and the roofing contractor and they in turn can relay information to the board.

Discussion was held by the board regarding a decision on the general contractor.

Trustee Altar made a motion to award the bid for Bridgeview Library expansion to Poulos, seconded by Trustee Zarzour. All in favor.

Trustee Zarzour made a motion to award the bid for roofing to ABS Roofing, seconded by Trustee Jaguszewski. All in favor.



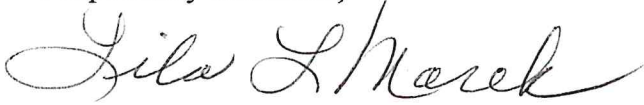
Next process would be to award the contract to Poulos. Attorney Sterk to review the contract and sign and authorize the go ahead with the procedures. The project manager and the superintendent along with the general contractor will be asked to attend our regular board meeting on Monday, April 12, 2004 at 7:30 p.m. along with ABS. Mr. Sterk to take care of letters of intent. Make sure they have all subs.

Architect firm to design an announcement sign for construction at a probable cost of \$750 each. They recommend two signs. This will be reviewed by the board.

Trustee Cronch had a concern about the water main. Do we want the hydrant southwest of the dumpster and also it should be placed 100 feet from the building. Everyone agreed.

Motion to adjourn the meeting at 6:50 p.m. was made by Trustee Green, seconded by Trustee Marek.

Respectfully submitted,

A handwritten signature in cursive script, reading "Lila L. Marek". The signature is fluid and elegant, with a long, sweeping underline that extends to the right.

Lila L. Marek, Secretary  
Board of Trustees

Accepted:

**BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
MONDAY, APRIL 12, 2004**

President John Altar called the meeting to order at 7:05 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 William Cronch, Trustee Lila Marek, and Trustee John Altar. Kari Hansen the Library Director was also present.

- 2004-29** A motion was made by Trustee Frances Green and seconded by Trustee Lila Marek to approve the amended agenda; table item 9C – May Election of Officers and correct item 4 – Minutes; Special Meetings, to include the dates March 15<sup>th</sup>, March 23<sup>rd</sup>, along with March 22<sup>nd</sup> and March 24<sup>th</sup>.

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

Motion carried.

- 2004-30** A motion was made by Trustee Safaa Zarzour and seconded by Trustee William Cronch to approve the Minutes of the Regular Meeting held on Monday, March 8, 2004.

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

Motion carried.

- 2004-31** A motion was made by Trustee Violet Bradley and seconded by Trustee Arlene Jaguszewski to approve the Minutes of the Special Meeting held on Monday, March 15, 2004.

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

Motion carried.

**2004-32** A motion was made by Trustee William Cronch and seconded by Trustee Arlene Jaguszewski to approve the Minutes of the Special Meeting held on Tuesday, March 23, 2004.

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

Motion carried.

**2004-33** A motion was made by Trustee Frances Green and seconded by Trustee Violet Bradley to accept the financial statement of March 2004.

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

Motion carried.

**2004-34** A motion was made by Trustee Lila Marek and seconded by Trustee Arlene Jaguszewski to transfer \$47,000.00 from the Illinois Fund account to the Bridgeview Bank and Trust checking account for the bills numbered #27685 - #27728 and the April 15, 2004 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 Hansen submitted her report for the Board to review.

**Unfinished Business:**

a) Building expansion

1. Meeting with contractors – the last of the three homes was demolished.
2. Building construction sign – will be done in two weeks.
3. Insurance – the insurance broker could not gather the information in time for this meeting. Tentative meeting will be held on Monday, April 19<sup>th</sup> at 7 p.m.

**2004-35** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Lila Marek to accept the sign as produced with the exception to remove the titles of the Officers of the Board of Trustees.

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

Motion carried.

4. Asbestos testing report – the schedule was passed to the Board. Two traces of asbestos were located in the chimney.

At 7:35 p.m. Frega & Associates gave their presentation pertaining to the library expansion. At 8:09 p.m. they concluded their presentation.

**2004-36** A motion was made by Trustee William Cronch and seconded by Trustee Arlene Jaguszewski to approve the color Heimloch Green for the library roof.

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

Motion carried.

b) Special Events – The ground breaking will be held on Sunday, April 18<sup>th</sup> at 1:00 p.m. Invitations were sent and flyers have been circulated to everyone. For the record, Trustee Lila Marek resigned from the Special Events Committee.

**New Business:**

a) Audit – the management letter had two recommendations for the library; 1) the petty cash reconciliation program and 2) to verify accuracy of payroll.

**2004-37** A motion was made by Trustee Lila Marek and seconded by Trustee Violet Bradley to approve the fiscal meeting dates for the library Board of Trustees monthly meetings. They will occur every second Monday of the every month at 7 p.m. for the calendar year of 2005.

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



Motion carried.

c) May Election of Officers – Item tabled.

d) 103<sup>rd</sup> and Harlem TIF District – Trustee Safaa Zarzour will look into this specific matter and report back to the Board.

→ e) Administrative Professional's Day Luncheon - The Chamber of Commerce will sponsor this luncheon on Wednesday April 21<sup>st</sup>.

f) Lanconi Dinner – The Board will consider attending this function.

G) Prairie Trails Public Library Anniversary – The 35<sup>th</sup> Anniversary will take place on Saturday, April 17<sup>th</sup> at 1 p.m.

**2004-38** A motion was made by Trustee Safaa Zarzour and seconded by Trustee William Cronch to allow Donna Ashley, Richard Neumann, Linda Neumann, and Margaret Halwoix to speak regarding follow-up on the internet incident.

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


Motion carried.

**2004-39** A motion was made by Trustee Violet Bradley and seconded by Trustee William 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 adjourned at 8:54 p.m.

  
\_\_\_\_\_  
John Altar, President

  
\_\_\_\_\_  
Lila Marek, Board Secretary



BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SPECIAL MEETING  
April 19 2004

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

Trustees Absent: William Cronch

Director Present: Kari Hanson

Guests: Mr. Stephen Marcos, J. N. Marcos Insurance Agency  
Mr. Mark Sterk, Attorney

President John Altar opened the meeting at 7:00 p.m. This special meeting was called to discuss a construction insurance policy, and to meet with Attorney Sterk to review and sign the construction agreement with Poulos Construction Company.

Mr. Marcos discussed the insurance policies that we will need for the upcoming construction. There are two property policies needed: one for the \$3,100,000 addition and one to cover the roofing. The other policy needed covers liability and will serve as legal counsel. Owners and Contractors Protection policy should be in effect immediately. Rates will be prorated if building goes beyond contract date. The only stipulation they make is to have a fence of six feet in height around the building. Total of \$14,007 includes four policies and will be invoiced. Co-insurance covers the building only at 100% and not for its contents..

Discussion and clarification of these policies was held. Once roof is secured, the OCP roofing policy can be canceled. Mr. Marcos will get back to us with revisions of alternative amounts.

We have time after completion of building to converge new addition insurance into existing policy (30-60-90 days).

Mr. Marcos left and we thanked him for coming.

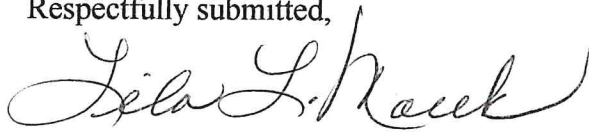
Since Mr. Sterk still had not arrived, he was contacted by phone, and he claimed that he was unaware of this meeting.

The board tentatively set Monday, April 26, 2004 at 7:00 p.m. for another meeting for the same purpose.

Discussion was held regarding the hiring of someone, perhaps Sylvia, to come to our special meetings and take minutes that are presently being taken by the secretary of the board. This will free up the secretary of the board to take an active part in the discussions and business transacted at the board's special meetings.

Motion was made by Trustee Jaguszewski to adjourn the meeting, seconded by Trustee Bradley.

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 Accepted:

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SPECIAL MEETING  
April 26 2004

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

Director Present: Kari Hanson

Guests: Mr. Mark Sterk, Attorney

President John Altar opened the meeting at 7:03 p.m with a roll call. This special meeting was called to discuss the construction insurance policy that Mr. Marcos had presented last week, and to meet with Attorney Sterk to review and sign the construction agreement with Poulos Construction Company.

Mr. Marcos returned a quote for the OCP insurance along with Option II, which reduces our premium by \$58.00. The board discussed this option and decided to go with original quote. The difference was not that great for less coverage.

Mr. Sterk presented the board with a copy of the rider to the construction agreement. He sent a copy to Mr. Marcos and also E-mailed a copy to Mr. Frega. We have the standard AIG 1997 Edition of the contract and there is a shortfall with the contractor.

We have already approved the contract. This is just a rider. No motion to accept this rider is needed as we already approved the contract, which as of this date has not been signed.

Sylvia has agreed to type the minutes of our special meetings. We need to give her the tapes. She has agreed to do this for \$25.00 per.

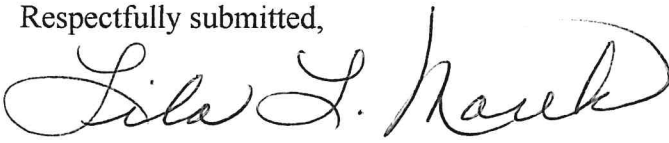
SLS has scheduled another Nitty Gritty Trustee Workshop for Thursday, May 6, 2004 from 6:30 to 8:30 p.m. If anyone is interested, see John after meeting.

Director Kari Hanson asked if everyone has signed and sent in their Statement of Economic Interest. We all took care of this and have already received our receipt.

Regarding the Ethics Act, there are two mandatory ordinances which we will pass at our next regularly scheduled board meeting, Monday, May 10, 2004 at 7:00 p.m.

Motion to adjourn this meeting at 7:25 p.m. was made by Trustee Cronch, seconded by Trustee Jaguszewski.

Respectfully submitted,

A handwritten signature in cursive script, reading "Lila L. Marek". The signature is fluid and elegant, with the first name "Lila" and last name "Marek" clearly distinguishable.

Lila L. Marek, Secretary  
Board of Trustees

Date Accepted:

**BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
MONDAY, MAY 10, 2004**

President John Altar called the meeting to order at 7:02 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 William Cronch, Trustee Lilla Marek, and Trustee John Altar. Kari Hanson, the Library Director and Donna McDonald, an attorney with Odelson & Sterk, were also present.

- 2004-40** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Violet Bradley to approve the agenda with the following amendments; item 4 – Minutes; to add Special Meeting April 19 and April 27.

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

Motion carried.

- 2004-41** A motion was made by Trustee Lila Marek and seconded by Trustee Frances Green to approve the Minutes of the Regular Meeting held on Monday, April 12, 2004 pending the following correction under Special Events - "For the record, Trustee Lila Marek resigned from the Special Events Committee due to lack of contact from Committee Chair pertaining to Special Event meeting date."

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

Motion carried.

- 2004-42** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee William Cronch to refute the comment on motion #2004-41 and to stipulate communication was made by Committee Chair to Trustee Lila Marek pertaining to Special Event Meeting date. And in fact, Trustee Lila Marek added two items to the agenda for that specific meeting and was informed of the purchase of the cake. At that time Committee Chair was not aware of Trustee Lila Marek's dissatisfaction.



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

Motion carried.

**2004-43** A motion was made by Trustee William Cronch and seconded by Trustee Safaa Zarzour to approve the Minutes of the Regular Meeting held on Monday, April 12, 2004 with all the amendments.

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

Motion carried.

**2004-44** A motion was made by Trustee Violet Bradley and seconded by Trustee Arlene Jaguszewski to approve the Minutes of the Special Meeting held on Monday, April 19, 2004.

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

Motion carried.

**2004-45** A motion was made by Trustee Violet Bradley and seconded by Trustee Safaa Zarzour to approve the Minutes of the Special Meeting held on Monday, March 23, 2004 and to stipulate Kari Hanson was not present on the March 24<sup>th</sup> Special Meeting.

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

Motion carried.

**2004-46** A motion was made by Trustee Safaa Zarzour and seconded by Violet Bradley to approve the Minutes of the Special Meeting held on Tuesday, April 27, 2004.

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

Nays: None

Motion carried.

**2004-47** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Lila Marek to approve the financial statement of April 204.

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

Nays: None

Motion carried.

**2004-48** A motion was made by Trustee Safaa Zarzour and seconded by Trustee William Cronch to approve the transfer of \$25,000.00 from the Illinois Funds account to the Bridgeview Bank and Trust checking account for bills numbered #27774-27820 and the May 15, 2004 payroll.

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

Nays: None

Motion carried.

#### **Director's Report:**

Kari Hanson and George Mitchell found the library's scrapbook. The Board is deciding what to do with the scrapbook, possibly giving it the Bridgeview Historical Society. The Board is undecided and will put this item on next month's agenda.

#### **Unfinished Business:**

a) Building expansion – The financial report was distributed to the Board. Trustee Frances Green praised the Village for their diligent work. She also informed the Board that the contracts will be submitted by the end of the week.

b) Internet Filtering – Trustee William Cronch strongly suggested the library move quickly on this issue. Another incident took place at the library regarding access to pornographic sight by a patron. The library utilizes Illinois Century Network and they offer filtering services. Kari Hanson is researching the specifics on this service and the Board decided on an Ad Hoc Committee to act on a temporary protection plan until a permanent solution is determined. Trustee William Cronch and Trustee Safaa Zarzour are on the Ad Hoc Committee.

**2004-49** A motion was made by Trustee William Cronch and seconded by Trustee Safaa Zarzour to place an order on filtering the internet on all library computers based on the Ad Hoc Committee's recommendation.

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

Motion carried.

**New Business:**

a) Ethic Resolution - The resolution was passed out to the Board.

**2004-50** A motion was made by Trustee Frances Green and seconded by Trustee Lila Marek to approve Ordinance #2004-1 Implementing Ethics – "An Ordinance Implementing the Model Ethics Ordinance of the Bridgeview Public Library, Cook County, Illinois."

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

Motion carried.

b) Annual Ordinance Authorizing Public Non Resident Cards – The library will approve the ordinance in order for grants not to be affected.

**2004-51** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Violet Bradley to pass Ordinance #2004-2 – Public Non-Resident Cards.

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

Motion carried.

c) Intergovernmental Agreement Monies – The library will commit to the contract as presented.

**2004-52** A motion was made by Trustee William Cronch and seconded by Trustee Frances Green to approve the Intergovernmental Agreement as presented.

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

Motion carried.

d) ALA Annual Meeting - This meeting is being held in Orlando. It is based on continuing education.

**2004-53** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Violet Bradley to approve the participation of Trustee Frances Green and Trustee Lila Marek to attend the ALA Annual Meeting.

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

Motion carried.

e) Minutes - The Board reiterated meeting minutes are to be submitted in a timely manner. They are due two weeks after the actual meeting. Also, per motion #2002-58 they should have more dialogue in the content of the minutes.

f) Election of Officers – The Board will vote on positions to be held by Board member.

**2004-54** A motion was made by Trustee Safaa Zarzour and seconded by Trustee William Cronch to present to election slate of Officers for the fiscal year 2004-2005:

President - John Altar  
Vice President – Frances Green  
Treasurer – Arlene Jaguszewski  
Secretary – Lila Marek

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

Motion carried.

At 8:02 pm Kari Hanson submitted her letter of the resignation to the Board.

**2004-55** A motion was made by Trustee William Cronch and seconded by Trustee Lila Marek to adjourn.

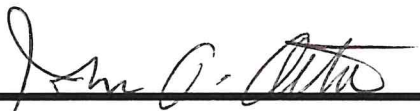
Ayes: A. Jaguszewski, F. Green, V. Bradley., S. Zarzour,  
W. Cronch, L. Marek, and J. Altar

Nays: None

Motion carried.

The meeting ended at 8:10 p.m.





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John Altar, President



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Lila Marek, Secretary

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING MAY 10, 2004

President John Altar called the meeting to order at 7:02 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 William Cronch, Trustee Lila Marek, and Trustee John Altar. Kari Hanson, the Library Director, and Donna McDonald, an attorney with Odelson & Sterk, were also present.

- 2004-40 A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Violet Bradley to approve the agenda with the following amendments; item 4 – Minutes; to add Special Meeting April 19 and April 27..

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

Motion carried.

- 2004-41 A motion was made by Trustee Lila Marek and seconded by Trustee Frances Green to approve the Minutes of the Regular Meeting held on Monday, April 13, 2004 pending the following correction “For the record, Trustee Lila Marek resigned from the Special Events Committee due to lack of communication and cooperation from the Committee Chair until after the Chair had solely made all of the plans..

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

Motion carried.

- 2004-42 A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee William Cronch to refute the comment on motion 2004-41 and to stipulate communication was made by Committee Chair to Trustee Lila Marek via phone call pertaining to plans already made. Lila Marek did mention the purchase of a cake for this special occasion and also a change in time allowing people to attend church.

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

Motion did not carry.

2004-43 A motion was made by Trustee William Cronch and seconded by Trustee Safaa Zarzour to approve the Minutes of the Regular Meeting held on Monday, April 13, 2004 with the changed amendments.

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

Motion carried.

2004-44 A motion was made by Trustee Violet Bradley and seconded by Trustee Arlene Jaguszewski to approve the Minutes of the Special Meeting held on Monday, April 19, 2004.

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

Motion carried.

2004-45 A motion was made by Trustee Violet Bradley and seconded by Trustee Safaa Zarzour to approve the Minutes of the Special Meeting held on Monday, March 23, 2004 and to stipulate Kari Hanson was not present on the March 24<sup>th</sup> Special Meeting.

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

Motion carried.

2004-46 A motion was made by Trustee Safaa Zarzour and seconded by Trustee Violet Bradley to approve the Minutes of the Special Meeting held on Monday, April 26, 2004.

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

Motion carried

2004-47 A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Lila Marek to approve the financial statement of April 2, 2004.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, W. Cronch,

L. Marek, J. Altar  
Nays: None

Motion carried.

2004-48 A motion was made by Trustee Safaa Zarzour and seconded by Trustee William Cronch to approve the transfer of \$25,000.00 from the Illinois Funds account for bills numbered 27774-27820 and the May 15, 2004 payroll.

Ayes: A. Jaguszewski, V. Brfadley, S. Zarzour, W. Cronch, L. Marek,  
J. Altar

Nays: None

Motion carried.

Director's Report:

Kari Hanson and George Mitchell found the library's scrapbook. The Board is deciding what to do with the scrapbook, possibly giving it to the Bridgeview Historical Society. The Board is undecided and will put this item on next month's agenda.

Unfinished Business:

- a) Building expansion – The financial report was distributed to the Board. Trustee Frances Green praised the Village for their diligent work. She also informed the Board that the contracts will be submitted by the end of the week.
- b) Internet Filtering – Trustee William Cronch strongly suggested the library move quickly on this issue. Another incident took place at the library regarding access pornographic sight by a patron. The library utilizes Illinois Century Network and they offer filtering services. Kari Hanson is researching the specifics on this service and the Board decided on an Ad Hoc Committee to act on a temporary protection plan until a permanent solution is determined. Trustee William Cronch and Trustee Safaa Zarzour are on the Ad Hoc Committee.

2004-49 A motion was made by Trustee William Cronch and seconded by Trustee Safaa Zarzour to place an order on filtering the internet on all library computers based on the Ad Hoc Committee's recommendation.

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

Nays: None

Motion carried.

New Business:

- a) Ethics Resolution – The resolution was passed out to the Board.

Nays: None

Motion carried.

- e) Minutes – The Board reiterated meeting minutes are to be submitted in a timely manner. They are due two weeks after the actual meeting. Also, per motion 2002-58 they should have more dialogue in the content of the minutes.
- f) Election of Officers – The Board will vote on positions to be held by Board member.

2004-54 A motion was made by Trustee Safaa Zarzour and seconded by Trustee William Cronch to present to election slate of Officers for the fiscal year 2004-2005:

President – John Altar  
Vice President – Frances Green  
Treasurer – Arlene Jaguszewski  
Secretary – Lila Marek

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

Nays: None

Motion carried.

At 8:02 p.m. Kari Hanson submitted her letter of resignation to the Board.

Sylvia Aguirre also submitted her resignation of Recording Secretary as of this evening..

There was no acceptance and no action taken on these two items.

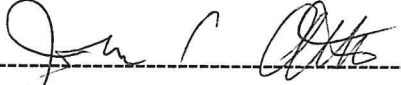
2004-55 A motion was made by Trustee William Cronch and seconded by Trustee Lila Marek to adjourn.


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

Nays: None

Motion Carried.

The meeting ended at 8:10 p.m.

  
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John Altar, President

  
-----  
Lila L. Marek, Secretary



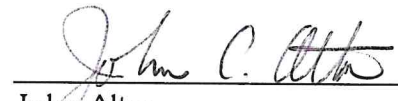
**SECTION 4:**

This ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

**ADOPTED** this 10 day of May, 2004 pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Altar	X			
Bradley	X			
Cronch	X			
Green	X			
Jaguszewski	X			
Marek	X			
Zarzour	X			
TOTAL	7			

**APPROVED** by the Supervisor on May \_\_\_\_\_, 2004.

  
\_\_\_\_\_  
John Altar  
President

ATTEST:

  
\_\_\_\_\_  
Lila Marek  
Secretary

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BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
June 14. 2004

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

Assistant Director Present: Jane Schoen

With a quorum being present, President Altar opened the meeting at 7:00 p.m with a roll call.

2004-55

A motion was made by Trustee Green, seconded by Trustee Bradley to approve the agenda, placing Item 10 A and D on the table for the July meeting, and also presented a formal written notice of the intent to amend the Constitution and By-Laws of the Bridgeview Public Library.

Ayes: F. Green, V. Bradley, S. Zarzour, W. Cronch, L. Marek

Nays: A. Jaguszewski, J. Altar

Motion Carried.

2004-56

A motion was made by Trustee Green, seconded by Trustee Zarzour to approve the minutes of the regular meeting.

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

Nays: None

Motion carried.

2004-57

A motion was made by Trustee Jaguszewski, seconded by Trustee Zarzour to approve the financial statement of May 10, 2004.

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

Nays: None

Motion carried.

2004-58

A motion was made by Trustee Green, seconded by Trustee Marek to approve the transfer of \$39,800 from the Illinois Funds account to the Bridgeview Bank and Trust checking account for the bills numbered 27863-27907 and the 6/15/04 payroll.

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

Motion carried.

Director's Report:

Each trustee received a copy and there were no questions.

Committee Reports:

A copy of the building and expansion committee report and the Bridgeview Public Library financial report were given to all trustees. Building permits were waived by the Village of Bridgeview. The library will pay \$2,600.74 for the meter. Clarification in the document shows substantial completion and will be changed to read "beneficial occupancy".

President Altar announced any trustee that would like to sit in at the weekly Poulos Construction meeting on Wednesdays at 9:00 a.m. are invited to do so by letting him know.

7:40 p.m.

Attorney Donna McDonald arrived.

Unfinished Business:

A. We do not want to open up internet filtering to litigation. We want to insure – not protect – parental issues. Attorney offered to draft an Internet Policy addition to our standing policy. Trustee Cronch approved to accept this, however, the Board of Trustees are the policy making body.

B.

2004 – 59

A motion was made by Trustee Green, seconded by Trustee Cronch to accept the resignation of Director Kari Hanson.

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

Motion Carried.

C.

2004 - 60

A motion was made by Trustee Bradley, seconded by Trustee Green to remove the library scrapbooks issue from the table.

All in favor: Aye

2004 – 61

A motion was made by Trustee Bradley, seconded by Trustee Jaguszewski to place scrapbooks dating from 1967 to present date in the hands of the Historical Commission of Bridgeview.

All in favor: Aye

Motion Carried.

D.

2004 - 62

A motion was made by Trustee Zarzour, seconded by Trustee W. Cronch to table the long range plan until the July board meeting.

All in favor: Aye

Motion Carried.

New Business:

A. Committee Assignments tabled until July meeting.

B.

2004 – 63

A motion was made by Trustee Jaguszewski, seconded by Trustee Bradley to go into executive session at 8:05 p.m. to discuss personnel.

All in favor: Aye

Motion Carried.

2004 – 64

A motion to resume opening of the regular session was made by Trustee Green, seconded by Trustee Cronch.

All in favor: Aye

Motion Carried.

We need to seek assistance of Suburban Library System for services of an interim director and also a full time director.

C.

2004-65

A motion was made by Trustee Zarzour, seconded by Trustee Bradley to place ads in the local newspapers for a recording secretary.

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

Motion Carried.

D.  
Committee meetings were tabled until July meeting.

E.  
Payment request for first installation. We need to make sure that payments are correct.

2004 – 66

A motion was made by Trustee Zarzour, seconded by Trustee Jaguszewski to pay 1<sup>st</sup> installment per architect's recommendation of \$285,852 (10% of this amount will be retained).

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

Motion carried.

F.  
ILA Annual Conference will be held September 28 – October 2, 2004 at Navy Pier in Chicago. Trustee Day will be held on Saturday, October 2 from 9:00 a.m. to 3:30 p.m.

2004 – 68

A motion was made by Trustee Cronch, seconded by Trustee Jaguszewski.

Respectfully submitted,



Lila L. Marek, Secretary  
Board of Trustees

Accepted:

  
John Altar  
Lila Marek, Secretary



BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SPECIAL MEETING  
June 21, 2004

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

Trustees Absent: Violet Bradley, Safaa Zarzour, William Cronch

Guests: Ms. Donna McDonald, Attorney

With a quorum being present, President John Altar opened the meeting at 5:10 p.m. Roll call was held. This special meeting was called to set guidelines for the selection of an interim library director and also the hiring of a future library director.

Also added to this special meeting is the issue of holiday compensation.

Ms. Alice Calabrese, Interim Director of Suburban Library System was invited to this meeting. She called to let us know that she was sorry she could not attend because of illness. However, she will be available at any time after July 4, 2004.

A motion was made by Trustee Jaguszewski, seconded by Trustee Marek to table the issue of setting guidelines for an interim director and also for hiring a new library director.

Ayes: Trustees F. Green, L. Marek, A. Jaguszewski, J. Altar

Nays: None

Motion carried.

A motion was made by Trustee Altar, seconded by Trustee Green to close the Bridgeview Public Library on Monday, July 5, 2004 in observance of Independence Holiday observance.

Ayes: Trustees F. Green, L. Marek, A. Jaguszewski, J. Altar

Nays: None

Motion carried.

This observance is in lieu of compensation for the holiday pursuant to the Employee Holiday Benefits policy located in the employee handbook.

Discussion was held regarding an ad for a recording secretary. President Altar said he would have Assistant Director Jane Schoen place this ad, per Trustee Lila Marek's write up in the Southwest News Herald, Des Plaines Valley News, Bridgeview Community

News, and also contact Kathy Mazarka in order to place the ad in the next Bridgeviews that is published in July.

Motion was made to adjourn this meeting by Trustee Altar, seconded by Trustee Marek.

All in favor: Aye.

Motion Carried.

Respectfully submitted,

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

Lila L. Marek, Secretary  
Board of Trustees

Date Accepted: