

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
January 14, 2013

President Randy Carben called the meeting to order at 7:00 p.m.

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

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

2013 - 1 Motion by Trustee Lewis and seconded by Trustee Marek to approve the agenda.

Upon roll call vote:

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

Nays: 0

Absent: 1 Trustee Arlene Jaguszewski.

Motion Carried.

Mr. Jonathan Butkus, introduced himself and gave a brief description of his business. He presented to the Board the services he could offer the Library including consulting on hardware, software, computer solutions, RFPs, review proposals and determine the best fit for the library financially and technical support for the Library's needs.

2013 - 2 Motion by Trustee Lewis and seconded by Trustee Kasten to approve the Regular Meeting minutes of December 10, 2012.

Upon roll call vote:

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

Nays: 0

Absent: 1 Trustee Jaguszewski.

Motion Carried.

2013 - 3 Motion by Trustee Kasten and seconded by Trustee Vilimek to approve the Closed Session minutes of December 10, 2012.

Upon roll call vote:

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

Nays: 0

Absent: 1 Trustee Jaguszewski.

Motion Carried

2013 - 4 Motion by Trustee Lewis and seconded by Trustee Kasten to approve the 4 Consent Agenda items as listed and read: 9A Approve the Treasurer's Report dated December 2012; 9B Prepaid bills in the amount of \$8,373.23; 9C Bills in the amount of \$30,034.75 and 9D

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BOARD OF TRUSTEES
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Transfer of funds in the amount of \$70,000.00.

Upon roll call vote:

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

Nays: 0

Absent: 1 Trustee Jaguszewski.

Motion Carried.

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

Attorney's Report: Attorney Parks' discussed the requirements of the Open Meetings Act including the specificity of the Agenda.

Committee Reports: There were no Committee Reports.

Unfinished Business: 13A Youth Authors Program Justice Public Library;

2013 – 5 Motion by Trustee Lewis and seconded by Trustee Carben to approve participation in the Young Author's Program with Justice Public Library not to exceed \$500.00.

Upon roll call vote:

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

Nays: 0

Absent: 1 Trustee Jaguszewski.

Motion Carried

Unfinished Business cont'd: 13B Budget – the budget will be discussed in open session after matters of personnel are discussed in closed session. 13C Staff raises – these decisions cannot be made until the personnel issues are determined; 13D ILA Trustee Forum Workshop was discussed; 13E. Roof Leaks – there was no report at this time.

New Business: 14A Time Clocks – the ADP time clock system was discussed; 14B Review Action Regarding Financial Controls – Attorney Zarzour will be asked to prepare a procedure; 14C Current Technology, and 14D Employee Access will be discussed in closed session due to a matter of personnel; 14E Security Cameras – installation of security cameras was discussed; 14F Extending Hours of Operation – schedules are being worked on to perhaps start extending the hours of operation; 14G New Hires for Head of Youth Services and Youth Assistance will be discussed in closed due to matters of personnel; 14H 2013 Library Certification – the Library is certified with the State for 2013; 14I H & R Management Association

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BOARD OF TRUSTEES
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January 14, 2013

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the Library is a member of H & R Association and the services available to the Library were discussed; 14J Purco Heating & Air Conditioning was discussed during the Director's Report, there had been a heating problem in late December and Purco had to be called for repairs. The proposal submitted for repairs was discussed and two or three more proposals were requested.

2013 - 6 Motion by Trustee Lewis and seconded by Trustee Vilimek to go into closed session for matters of personnel and litigation.

Upon roll call vote:

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

Nays: 0

Absent: 1 Trustee Jaguszewski.

Motion Carried.

8:32 p.m.

President Randy Carben reconvened the regular meeting at **10:00 p.m.**

2013 - 7 Motion by Trustee Lewis and seconded by Trustee Kasten to adjourn.

Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at 10:04 p.m.

Respectfully submitted,

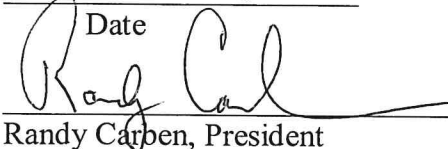


Vicki Choate, Recording Secretary

APPROVED:

2-11-13

Date



Randy Carben, President



Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
February 11, 2013

President Randy Carben called the meeting to order at 7:00 p.m.

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

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

2013 - 8 Motion by Trustee Lewis and seconded by Trustee Marek to approve the agenda.

Upon roll call vote:

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

Nays: 0

Absent: 1 Trustee Kasten.

Motion Carried.

2013 - 9 Motion by Trustee Lewis and seconded by Trustee Vilimek to approve the Special Meeting minutes of December 19, 2012.

Upon roll call vote:

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

Nays: 0

Absent: 1 Trustee Kasten.

Motion Carried.

2013 - 10 Motion by Trustee Vilimek and seconded by Trustee Marek to approve the Special Meeting Closed Session minutes of December 19, 2012.

Upon roll call vote:

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

Nays: 0

Absent: 1 Trustee Kasten.

Motion Carried

2013 - 11 Motion by Trustee Marek and seconded by Trustee Vilimek to approve the Regular Meeting minutes of January 14, 2013.

Upon roll call vote:

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

Nays: 0

Absent: 1 Trustee Kasten.

Motion Carried.

2013 - 12 Motion by Trustee Marek and seconded by Trustee Al Safadi to approve the Closed Session minutes of January 14, 2013.

Upon roll call vote:

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

Nays: 0

Absent: 1 Trustee Kasten.

Motion Carried

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February 11, 2013

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- 2013 - 13 Motion by Trustee Lewis and seconded by Trustee Al Safadi to approve the 4 Consent Agenda items as listed and read: 10A Approve the Treasurer's Report dated January 2013; 10B Prepaid bills in the amount of \$9,171.58; 10C Bills in the amount of \$25,981.61 and 10D Transfer of funds in the amount of \$55,000.00.

Upon roll call vote:

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

Nays: 0

Absent: 1 Trustee Kasten.

Motion Carried.

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

Attorney's Report: There are no issues for open session.

Committee Reports: There were no Committee Reports.

Unfinished Business: 13A ILLA Trustee Forum Workshop in March was discussed; 13B New Head of Youth Services Julie Soto was welcomed and she gave a report; 13C Budget, a basic discussion of the new budget was discussed by the Board; 13D Staff Raises was touched upon during the budget discussion; 13E Roof Leaks, there was no report; 13F Time Clocks, Chris Sebuick gave a report on the time clock proposal;

- 2013 - 14 Motion by Trustee Lewis and seconded by Trustee Marek to approve the ADP time clock agreement with a \$140.00 set up fee and a monthly service charge not to exceed \$143.00 per month.

Upon roll call vote:

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

Nays: 0

Absent: 1 Trustee Kasten.

Motion Carried.

Unfinished Business, cont'd: 13G Security Cameras; 13H Extending Hours of Operations; and 13I Jonathan Butkus IT Consulting were all discussed by the Board;

- 2013 - 15 Motion by Trustee Lewis and seconded by Trustee Jaguszewski to sign the master agreement with Jonathan Butkus IT consulting as recommended by the Administration.

Upon roll call vote:

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

Nays: 0

Absent: 1 Trustee Kasten.

Motion Carried.

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Unfinished Business cont'd: 13J Purco Proposal, after discussion the Board would like Tom to come in and talk to the Board regarding the digital control system.

New Business: 14A Name Stamps, discontinuing the use of name stamps was discussed; 14B Management Association -- Employee & Trustee Handbooks was discussed. The Management Assoc. will help prepare the handbooks; 14C Comp. Time / Flex Time was discussed by the Board; 14D Employee Settlement will be discussed in closed session.

- 2013 - 16** Motion by Trustee Lewis and seconded by Trustee Vilimek to go into closed session for matters of personnel, litigation and lease of property.
Upon roll call vote:
Ayes: 6 Trustees Marek, Lewis, Vilimek, Al Safadi, Jaguszewski and Carben.
Nays: 0
Absent: 1 Trustee Kasten.
Motion Carried.
8:23 p.m.

President Randy Carben reconvened the regular meeting at **9:12 p.m.**

- 013 - 17** Motion by Trustee Lewis and seconded by Trustee Jaguszewski to adjourn.
Upon voice vote with all ayes and no nays, **Motion Carried.**

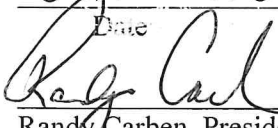
The meeting adjourned at **9:13 p.m.**

Respectfully submitted,



Vicki Choate, Recording Secretary

APPROVED.

3-11-2013
Date


Randy Carben, President



Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE SPECIAL MEETING
March 11, 2013

President Randy Carben called the meeting to order at 6:00 P.M.

Upon roll call the following Trustees were present: Sue Kasten, Lila Marek, Alice Vilimek, Arlene Jaguszewski, Gary Lewis and Randy Carben. Trustee Al Safadi was absent. Also present Attorney Safaa Zarzour.

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

2013 - 18 Motion by Trustee Lewis and seconded by Trustee Jaguszewski to go into closed session for matters of personnel and litigation.

Upon roll call vote:

Ayes: 6 Trustees Vilimek, Marek, Jaguszewski, Kasten, Lewis and Carben.

Nays: 0

Absent: 1 Trustee Al Safadi

Motion Carried.

6:02 p.m.

President Randy Carben reconvened the meeting at 7:04 p.m.

2013 - 19 Motion by Trustee Lewis and seconded by Trustee Jaguszewski to approve the Agreement with the employee.

Upon roll call vote:

Ayes: 7 Trustees Vilimek, Al Safadi, Marek, Jaguszewski, Kasten, Lewis and Carben.

Nays: 0

Motion Carried.

President Carben stated that Trustee Al Safadi arrived at 6:35 p.m. during closed session.

2013 - 20 Motion by Trustee Lewis and seconded by Trustee Vilimek to adjourn.

Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at **7:05 p.m.**

Respectfully submitted,

Vicki Choate

Vicki Choate, Recording Secretary

APPROVED:

4-8-13

Date

Randy Carben

Randy Carben, President

Alice Vilimek

Alice Vilimek, Secretary

6

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
March 11, 2013

President Randy Carben called the meeting to order at 7:12 p.m.

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

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

Ms. Julie Soto of 9017 S. Corcoran Rd., Hometown, IL wished to address the Board under the Visitor portion of the meeting. Ms. Soto is an employee of the library and presented her department report that was not included in the Board packets.

- 2013 - 21** Motion by Trustee Lewis and seconded by Trustee Jaguszewski to approve the agenda a change of moving #13 under Unfinished Business, Purco Proposal to #5A after Agenda approval.
Upon roll call vote:
Ayes: 7 Trustees Vilimek, Al Safadi, Marek, Jaguszewski, Kasten, Lewis and Carben.
Nays: 0
Motion Carried.

Mr. Tom Purl of Purco and Mr. Tom Rixom gave a presentation regarding the addition of a computerized panel for the heating and cooling system.

- 2013 - 22** Motion by Trustee Marek and seconded by Trustee Vilimek to approve the Regular Meeting minutes of February 11, 2013 meeting.
Upon roll call vote:
Ayes: 7 Trustees Vilimek, Al Safadi, Marek, Jaguszewski, Kasten, Lewis and Carben.
Nays: 0
Motion Carried.

- 2013 - 23** Motion by Trustee Jaguszewski and seconded by Trustee Marek to approve the Closed Session minutes of February 11, 2013 meeting.
Upon roll call vote:
Ayes: 7 Trustees Vilimek, Al Safadi, Marek, Jaguszewski, Kasten, Lewis and Carben.
Nays: 0
Motion Carried

- 2013 - 24** Motion by Trustee Kasten and seconded by Trustee Jaguszewski to approve the 4 Consent Agenda items as listed and read: 8A Approve the Treasurer's Report dated February 2013; 8B Prepaid bills in the amount of \$11,944.01; 8C Bills in the amount of \$20,214.04 and 8D Transfer of funds in the amount of \$60,000.00.
Upon roll call vote:
Ayes: 7 Trustees Vilimek, Al Safadi, Marek, Jaguszewski, Kasten, Lewis and Carben.
Nays: 0
Motion Carried.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
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March 11, 2013

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

Attorney's Report: There are no issues for open session.

Committee Reports: There were no Committee Reports.

Unfinished Business: There was no discussion on 13B Budget; 13C Staff Raises; and 13D Roof Leaks. 13E Security Cameras, there was discussion regarding the information distributed to the Board on the proposed cameras.

New Business: 14A Management Association Trustee & Employee Handbook, Mgt Assoc. will work on an employee handbook but not the trustee handbook. 14B 2013 Election, Trustees Al Safadi, Jaguszewski and Vilimek are on the ballot for this election; 14C Library Website requirements to meet FOIA; 14D Reforming Policy Committees will be done after the election; 14E Board notifications were discussed regarding whether by phone or e-mail; 14F Lighting Upgrades, grant paperwork that was sent to the Library regarding light replacement in the old section of the library was discussed; 14G Amendment of Library Borrowing Policy to Include Institutional Borrowers was discussed.

- 3 - 25 Motion by Trustee Jaguszewski and seconded by Trustee Vilimek to adjourn.
Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at 8:39 p.m.

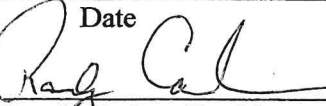
Respectfully submitted,



Vicki Choate, Recording Secretary

APPROVED:

4-8-13

Date


Randy Carben, President



Alice Vilimek, Secretary

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

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

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

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

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

Upon roll call vote:

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

Nays: 0

Absent: 3 Trustees Kasten, Lewis and Al Safadi.

Motion Carried.

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

Upon roll call vote:

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

Nays: 0

Absent: 3 Trustees Kasten, Lewis and Al Safadi.

Motion Carried.

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

Upon roll call vote:

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

Nays: 0

Absent: 3 Trustees Kasten, Lewis and Al Safadi.

Motion Carried.

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

Upon roll call vote:

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

Nays: 0

Absent: 3 Trustees Kasten, Lewis and Al Safadi.

Motion Carried.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
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April 8, 2013
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Mr. Rich Struzik, HVAC inspector for the Village of Bridgeview, gave a presentation of the different types of heating and air conditioning systems available and described the type of heating and air conditioning system that was installed at the Library. He was asked to review the proposals that had been submitted to the Board. He stated he was not asked to make any recommendations on the proposals he was only asked to review and to explain the differences of what was proposed by each company.

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

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

Committee Reports: There were no Committee Reports.

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

Upon roll call vote:

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

Nays: 0

Absent: 3 Trustees Kasten, Lewis and Al Safadi.

Motion Carried.

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

Upon roll call vote:

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

Nays: 0

Absent: 3 Trustees Kasten, Lewis and Al Safadi.

Motion Carried.

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

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

2013 - 32 Motion by Trustee Carben to accept Management Association proposal not to exceed \$3,800.00.

Motion Failed for lack of a second.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING

April 8, 2013

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

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

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

- 2013 - 34** Motion by Trustee Carben and seconded by Trustee Jaguszewski to accept a 3% (three per cent) raise, retro-active to January 1, 2013, for all employees except for Lori Kinzel, Christine Sebuck and Terry Parson.
Upon roll call vote:
Ayes: 4 Trustees Jaguszewski, Marek, Vilimek, and Carben.
Nays: 0
Absent: 3 Trustees Kasten, Lewis and Al Safadi.
Motion Carried.

- 2013 - 35** Motion by Trustee Carben and seconded by Trustee Jaguszewski to increase the hourly rate of Terry Parson from \$10.00 to \$13.00 based on his part time hours, retro-active to January 1, 2013, and as of April 8, 2012 to increase his hours to 40 hours at the \$13.00 per hour rate.
Upon roll call vote:
Ayes: 4 Trustees Jaguszewski, Marek, Vilimek, and Carben.
Nays: 0
Absent: 3 Trustees Kasten, Lewis and Al Safadi.
Motion Carried.

- 2013 - 36** Motion by Trustee Carben and seconded by Trustee Jaguszewski to increase the salary of Acting Assistant Director and Head of Reference, Chris Sebuck, from \$34,673.60 to \$46,673.60 retro-active from January 1, 2013.
Upon roll call vote:
Ayes: 4 Trustees Jaguszewski, Marek, Vilimek, and Carben.
Nays: 0
Absent: 3 Trustees Kasten, Lewis and Al Safadi.
Motion Carried.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
April 8, 2013
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- 2013 – 37 Motion by Trustee Carben and seconded by Trustee Marek to increase the salary of Acting Director, Lori Kinzel, from \$43,430.40 to \$55,430.40 retro-active from January 1, 2013.
Upon roll call vote:
Ayes: 4 Trustees Jaguszewski, Marek, Vilimek, and Carben.
Nays: 0
Absent: 3 Trustees Kasten, Lewis and Al Safadi.
Motion Carried.
- 2013 – 38 Motion by Trustee Carben and seconded by Trustee Jaguszewski to accept the 2013 Budget as proposed with the corrections to the payroll made this evening.
Upon roll call vote:
Ayes: 4 Trustees Jaguszewski, Marek, Vilimek, and Carben.
Nays: 0
Absent: 3 Trustees Kasten, Lewis and Al Safadi.
Motion Carried.
- 2013 – 39 Motion by Trustee Marek and seconded by Trustee Vilimek to adjourn.
Upon voice vote with all ayes and no nays, Motion Carried.

The meeting adjourned at 8:10 p.m.

Respectfully submitted,

Vicki Choate
Vicki Choate, Recording Secretary

APPROVED:

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

Alice L Vilimek
Alice Vilimek, Secretary

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

President Randy Carben called the meeting to order at 7:42 p.m.

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

President Carben opened the 2013 budget discussion with the Board discussing individual personnel rate increases. There was also discussion regarding increasing hours for a few employees and the impact on the budget.

The Board also discussed the added responsibilities the Acting Director and Acting Assistant Director have taken on since the separation of the past Director. Attorney Parks reported on the status of the Director's separation. The board requested that the past Director's name be removed from the front door.

Motion by Trustee Carben and seconded by Trustee Jaguszewski to adjourn.
Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at 8:00 p.m.

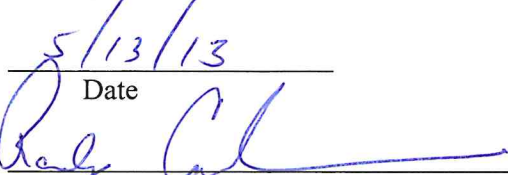

Respectfully submitted,



Vicki Choate, Recording Secretary

APPROVED:

5/13/13
Date


Randy Carben, President
Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
May 13, 2013

President Randy Carben called the meeting to order at 7:00 p.m.

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

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

Newly elected Trustees Arlene Jaguszewski, Marwan Al Safadi, Alice Vilimek and Randy Carben were sworn in by Village Clerk John Altar.

2013 - 40 Motion by Trustee Lewis and seconded by Trustee Marek to approve the agenda with one change moving 14A Justice Public Library Reading Partnership to 7A.

Upon roll call vote:

Ayes: 7 Trustees Jaguszewski, Marek, Vilimek, Lewis, Al Safadi, Kasten and Carben.

Nays: 0

Motion Carried.

Ms. Allison Krolkowski, of the Justice Public Library, gave a presentation and thanked the Bridgeview Library for their support in the Reading Partnership Program between the school districts and the libraries.

2013 - 41 Motion by Trustee Marek and seconded by Trustee Jaguszewski to approve the Regular Meeting minutes of April 18, 2013.

Upon roll call vote:

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

Nays: 0

Abstain: 1 Trustee Lewis.

Motion Carried.

2013 - 42 Motion by Trustee Jaguszewski and seconded by Trustee Marek to approve the Closed Session Meeting minutes of April 18, 2013.

Upon roll call vote:

Ayes: 5 Trustees Al Safadi, Jaguszewski, Marek, Vilimek, and Carben.

Nays: 0

Abstain: 2 Trustees Kasten and Lewis.

Motion Carried.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING

May 13, 2013

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- 2013 - 43** Motion by Trustee Vilimek and seconded by Trustee Kasten to approve the Closed Session Special Meeting minutes of March 11, 2013.

Upon roll call vote:

Ayes: 6 Trustees Jaguszewski, Kasten, Lewis, Marek, Vilimek, and Carben.

Nays: 0

Abstain: 1 Trustee Al Safadi.

Motion Carried.

- 2013 - 44** Motion by Trustee Lewis and seconded by Trustee Jaguszewski to approve the 4 Consent Agenda items as listed and read: 8A Approve the Treasurer's Report dated April 2013; 8B Prepaid bills in the amount of \$7,273.41; 8C Bills in the amount of \$33,929.41 and 8D Transfer of funds in the amount of \$65,000.00.

Upon roll call vote:

Ayes: 7 Trustees Jaguszewski, Kasten, Lewis, Marek, Vilimek, Al Safadi and Carben.

Nays: 0

Motion Carried.

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

Attorney's Report: Attorney Parks discussed the Property tax refund application and the semi-annual review of closed session minutes.

Committee Reports: There were no Committee Reports.

Unfinished Business: There was discussion on 13A Budget; 13B Roof Leaks will be discussed in closed session; 13C Security Cameras; 13D Lighting Upgrade and 13E Employee Handbook were discussed.

New Business: 14B Archer Electric/Batteries Plus will be placed on the next agenda; 14C Trustee Workshop was discussed; 14D Per Capita Grant Information was presented by Acting Director Kinzel; 14E. Blackout Sealcoating was discussed and more quotes were requested; 14F CleanNet USA, the cleaning service was discussed and no action was taken; 14G SimplexGrinnell, Acting Director Kinzel presented the report regarding the sprinklers in the building.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
May 13, 2013
Page three

- 2013 – 45** Motion by Trustee Lewis and seconded by Trustee Marek to approve the SimplexGrinell proposal and service agreement to replace the gauges from 2005 and repair and replace the damaged sprinkler heads in the children's department in the amount of \$1,190.00.

Upon roll call vote:

Ayes: 7 Trustees Jaguszewski, Kasten, Lewis, Marek, Vilimek, Al Safadi and Carben.

Nays: 0

Motion Carried.

Election of Officers: President Carben opened nominations for Officers of the Bridgeview Public Library Board.

President Carben asked for nominations for the office of President.

Trustee Kasten nominated Gary Lewis and Trustee Carben seconded the nomination.

President Carben, after three more requests for nominations for President, and there being none, closed nominations for President. Trustee Lewis accepted the nomination for President. There being no other nominations for President, Trustee Gary Lewis won the office of President by acclamation.

President Carben asked for nominations for the office of Vice-President.

Trustee Lewis nominated Arlene Jaguszewski and Trustee Carben seconded the nomination.

President Carben, after three more requests for nominations for Vice-President, and there being none, closed nominations for Vice-President. Trustee Jaguszewski accepted the nomination for Vice-President. There being no other nominations for Vice-President, Trustee Arlene Jaguszewski won the office of Vice-President by acclamation.

President Carben asked for nominations for the office of Treasurer.

Trustee Lewis nominated Randy Carben and Trustee Jaguszewski seconded the nomination.

President Carben, after three more requests for nominations for Treasurer, and there being none, closed nominations for Treasurer. Trustee Carben accepted the nomination for Treasurer. There being no other nominations for Treasurer, Trustee Randy Carben won the office of Treasurer by acclamation.

President Carben asked for nominations for the office of Secretary.

Trustee Jaguszewski nominated Alice Vilimek and Trustee Kasten seconded the nomination.

President Carben, after three more requests for nominations for Secretary, and there being none, closed nominations for Secretary. Trustee Vilimek accepted the nomination for Secretary. There being no other nominations for Secretary, Trustee Alice Vilimek won the office of Secretary by acclamation.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
May 13, 2013
Page four

2013 – 46 Motion by Trustee Lewis and seconded by Trustee Kasten to go into closed session for matters of litigation and personnel.

Upon roll call vote:

Ayes: 7 Trustees Jaguszewski, Kasten, Lewis, Marek, Vilimek, Al Safadi and Carben.

Nays: 0

Motion Carried.

8:42 P.M.

President Carben reconvened the meeting at 9:03 p.m.

2013 – 47 Motion by Trustee Lewis and seconded by Trustee Kasten to adjourn.

Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at **9:04 p.m.**

Respectfully submitted,

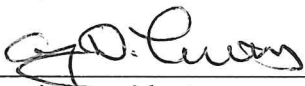


Vicki Choate, Recording Secretary

APPROVED:

6-10-13

Date



Gary Lewis, President



Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE SPECIAL MEETING
May 30, 2013

President Gary Lewis called the meeting to order at 6:00 p.m.

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

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

For the record President Lewis stated that Trustees Marek and Vilimek had called to report they could not attend this evenings and Trustee Carben had a medical situation that prevented him from attending.

- 2013 - 48** Motion by Trustee Jaguszewski and seconded by Trustee Al Safadi to go into closed session for matters of litigation. Upon voice vote with all ayes and no nays, **Motion Carried.**
6:04 p.m.

President Lewis reconvened the meeting at 7:05 p.m.

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

- 2013 - 49** Motion by Trustee Al Safadi and seconded by Trustee Kasten to direct our attorneys to counter offer Calwell with lower limits as instructed by the Board.
Upon roll call vote:
Ayes: 4 Trustees Al Safadi, Jaguszewski, Kasten and Lewis.
Nays: 0
Absent: 3 Trustees Marek, Vilimek and Carben.
Motion Carried.

- 2013 - 50** Motion by Trustee Jaguszewski and seconded by Trustee Al Safadi to direct our attorneys to work on a settlement for repair of all existing problems with the building with the parties involved.
Upon roll call vote:
Ayes: 4 Trustees Al Safadi, Jaguszewski, Kasten and Lewis.
Nays: 0
Absent: 3 Trustees Marek, Vilimek and Carben.
Motion Carried.

- 2013 - 51** Motion by Trustee Lewis and seconded by Trustee Kasten to adjourn.
Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at **7:07 p.m.**

Respectfully submitted,


Vicki Choate, Recording Secretary

APPROVED:

6-10-13
Date


Gary Lewis, President


Alice Vilimek, Secretary

OP EN 6/11/18
BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE CLOSED SESSION SPECIAL MEETING
May 30, 2013

closed
Reviewed
7/13/15

President Gary Lewis called the meeting to order at 6:00 p.m.

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

Attorney Zarzour opened the closed meeting with a short review of the pending litigation stating that the Board needs to discuss, decide and instruct the Attorneys as to which direction they want the litigation to proceed.

The items discussed included the status of the Calwell counter offer; cost of preparing bid specifications and bid process; roof repair vs. roof replacement; the liability report from Kami; the library budget for repairs; the attorney's costs of lengthy litigation vs. settlement liabilities per defendant; status of the remaining defendants in the suit; the possibility of bringing in the architect as a defendant in the suit, including the issues of contract clauses; the Attorney to discuss issues with Poulos' attorney and the possibility of inviting all parties to the table to discuss individual liabilities.

The next court status date is August 7, 2013.

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

The meeting adjourned at 7:04 p.m.

Respectfully submitted,

Vicki Choate
Vicki Choate, Recording Secretary

closed
Reviewed
4/11/16/ALV

APPROVED:

6-10-13
Date

Gary Lewis
Gary Lewis, President

Alice Vilimek
Alice Vilimek, Secretary

6/11/18
ALV

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
June 10, 2013

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

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

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

Mr. Guy Blaszak of Heil & Heil Insurance Agency LLC, gave an overview of the insurance coverage and costs from comparable companies. He will have the companies and costs prepared prior to the July meeting.

Trustee Marwan Al Safadi arrived at 7:14 p.m.

2013 - 52 Motion by Trustee Carben and seconded by Trustee Kasten to approve the agenda. Upon voice vote with all ayes and no nays, **Motion Carried.**

2013 - 53 Motion by Trustee Marek and seconded by Trustee Carben to approve the Regular Meeting minutes of May 13, 2013 with a correction.
Upon roll call vote:
Ayes: 5 Marek, Carben, Al Safadi, Kasten and Lewis.
Nays: 0
Absent: 2 Vilimek and Jaguszewski.
Motion Carried.

2013 - 54 Motion by Trustee Carben and seconded by Trustee Al Safadi to approve the Closed Session Meeting minutes of May 13, 2013.
Upon roll call vote:
Ayes: 5 Marek, Carben, Al Safadi, Kasten and Lewis.
Nays: 0
Absent: 2 Vilimek and Jaguszewski.
Motion Carried.

2013 - 55 Motion by Trustee Kasten and seconded by Trustee Lewis to approve the Special Meeting minutes of May 30, 2013.
Upon roll call vote:
Ayes: 3 Al Safadi, Kasten and Lewis.
Nays: 0
Abstain: 2 Marek and Carben.
Absent: 2 Vilimek and Jaguszewski.
Motion Failed for lack of majority of Board vote.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING

June 10, 2013

Page two

- 2013 – 56** Motion by Trustee Carben and seconded by Trustee Al Safadi to reconsider the approval of the Special Meeting minutes of May 30, 2013.

Upon roll call vote:

Ayes: 5 Marek, Carben, Al Safadi, Kasten and Lewis.

Nays: 0

Absent: 2 Vilimek and Jaguszewski.

Motion Carried.

- 2013 - 57** Motion by Trustee Al Safadi and seconded by Trustee Kasten to approve the Closed Session Special Meeting minutes of May 30, 2013.

Upon roll call vote:

Ayes: 5 Marek, Carben, Al Safadi, Kasten and Lewis.

Nays: 0

Absent: 2 Vilimek and Jaguszewski.

Motion Carried.

- 2013 – 58** Motion by Trustee Carben and seconded by Trustee Kasten to approve the 4 Consent Agenda items as listed and read: 11A Approve the Treasurer's Report dated May 2013; 11B Prepaid bills in the amount of \$15,390.59; 11C Bills in the amount of \$20,489.44 and 11D Transfer of funds in the amount of \$60,000.00.

Upon roll call vote:

Ayes: 5 Marek, Carben, Al Safadi, Kasten and Lewis.

Nays: 0

Absent: 2 Vilimek and Jaguszewski.

Motion Carried.

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

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

Committee Reports: President Lewis stated that at the next meeting in July he would make committee appointments.

Unfinished Business: There was discussion on 15A Budget; 15B Roof Leaks will be discussed in closed session; 15C Security Cameras; 15D Lighting Upgrade and 15E Employee Handbook and 15F Archer Electric/Batteries Plus were discussed.

- 2013 – 59** Motion by Trustee Al Safadi and seconded by Trustee Marek to approve purchasing electrical supplies from Batteries Plus.

Upon roll call vote:

Ayes: 5 Marek, Carben, Al Safadi, Kasten and Lewis.

Nays: 0

Absent: 2 Vilimek and Jaguszewski.

Motion Carried.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
June 10, 2013
Page three

Unfinished Business. Cont'd: 15G Blackout Sealcoating and Rose Paving proposals were discussed.

- 2013 – 60** Motion by Trustee Carben and seconded by Trustee Kasten to accept the proposal of Blackout Sealcoating, with the additional markings as stated, in the amount of \$3,090.00.
Upon roll call vote:
Ayes: 5 Marek, Carben, Al Safadi, Kasten and Lewis.
Nays: 0
Absent: 2 Vilimek and Jaguszewski.
Motion Carried.

New Business: 16A 2013 Non-Resident Cards and 16B PLA Bootcamp were discussed.

- 2013 – 61** Motion by Trustee Carben and seconded by Trustee Marek to approve the 2013 Annual Ordinance Authorizing Public Library Non-Resident cards.
Upon roll call vote:
Ayes: 5 Marek, Carben, Al Safadi, Kasten and Lewis.
Nays: 0
Absent: 2 Vilimek and Jaguszewski.
Motion Carried.

- 2013 – 62** Motion by Trustee Carben and seconded by Trustee Kasten to approve Acting Director Kinzel to attend the PLA Bootcamp in Nashville, TN, at the amount of \$795.00 plus air fare and hotel and food, not to exceed \$2,000.00.
Upon roll call vote:
Ayes: 5 Marek, Carben, Al Safadi, Kasten and Lewis.
Nays: 0
Absent: 2 Vilimek and Jaguszewski.
Motion Carried.

President Lewis called for a ten minute break from 9:00 am to 9:10 am.
Upon return at 9:10 am,

- 2013 – 63** Motion by Trustee Carben and seconded by Trustee Al Safadi to go into closed session for review of closed session minutes, matters of litigation and personnel.
Upon roll call vote:
Ayes: 5 Marek, Carben, Al Safadi, Kasten and Lewis.
Nays: 0
Absent: 2 Vilimek and Jaguszewski.
Motion Carried.
9:11 p.m.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING

June 10, 2013

Page four

President Lewis reconvened the meeting at 10:03 p.m.

- 2013 – 64** Motion by Trustee Carben and seconded by Trustee Kasten to leave in closed session the reviewed minutes from October 20, 2008 up through and including April 4, 2013 and open for review the minutes of May 1, 2012 and April 8, 2013.

Upon roll call vote:

Ayes: 5 Marek, Carben, Al Safadi, Kasten and Lewis.

Nays: 0

Absent: 2 Vilimek and Jaguszewski.

Motion Carried.

- 2013 – 65** Motion by Trustee Kasten and seconded by Trustee Carben to adjourn.
Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at **10:06 p.m.**

Respectfully submitted,



Vicki Choate, Recording Secretary

APPROVED:



Date



Gary Lewis, President



Alice Vilimek, Secretary

2013 ANNUAL ORDINANCE AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS

WHEREAS, the Bridgeview Public Library is a tax-supported public library; and

WHEREAS, people residing within the jurisdiction boundaries of the Bridgeview Public Library pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS, PA 92-0166 stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence", and

WHEREAS, the Office of the Illinois Secretary of State has issued regulations regarding the "closest public library" and also providing three formulae which public libraries can use to determine the non-resident fee; and

WHEREAS, the Board of Library Trustees of the Bridgeview Public Library has determined for it's 2013 fiscal year, commencing January 1, 2013, and ending December 31, 2013, to participate in the non-resident reciprocal borrowing program of it's regional library system and to issue non-resident library cards;

NOW THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE BRIDGEVIEW PUBLIC LIBRARY as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the Bridgeview Public Library whose closest public library is the Bridgeview Public Library and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Bridgeview Public Library, may purchase a non-resident fee card for the price of \$x, calculated according to the box which is checked off below:

- ☐ General Mathematical Formula (23 Ad. Code 3050.60(a));
- ☒ Tax Bill Method (23 Ad. Code 3050.60 (b)); or
- ☐ Average Non-Resident Fee (23 Ad. Code 3050.60 (c)), if authorized by the director of the Illinois State Library

Section 2: Individuals residing beyond the jurisdictional boundaries of the Bridgeview Public Library, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Bridgeview Public Library, or serving as a senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the Bridgeview Public Library, notwithstanding anything to the contrary in this Ordinance, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this ordinance stating that (a) the effective date of this Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance, and (c) the fee formula as set forth herein.

Section 4: The Bridgeview Public Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

Section 5: The Bridgeview Public Library shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

Section 6: The Policy of the Bridgeview Public Library for service to non-residents including a description of the Library's service areas and the methods of calculating fees shall be available for public inspection at the Library.

Section 7: a valid non-resident library card issued by the Bridgeview Public Library pursuant to this Ordinance shall accord a non-resident library cardholder all the services which this Library provides to its residents including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a "local use" library card from the Bridgeview Public Library.


ADOPTED this 10th day of June, 2013, by a roll call vote as follows:

AYES: 5

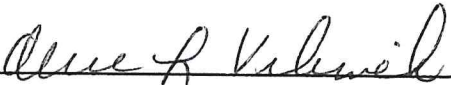
NAYS: 0

ABSENT: 2

APPROVED by the President and Board of Library Trustees of the Bridgeview Public Library.


President, Bridgeview Public Library Board of Trustees

ATTEST:


Secretary, Bridgeview Public Library Board of Trustees

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE CLOSED SESSION MEETING
June 10, 2013

President Gary Lewis called the meeting to order at 9:16 p.m.

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

Attorney Parks reported on the status of the roof leak litigation including discussing and reviewing the two options available to the Board regarding replacement vs. repairs of the roof including potential costs; status on Poulos and Calwell and if there will be any other defendants brought into the law suit.

President Lewis discussed the rental property, the cost of the substantial repairs and that the property has not been rented yet.

Acting Director Kinzel and Acting Assistant Director Sebuck left the meeting.

President Lewis opened the closed session minute box and the Board reviewed the minutes. It was determined to leave the following minutes closed: October 20, 2008; November 9, both December 14, 2009; January 4, January 11, February 8, March 8, April 10, August 9, September 13, October 18, November 8, and December 13, 2010; January 10, February 14, March 14, April 11, May 9, June 13, July 11, August 8, September 12, October 17, November 14 and December 12, 2011; January 9, February 13, March 12, April 9, May 14, June 11, July 9, August 13, August 20, September 10, October 15, November 12, December 10, 2012; January 14, February 11, March 11, 2013. May 1, 2012 and April 8, 2013 can be released for review.

Motion by Trustee Carben and seconded by Trustee Marek to adjourn.

Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at **10:02 p.m.**

Respectfully submitted,

Vicki Choate

Vicki Choate, Recording Secretary

APPROVED:

7-8-13

Date

Gary Lewis

Gary Lewis, President

Alice Vilimek

Alice Vilimek, Secretary

Closed
Reviewed
7/13/15

Closed
Reviewed
4/11/16/AZ

6/11/18
AZV

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

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

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

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

Mr. Jonathan Butkus gave an update presentation on the time clock, computer and camera issues.

Trustee Alice Vilimek arrived at 7:09 p.m.

Mr. Guy Blaszak of Heil & Heil Insurance Agency LLC, gave an update of insurance coverage quotes.

2013 - 66 Motion by Trustee Al Safadi and seconded by Trustee Marek to approve the agenda moving item #16 up to 9A.

Upon voice vote with all ayes and no nays, **Motion Carried.**

2013 - 67 Motion by Trustee Marek and seconded by Trustee Kasten to approve the Regular Meeting minutes of June 10, 2013.

Upon roll call vote:

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

Nays: 0

Absent: 1 Carben.

Motion Carried.

2013 - 68 Motion by Trustee Al Safadi and seconded by Trustee Marek to approve the Closed Session Meeting minutes of June 10, 2013.

Upon roll call vote:

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

Nays: 0

Absent: 1 Carben.

Motion Carried.

2013 - 69 Motion by Trustee Kasten and seconded by Trustee Jaguszewski to approve the 4 Consent Agenda items as listed and read: 9A Approve the Treasurer's Report dated June 2013; 9B Prepaid bills in the amount of \$28,451.01; 9C Bills in the amount of \$13,081.89 and 9D Transfer of funds in the amount of \$60,000.00.

Upon roll call vote:

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

Nays: 0

Absent: 1 Carben.

Motion Carried.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING

July 8, 2013

Page two

2013 – 70 Motion by Trustee Jaguszewski and seconded by Trustee Vilimek to go into closed session for matters of litigation and personnel.

Upon roll call vote:

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

Nays: 0

Absent: 1 Carben.

Motion Carried.

7:42 p.m.

President Lewis reconvened the meeting at 8:02 p.m.

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

Attorney's Report: There was an update report on the property tax refund.

Committee Reports: President Lewis announced the committee appointments. Finance Committee: Chairman Randy Carben, Marwan Al Safadi and Alice Vilimek. Policy By-Laws Committee: Chairman Sue Kasten, Lila Marek and Arlene Jaguszewski.

Unfinished Business: There was discussion on 13A Roof leaks was discussed in closed session; 13B Security cameras was previously discussed with no action taken; 13C Lighting Upgrade was discussed with no action taken; and 13D Employee Handbook and 13E Time Clocks were discussed with no action taken.

New Business: 14A Updating Computers was discussed and more bids were requested for this project. 14B Bill Paying/Check Signing was discussed.

2013 – 71 Motion by Trustee Al Safadi and seconded by Trustee Jaguszewski to allow Acting Director Kinzel and Acting Assistant Director Sebeck to sign prepaid checks without a Trustee's signature.

Upon roll call vote:

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

Nays: 1 Marek.

Absent: 1 Carben.

Motion Carried.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
July 8, 2013
Page three

2013 – 72 Motion by Trustee Vilimek and seconded by Trustee Jaguszewski to adjourn.
Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at **8:45 p.m.**

Respectfully submitted,

Vicki Choate
Vicki Choate, Recording Secretary

APPROVED:

August 12, 2013
Date

Gary Lewis, President
Gary Lewis, President

Alice Vilimek, Secretary
Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
August 12, 2013

Vice-President Arlene Jaguszewski called the meeting to order at 7:00 p.m.

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

Vice-President Arlene Jaguszewski led the Board and audience in the Pledge of Allegiance.

Vice-President Arlene Jaguszewski welcomed Imam Jamal Said and Mrs. Aisheh Said from the Mosque Foundation. Imam and Mrs. Said presented the Library Board a check in the amount of \$11,000.00 for the library computer replacements.

Mr. Jonathan Butkus gave an update presentation on the computer and camera project.

- 2013 - 73** Motion by Trustee Al Safadi and seconded by Trustee Marek to approve the Dell computer option for the purchase of 20 desktop computers and 2 laptop computers in the amount of \$12,675.84.

Upon roll call vote:

Ayes: 4 Marek, Jaguszewski, Al Safadi and Vilimek.

Nays: 0

Absent: 3 Kasten, Lewis and Carben.

Motion Carried.

- 2013 - 74** Motion by Trustee Marek and seconded by Trustee Vilimek to approve the agenda moving item #14A to #5, and 13B to #6.

Upon roll call vote:

Ayes: 4 Marek, Jaguszewski, Al Safadi and Vilimek.

Nays: 0

Absent: 3 Kasten, Lewis and Carben.

Motion Carried.

- 2013 - 75** Motion by Trustee Marek and seconded by Trustee Al Safadi to approve the Regular Meeting minutes of July 8, 2013.

Upon roll call vote:

Ayes: 4 Marek, Jaguszewski, Al Safadi and Vilimek.

Nays: 0

Absent: 3 Kasten, Lewis and Carben.

Motion Carried.

- 2013 - 76** Motion by Trustee Vilimek and seconded by Trustee Al Safadi to approve the Closed Session Meeting minutes of July 8, 2013.

Upon roll call vote:

Ayes: 4 Marek, Jaguszewski, Al Safadi and Vilimek.

Nays: 0

Absent: 3 Kasten, Lewis and Carben.

Motion Carried.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING

August 12, 2013

Page two

2013 – 77 Motion by Trustee Al Safadi and seconded by Trustee Vilimek to approve the 4 Consent Agenda items as listed and read: 9A Approve the Treasurer's Report dated July 2013; 9B Prepaid bills in the amount of \$22,072.60; 9C Bills in the amount of \$20,053.39 and 9D Transfer of funds in the amount of \$70,000.00.

Upon roll call vote:

Ayes: 4 Marek, Jaguszewski, Al Safadi and Vilimek.

Nays: 0

Absent: 3 Kasten, Lewis and Carben.

Motion Carried.

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

Attorney's Report: Property tax refund is still being processed. The new discipline policy/procedure was distributed.

2013 – 78 Motion by Trustee Al Safadi and seconded by Trustee Vilimek to approve the new Progressive Discipline Policy by adding *'falsification of time and attendance records, including making entries on another employee's timecard or time record, using another employee's credentials or allowing another person (other than a supervisor) to make entries on your timecard or time record or to use your credentials'*.

Upon roll call vote:

Ayes: 4 Marek, Jaguszewski, Al Safadi and Vilimek.

Nays: 0

Absent: 3 Kasten, Lewis and Carben.

Motion Carried.

Committee Reports: Chairpersons of the committees will be calling board members to set up their meetings. Attorney Parks discussed and reminded the Board that committee meetings need to comply with the open meetings act regarding agendas and proper notice.

Unfinished Business: Assistant Acting Director Sebuck discussed the need of the swipe card time clock.

New Business: Assistant Acting Director Sebuck discussed the need to complete the SWOT analysis.

2013 – 79 Motion by Trustee Vilimek and seconded by Trustee Al Safadi to go into closed session for matters of litigation.

Upon roll call vote:

Ayes: 4 Marek, Jaguszewski, Al Safadi and Vilimek.

Nays: 0

Absent: 3 Kasten, Lewis and Carben.

Motion Carried.

8:11 p.m.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
August 12, 2013
Page three

Vice-President Jaguszewski reconvened the meeting at **8:22 p.m.**

2013 – 80 Motion by Trustee Al Safadi and seconded by Trustee Marek to adjourn.
Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at **8:23 p.m.**

Respectfully submitted,

Vicki Choate
Vicki Choate, Recording Secretary

APPROVED:

9/9/13
Date

Gary Lewis
Gary Lewis, President

Alice Vilimek
Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE CLOSED SESSION MEETING
August 12, 2013

closed
Reviewed
7/13/15

Vice-President Jaguszewski called the meeting to order at 8:13 p.m.

Attorney Parks reported on the status of the roof leak litigation including discussing and reviewing ABS defaulted under the Bond; the court is wanting depositions; Attorney Dabis is preparing prove-ups; Spiro Poulos has scheduled depositions for October 2, 2013; there has been a response from Calwell offering \$16,000.00. The Board's lowest offer was \$18,500.00 leaving us \$2,500.00 apart at this time.

The next status court date is October 29, 2013.

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

The meeting adjourned at **8:18 p.m.**

closed
Reviewed
4/11/16 ARJ

Respectfully submitted,

Vicki Choate
Vicki Choate, Recording Secretary

APPROVED:

9/9/13
Date

Gary Lewis
Gary Lewis, President

Alice Vilimek
Alice Vilimek, Secretary

6/11/18
ARJ

Bridgeview Public Library

Board of Trustees

Policy Committee Meeting

September 9, 2013 6pm

- ✓ 1. Welcome and Call to Order 6:02
- ✓ 2. Approval of Agenda
- ✓ 3. Public Introduction/Comment
- ✓ 4. 2013 Program Policy Committee Officers and Members

Chairperson Sue Kasten

Member Arlene Jaguszewski

Member Lila Marek

5. New Business

Overview of revised Board of Trustees 2013 Handbook

6. Items for and Scheduling of next Policy Committee Meeting

7. Adjournment

*Vacation
Circulation
Hours of Op
Prohibited Gifts
Records to be Retained
Reference Service Policy*

Bridgeview Public Library
Policy & By Laws Committee Meeting
Sept 9, 2013

Agenda

1. Call to order at 6:00

Overview of revised ^{purple} binder from AD Kinzel

HAND OUT SUGGESTED LISTS OF

- POLICY NEED TO BE REVISED ASAP
- NOT IN HANDBOOK PREV / OR GIVEN T EMP ONLY
- ALL NEW INFORMATION
- DISCUSS INFO PREV PRINTED ON PURPLE PAPER.

ASAP POLICIES TO REVISE

Circulation Policy
Hours of Operation
Prohibited Gifts
Records to be Retained
Reference Service Policy
Vacation Policy

2. Items for next meeting
3. Schedule ^{date} next meeting

7
Roll
Pledge
Visitors
Approve
Agenda

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE CLOSED SESSION MEETING
September 9, 2013

closed
Reviewed
7/13/15

President Lewis called the meeting to order at 8:26 p.m. Upon roll call the following Trustees were present: Lila Marek, Alice Vilimek, Marwan Al Safadi, Arlene Jaguszewski, Sue Kasten, Randy Carben and Gary Lewis.

Attorney Parks stated that Attorney Dabis would be joining the closed session via telephone. Attorney Dabis provided an update on the litigation which included selecting deposition dates; If George Mitchell is well enough to be called for a deposition and if there can be a change of venue for the deposition; Faten will contact George regarding being subpoenaed for a deposition being he is no longer an employee of the Library; Gary Lewis will be called for a deposition and will provide Attorney Dabis of available dates.

ABS was issued a letter of default under the bond; Poulos has been reissued to a different attorney within the same firm as previous; September 19th is the deposition of Rudy from Frega and Associates; October 18th and October 25th are scheduled depositions for two Poulos employees, F. Poulos and T. Curtain. The attorney for Anderlock has stated they are willing to talk settlement if it disposes them from the entire case; Calwell has offered \$16,000.00 and the Board's lowest offer was \$18,500.00. Attorney Dabis will disclose Kami's report prior to deposition; Brian Burrow's report was for total replacement of the roof; DeVries was too specialized for his firm; The Board needs to discuss and decide on a settlement demand they are comfortable with preferably prior to depositions; The board needs to gather all the information regarding costs of the mold removal and study, repairs to the building since the leaks and legal fees. Attorney Dabis left the meeting at 8:45 p.m.

Acting Director Kinzel left the meeting at 8:47 p.m.

President Lewis opened the discussion regarding the Board's thought of making the Acting Director Kinzel and Acting Assistant Director Sebuick Director and Assistant Director or start a search for replacements. The Board will continue this discussion at the next meeting.

Motion by Trustee Carben and seconded by Trustee Vilimek to adjourn.
Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at **8:55 p.m.**

Respectfully submitted,

Vicki Choate
Vicki Choate, Recording Secretary

closed
Reviewed
4/11/16 ALV

APPROVED:

10/21/13
Date

Gary Lewis
Gary Lewis, President

Alice Vilimek
Alice Vilimek, Secretary

6/11/18
ALV

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
September 9, 2013

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

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

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

Trustee Randy Carben arrived at 7:05 p.m.

Mr. Jonathan Butkus gave an update on the computer installation and camera project.

Mr. Guy Blazak, of Heil & Heil, Inc., gave an updated report on the insurance coverage and costs.

2013 - 81 Motion by Trustee Marek and seconded by Trustee Vilimek to approve the agenda.

Upon roll call vote:

Ayes: 7 Jaguszewski, Kasten, Carben, Marek, Al Safadi, Vilimek and Lewis.

Nays: 0

Absent: 0

Motion Carried.

2013 - 82 Motion by Trustee Marek and seconded by Trustee Jaguszewski to approve the Regular Meeting minutes of August 12, 2013.

Upon roll call vote:

Ayes: 4 Jaguszewski, Marek, Al Safadi and Vilimek.

Nays: 0

Abstain: 3 Kasten, Carben and Lewis.

Absent: 0

Motion Carried.

2013 - 83 Motion by Trustee Vilimek and seconded by Trustee Marek to approve the Closed Session Meeting minutes of August 12, 2013.

Upon roll call vote:

Ayes: 4 Jaguszewski, Marek, Al Safadi and Vilimek.

Nays: 0

Abstain: 3 Kasten, Carben and Lewis.

Absent: 0

Motion Carried.

2013 - 84 Motion by Trustee Al Safadi and seconded by Trustee Vilimek to approve the 4 Consent Agenda items as listed and read: 10A Approve the Treasurer's Report dated August 2013; 10B Prepaid bills in the amount of \$28,309.95; 10C Bills in the amount of \$36,523.02 and 10D Transfer of funds in the amount of \$85,000.00.

Upon roll call vote:

Ayes: 7 Jaguszewski, Kasten, Carben, Marek, Al Safadi, Vilimek and Lewis.

Nays: 0

Absent: 0

Motion Carried.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
September 9, 2013
Page two

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

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

Committee Reports: Finance Committee will be setting up a meeting in the near future; Policy/By-laws committee met prior to this evening's meeting.

Unfinished Business: The security cameras/discussion and action will be held to the next meeting; the Hartford insurance proposal was discussed.

2013 – 85 Motion by Trustee Carben and seconded by Trustee Jaguszewski to approve the Hartford-CNA proposal as presented by Heil & Heil, Inc in the amount of \$26,247.00.

Upon roll call vote:

Ayes: 7 Jaguszewski, Kasten, Carben, Marek, Al Safadi, Vilimek and Lewis.

Nays: 0

Absent: 0

Motion Carried.

New Business: Acting Director Kinzel presented the SWOT Analysis which is a requirement for the grant. The Board discussed the items and the answers from the Board members will be submitted.

2013 –86 Motion by Trustee Vilimek and seconded by Trustee Carben to go into closed session for matters of litigation and personnel.

Upon roll call vote:

Ayes: 7 Jaguszewski, Kasten, Carben, Marek, Al Safadi, Vilimek and Lewis.

Nays: 0

Absent: 0

Motion Carried.

8:19 p.m.

President Lewis reconvened the meeting at **8:56 p.m.**

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
September 9, 2013
Page three

2013 – 87 Motion by Trustee Al Safadi and seconded by Trustee Carben to adjourn.
Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at **8:57 p.m.**

Respectfully submitted,

Vicki Choate
Vicki Choate, Recording Secretary

APPROVED:

10/14/13
Date

Gary Lewis
Gary Lewis, President

Alice Vilimek
Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
October 21, 2013

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

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

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

Trustee Randy Carben arrived at 7:05 p.m.

Mr. Greg Eck, gave report on health insurance coverage and costs.

Mr. Jonathan Butkus gave an update on the camera project. Attorney Parks discussed the bid process.

2013 - 88 Motion by Trustee Vilimek and seconded by Trustee Carben to go into closed session for matters of litigation.

Upon roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski,

Motion Carried.

7:35 p.m.

Upon roll call at 8:05 p.m. the following Trustees were present: Lila Marek, Alice Vilimek, Marwan Al Safadi, Sue Kasten, Randy Carben and Gary Lewis. Trustees Arlene Jaguszewski was absent. Also present Acting Director Kinzel, Assistant Acting Director Sebuck and Attorney Parks.

Ms. Julie Soto of Youth Services gave a power point presentation to the Board.

2013 - 89 Motion by Trustee Carben and seconded by Trustee Marek to approve the agenda.
Upon voice vote with all ayes and no nays, **Motion Carried.**

2013 - 90 Motion by Trustee Kasten and seconded by Trustee Vilimek to approve the Regular Meeting minutes of September 9, 2013.

Upon roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski,

Motion Carried.

2013 - 91 Motion by Trustee Vilimek and seconded by Trustee Marek to approve the Closed Session Meeting minutes of September 9, 2013.

Upon roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski,

Motion Carried.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
October 21, 2013
Page two

- 2013 – 92** Motion by Trustee Kasten and seconded by Trustee Vilimek to approve the 4 Consent Agenda items as listed and read: 11A Approve the Treasurer's Report dated September 2013; 11B Prepaid bills in the amount of \$18,053.89; 11C Bills in the amount of \$22,381.55 and 11D Transfer of funds in the amount of \$70,000.00.
Upon roll call vote:
Ayes: 6 Kasten, Carben, Marek, Al Safadi, Vilimek and Lewis.
Nays: 0
Absent: 1 Jaguszewski,
Motion Carried.

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

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

Committee Reports: Finance Committee, there will be a Special Meeting of the board on Monday, November 18, 2013 at 6:00 p.m. Policy/By-laws committee, there was no report.

Unfinished Business: The security cameras/discussion and action will be held until completion of the bid process. The Lighting Upgrade Grant was discussed and Litigation will be discussed in closed session.

New Business: Legal Settlement with Kalwall was previously approved; Budget will be discussed at the Special Meeting on November 18, 2013 at 6:00 p.m.; Extended Hours for the library was discussed; Holiday Policy will be put on next month's agenda; Conceal Carry and the signs and restrictions for the Library property were discussed; Credit Card, the credit cards held by the Library were discussed and it was decided by the Board the Trustee Sue Kasten's card will be closed.

- 2013 – 93** Motion by Trustee Carben and seconded by Trustee Marek to renew the health plan with BlueCross/Blue Shield effective December 1, 2013 as recommended by Mr. Greg Eck.
Upon roll call vote:
Ayes: 6 Kasten, Carben, Marek, Al Safadi, Vilimek and Lewis.
Nays: 0
Absent: 1 Jaguszewski,
Motion Carried.

- 2013 –94** Motion by Trustee Carben and seconded by Trustee Vilimek to go into closed session for matters of personnel.
Upon roll call vote:
Ayes: 6 Kasten, Carben, Marek, Al Safadi, Vilimek and Lewis.
Nays: 0
Absent: 1 Jaguszewski,
Motion Carried.
9:35 p.m.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
October 21, 2013
Page three

President Lewis reconvened the meeting at **9:46 p.m.**

2013 – 95 Motion by Trustee Carben and seconded by Trustee Vilimek to adjourn.
Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at **9:50 p.m.**

Respectfully submitted,

Vicki Choate

Vicki Choate, Recording Secretary

APPROVED:

10/21/13
Date

Gary Lewis

Gary Lewis, President

Alice L. Vilimek

Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE CLOSED SESSION MEETING
October 21, 2013
Part One

Closed
Reviewed
7/13/15

President Lewis called the meeting to order at 7:36 p.m. Upon roll call the following Trustees were present: Lila Marek, Alice Vilimek, Marwan Al Safadi, Sue Kasten, Randy Carben and Gary Lewis. Trustee Jaguszewski was absent. Also present Attorney Parks.

Attorney Dabis joined the closed session via telephone. Attorney Dabis stated that Kalwall settled for \$18,500.00 as approved by the Board previously in open session. Attorney Dabis discussed the depositions that were held and stated that the log of the leaks at the library needs to be disclosed. The attorney's fees will be discussed at the next meeting, November 11th with Safaa Zarzour.

The attorney's do want to dispose George Mitchell and they are willing to change the venue due to his medical condition.

The Board needs to gather the hard costs of legal fees; Kami's fees; Brian Burrows fees and mold studies.

The Board discussed the options of repairs and the lawsuit and the process of getting all the financial information together.

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

The meeting adjourned at 8:00 p.m.

Closed
Reviewed
4/11/16 AZV

Respectfully submitted,

Vicki Choate
Vicki Choate, Recording Secretary

APPROVED:

10/21/13
Date

Gary Lewis
Gary Lewis, President

Alice Vilimek
Alice Vilimek, Secretary

6/11/18
AZV

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE CLOSED SESSION MEETING
October 21, 2013
Part Two

President Lewis called the meeting to order at 9:36 p.m. Upon roll call the following Trustees were present: Lila Marek, Alice Vilimek, Marwan Al Safadi, Sue Kasten, Randy Carben and Gary Lewis. Trustee Jaguszewski was absent. Also present Attorney Parks, Acting Director Kinzel and Assistant Acting Director Sebuck.

President Lewis discussed the attendance reports that were requested from the Acting Director. The attendance report containing sick days that can be carried over for IMRF; personal days and vacation days were discussed.

There is an employee that has had a life event change, being removed from her husband's insurance, and now needs to be added to the library health insurance. She has requested the Board pay her PPO share of the insurance due to her doctor not being on the HMO plans. This is not the policy of the board and it will not be paid.

Motion by Trustee Carben and seconded by Trustee Vilimek to adjourn.
Upon voice vote with all ayes and no nays, Motion Carried.

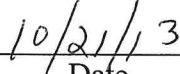
The meeting adjourned 9:45 p.m.

Respectfully submitted,

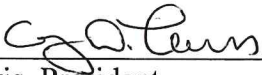


Vicki Choate, Recording Secretary

APPROVED:



Date



Gary Lewis, President



Alice Vilimek, Secretary

start 10:10
ended 12:35

November 11, 2013

LIBRARY POLICIES TO REVISE:

- VACATION ✓
- HOLIDAY ✓
- CIRCULATION ✓
- REFERENCE SERVICE POLICY
- RECORDS TO BE RETAINED ✓
- HOURS OF OPERATION ✓
- PROHIBITED GIFTS ✓

16 policies to revise
5 Handbook policies
to revise

• Completed 6 + ① to Kristen
to review

ADD THE FOLLOWING TO EMPLOYEE POLICIES:

- FAMILY MEDICAL LEAVE ACT FMLA
- UPDATED SEXUAL HARASSMENT
- GENERAL HARASSMENT *new*
- CONFLICTS/DISCLAIMER *new*

✓ • STATEMENT OF PURPOSE FOR EMPLOYEE POLICIES (POLICY HANDBOOK NOT CONSTRUED AS ^A CONTRACT)
Give to Kristen

General Policies
• Record retention policy/
Local Records Act
retention, Disposal
• Conflicts/Disclaimer
• Policy to ensure policies
are properly indexed,
updated & stored.

CONFLICTING, UNCLEAR AND/OR DUPLICATE POLICIES:

- BORROWING POLICY 8/14/2006 AND LIBRARY CARD POLICY (8/13/12 & 4/8/13)
- CIRCULATION POLICY 7/06 & FEES, FINES AND LOAN RULES
- BEHAVIOR POLICY & CONDUCT POLICY
- 3 VACATION POLICIES
- GOVERNANCE POLICY
- INSURANCE & ELIGIBILITY (ADD ELIGIBILITY LANGUAGE TO THE INSURANCE POLICY)

From: **Kristen Parks** parks@zklaw.com
Subject: BPL policy committee recommendations
Date: September 25, 2013 at 4:52 PM
To: Sue Kasten suekasten1@yahoo.com
Cc: lkinzel@bridgeviewlibrary.org, Chris Sebuck csebuck@bridgeviewlibrary.org, Randy Carben Randy.Carben@illinois.gov, Gary Lewis GLewis@ashlandcoldstorage.com

Hi Sue,

After reviewing the policies that Lori compiled, I would recommend the following additions and changes:

Add the following employee policies:

1. Family Medical Leave Act (FMLA)
2. Updated sexual harassment
3. General harassment
4. Conflicts/disclaimer
5. Statement of purpose for employee policies (it is important to include this so that employees and courts do not construe the policy handbook as a contract)

Add the following general policies:

1. Records retention policy/Local Records Act retention and disposal
2. Conflicts/disclaimer
3. Policy to ensure that all policies are properly indexed, updated and stored
 - a. I would recommend implementing a system for storing the policies on the director and assistant director's computers where outdated policies are clearly labeled and filed as such, and current policies are kept in word and pdf formats and uniformly labeled

-

Conflicting, unclear and/or duplicate policies:

1. Borrowing policy (8/14/2006) and Library Card Policy (8/13/2012 & 4/8/2013)
2. Circulation Policy (7/2006) and Fees, Fines and Loan Rules
3. Behavior Policy and Conduct Policy
4. Three different vacation policies
5. Governance policy
6. Insurance and Eligibility (these do not need to be separate policies; simply add the eligibility language to the insurance policy)

-

Please feel free to contact me with any questions and let me know if you need anything from

November 11, 2013

Policy & By Laws Meeting

Start time 10:10

Ended 12:35

1. Reviewed + revised Holiday Policy
2. Finished revising Vacation Policy which was started at previous meeting on Sept 9, 2013
3. Updated Hours of Operation
Revised # of Holidays Library Closed
4. Updated fees on Circulation Policy
5. Updated contact information on Records to be Retained Policy
6. Prohibited Sign Policy - need to update date of Adoption
7. Revised Employee Acknowledgement form from the Employee Handbook.
Give copy to Kristen for her to approve wording.

Copies

- Kristen
- Randy

From: Chris Sebuck csebuck@bridgeviewlibrary.org
Subject: Re: BPL policy committee recommendations
Date: October 9, 2013 at 8:13 PM
To: Kristen Parks parks@zklaw.com
Cc: Sue Kasten suekasten1@yahoo.com, Ikinzel@bridgeviewlibrary.org, Gary Lewis GLewis@ashlandcoldstorage.com, Randy Carben Randy.Carben@illinois.gov

Hello,

Could you please add the Holiday Policy to this list. I am trying to do payroll and I have a couple of people who are 20 hour employees who fall under #2:

2. Holiday pay will be given to employee's working at least twenty (20) hours a week, if the holiday falls on a day they are normally scheduled to work.

The whole policy is attached to view.

The reason I am asking for a review is schedules here are not set schedules and sometimes these people work on the days the holidays fall and sometimes they don't. Sometimes they work 8 hours, sometimes 4, sometimes 6; it varies. Some of the holidays in this list change what day they fall on each year, some do not. There are two holidays on this list that only fall on Sunday and we aren't even open on Sunday anymore.

My point is, if holiday pay is a perk that you get when you move up to 20 hours, just like vacation, sick, personal days, etc., what difference does it make and why do these two specific employees have to be or have to have been working on the arbitrary days some of these holidays fall out on to receive the holiday pay?

I don't know how to pay these people when these holidays come up and I think we have been relying on past practices that the previous director put in place which are not plainly stated, are frankly confusing, and seem arbitrary.

4. Conflicts/disclaimer
5. Statement of purpose for employee policies (it is important to include this so that employees and courts do not construe the policy handbook as a contract)

Add the following general policies:

1. Records retention policy/Local Records Act retention and disposal
2. Conflicts/disclaimer
3. Policy to ensure that all policies are properly indexed, updated and stored
 - a. I would recommend implementing a system for storing the policies on the director and assistant director's computers where outdated policies are clearly labeled and filed as such, and current policies are kept in word and pdf formats and uniformly labeled

-

Conflicting, unclear and/or duplicate policies:

1. Borrowing policy (8/14/2006) and Library Card Policy (8/13/2012 & 4/8/2013)
2. Circulation Policy (7/2006) and Fees, Fines and Loan Rules
3. Behavior Policy and Conduct Policy

Chicago, IL 60605

P [312.356.3200](tel:312.356.3200) x1010

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7674 W. 63rd Street

Summit, IL 60501

P [708.563.1400](tel:708.563.1400)

F [708.563.1405](tel:708.563.1405)

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Chris Sebuck
Acting Assistant Director/
Head of Reference and Adult Services
Bridgeview Public Library
7840 W. 79th Street
Bridgeview, IL 60455
708-458-2880 ext 105
csebuck@bridgeviewlibrary.org

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
November 11, 2013

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

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

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

Trustee Lila Marek arrived at 7:04 p.m.

2013 – 96 Motion by Trustee Vilimek and seconded by Trustee Jaguszewski to approve the agenda. Upon voice vote with all ayes and no nays, **Motion Carried.**

Mr. Jonathan Butkus gave an update on the camera project.

Mr. Sami Alnadi, of GSI Networks, gave a presentation on lighting upgrades.

2013 – 97 Motion by Trustee Marek and seconded by Trustee Kasten to approve the Regular Meeting minutes of October 21, 2013.

Upon roll call vote:

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

Nays: 0

Absent: 1 Carben

Motion Carried.

2013 – 98 Motion by Trustee Kasten and seconded by Trustee Marek to approve the Closed Session Meeting minutes, Part 1, of October 21, 2013.

Upon roll call vote:

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

Nays: 0

Absent: 1 Carben

Motion Carried.

2013 – 99 Motion by Trustee Al Safadi and seconded by Trustee Kasten to approve the Closed Session Meeting minutes, Part 2, of October 21, 2013.

Upon roll call vote:

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

Nays: 0

Absent: 1 Carben

Motion Carried.

2013 – 100 Motion by Trustee Kasten and seconded by Trustee Jaguszewski to approve the 4 Consent Agenda items as listed and read: 10A Approve the Treasurer's Report dated October 2013; 10B Prepaid bills in the amount of \$30,755.18; 10C Bills in the amount of \$18,095.04 and 10D Transfer of funds in the amount of \$65,000.00.

Upon roll call vote:

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

Nays: 0

Absent: 1 Carben

Motion Carried.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
November 11, 2013
Page two

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

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

Committee Reports: Finance Committee, Chairman Carben was absent so there was no report. Policy/By-laws Committee, Chairman Kasten gave a report including the review of 16 policies and are reviewing the Employee Handbook.

Unfinished Business: The security cameras/discussion and action will be held until completion of the bid process. The Lighting Upgrade Grant was discussed; Litigation will be discussed in closed session; Budget 2014 will be discussed at a Special Meeting to be held on Wednesday, November 20th at 6:00 pm.; Extended Hours and Holiday Policy will be put on the December agenda.

New Business: Holiday Staff Party was discussed; Amendment to the Progressive Discipline Policy was discussed;

2013 – 101 Motion by Trustee Kasten and seconded by Trustee Vilimek to approve the amendment to the Progressive Discipline Policy as listed and approved by our counsel.

Upon roll call vote:

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

Nays: 0

Absent: 1 Carben

Motion Carried.

Unfinished Business, cont'd: the New Computer Dedication Ceremony was discussed for Monday, December 9, 2013, at 6:00 p.m., prior to the Board Meeting.

2013 –102 Motion by Trustee Vilimek and seconded by Trustee Jaguszewski to go into closed session for matters of litigation.

Upon roll call vote:

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

Nays: 0

Absent: 1 Carben

Motion Carried.

9:05 p.m.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
November 11, 2013
Page three

President Lewis reconvened the meeting at **9:35 p.m.**

2013 – 103 Motion by Trustee Marek and seconded by Trustee Jaguszewski to adjourn.
Upon voice vote with all ayes and no nays, **Motion Carried.**

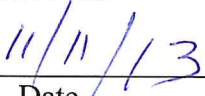
The meeting adjourned at **9:36 p.m.**

Respectfully submitted,

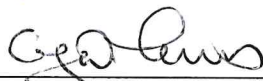


Vicki Choate, Recording Secretary

APPROVED:



Date



Gary Lewis, President



Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE CLOSED SESSION MEETING
November 11, 2013

closed
Reviewed
7/13/15

President Lewis called the meeting to order at 9:10 p.m. Upon roll call the following Trustees were present: Lila Marek, Alice Vilimek, Marwan Al Safadi, Sue Kasten, Arlene Jaguszewski and Gary Lewis. Trustee Randy Carben was absent. Also present Attorney Zarzour.

Attorney Zarzour discussed the pending litigation stating ABS has defaulted. The parties involved all seem to be pointing fingers at ABS. Some parties may want mediation also wanting settlement figures prior to mediation. Attorney Zarzour discussed the depositions including a memo that was sent by George Mitchell on Library letterhead and Mr. Steve Kozerowitz attending certain library meetings when changes were approved. It might be recommended that all parties sit at one table to discuss the settlement portion/amount of dollars that they might be responsible.

The Board discussed the many issues the library has been dealing with and to gather the hard costs of legal fees; Kami's fees; Brian Burrows fees, mold studies etc., in regards to coming up with a settlement offer. DeVries roofing will be requested to come out to the library again to review the repairs that are needed.

The deposition of George Mitchell will be on November 22, 2013.

Motion by Trustee Jaguszewski and seconded by Trustee Marek to adjourn.
Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at 9:34 p.m.

closed
Reviewed
4/11/16 ALV

Respectfully submitted,

Vicki Choate
Vicki Choate, Recording Secretary

APPROVED:

11/11/13
Date

6/11/18
ALV

Gary Lewis
Gary Lewis, President

Alice Vilimek
Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE SPECIAL MEETING
November 20, 2013

*Closed
Reviewed
7/13/15*

President Gary Lewis called the meeting to order at 6:00 p.m.

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

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

Trustee Alice Vilimek arrived at 6:06 p.m.

2013 - 104 Motion by Trustee Jaguszewski and seconded by Trustee Kasten to approve the agenda with change of date to November 20, 2013 and change of name to President Lewis.
Upon voice vote with all ayes and no nays, **Motion carried.**

Under Unfinished Business: 6A Discuss/Approve Budget 2014 and 6B Discuss/Approve Staff Budget/Raises 2014.

The Board reviewed and discussed each line item of the proposed budget including reviewing and comparing each line item with last year's budget amounts.

Trustee Marwan Al Safadi arrived at 6:40 p.m.

Trustee Randy Carben left the meeting at 7:35 p.m.

2013 - 105 Motion by Trustee Jaguszewski and seconded by Trustee Vilimek to adjourn.
Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at **8:35 p.m.**

Respectfully submitted,

Vicki Choate

Vicki Choate, Recording Secretary

APPROVED:

11/20/13
Date

Gary Lewis

Gary Lewis, President

Alice Vilimek

Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
December 9, 2013

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

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

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

Trustee Lila Marek arrived at 7:04 p.m.

- 2013 – 106** Motion by Trustee Vilimek and seconded by Trustee Marek to approve the agenda. Upon voice vote with all ayes and no nays, **Motion Carried.**
- 2013 – 107** Motion by Trustee Al Safadi and seconded by Trustee Vilimek to approve the Regular Meeting minutes of November 11, 2013.
Upon roll call vote:
Ayes: 5 Marek, Al Safadi, Carben, Vilimek and Lewis.
Nays: 0
Absent: 2 Kasten and Jaguszewski,
Motion Carried.
- 2013 – 108** Motion by Trustee Vilimek and seconded by Trustee Marek to approve the Closed Session Meeting minutes of November 11, 2013.
Upon roll call vote:
Ayes: 4 Marek, Al Safadi, Vilimek and Lewis.
Nays: 0
Abstain: 1 Carben
Absent: 2 Kasten and Jaguszewski,
Motion Carried.
- 2013 – 109** Motion by Trustee Marek and seconded by Trustee Al Safadi to approve the Special Meeting minutes of November 20, 2013.
Upon roll call vote:
Ayes: 4 Marek, Al Safadi, Vilimek and Lewis.
Nays: 1 Carben
Absent: 2 Kasten and Jaguszewski,
Motion Carried.
- 2013 – 110** Motion by Trustee Al Safadi and seconded by Trustee Lewis to approve the 3 Consent Agenda items as listed and read: 9A Approve the Treasurer's Report dated November 2013; 19B Prepaid bills in the amount of \$4,589.63; and 9C Bills in the amount of \$27,952.75.
Upon roll call vote:
Ayes: 5 Marek, Al Safadi, Carben, Vilimek and Lewis.
Nays: 0
Absent: 2 Kasten and Jaguszewski,
Motion Carried.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING

December 9, 2013

Page two

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

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

Committee Reports: There were no reports presented.

Unfinished Business: The security cameras were discussed regarding where the money would come from for this project; The Budget for 2014 will be discussed at the next regular meeting; The Extended Hours will be discussed again after the budget is finalized; The Policy Discussion agenda item was discussed as to how they should be listed on the agenda. The listing must be more specific for action.

New Business: Holiday Staff Party will be held on Wednesday, December 18, 2013 at 6:00 p.m.; Bank Document Signatures was discussed stating that signatures are needed for Bond transfers; Rixon Proposal is from Purco which Rixon would take over the technical portion of what Carrier does now.

2013 -111 Motion by Trustee Vilimek and seconded by Trustee Al Safadi to go into closed session for matters of litigation.

Upon roll call vote:

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

Nays: 0

Absent: 2 Kasten and Jaguszewski,

Motion Carried

7:54 p.m.

President Lewis reconvened the meeting at **8:27 p.m.**

2013 - 112 Motion by Trustee Carben and seconded by Trustee Vilimek to adjourn.

Upon voice vote with all ayes and no nays, **Motion Carried.**

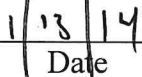
The meeting adjourned at **8:29 p.m.**

Respectfully submitted,



Vicki Choate, Recording Secretary

APPROVED:


Date



Gary Lewis, President



Alice Vilimek, Secretary