

**Bridgeview Public Library
Regular Library Board Meeting
BOARD MEETING
AGENDA
January 14, 2013**

1. Call to order at 7:00 by President Carben
2. Roll Call
3. Pledge of Allegiance.
4. Visitors are asked to introduce themselves and present any issues they wish to discuss. Visitors will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.
5. Approval of Agenda
6. Presentation from Jonathan Butkus
7. Approval of Minutes of Regular Meeting of December 10, 2012
8. Approval of Minutes of Closed Session Meeting of December 10, 2012
9. Motion to Approve the 4 Consent Agenda Items as Listed:
 - A. Approval of Treasurer's Report ...December 2012
 - B. Prepaid Bills in the Amount of \$8,373.23
 - C. Bills in the Amount of \$30,034.75
 - D. Transfer of Funds in the Amount of \$ 70,000.00
10. Directors Report
11. Attorney's Report
12. Committee Report
 - A. Finance
 - B. Policy/By-Laws
13. Unfinished Business
 - A. Young Authors Program Justice Public Library
 - B. Budget
 - C. Staff Raises
 - D. ILA Trustee Forum Workshop
 - E. Roof Leaks
14. New Business
 - A. Time Clocks
 - B. Review Action Regarding Financial Controls
 - C. Current Technology
 - D. Employee Access
 - E. Security Cameras
 - F. Extending Hours of Operation
 - G. New Hires for Head of Youth Services and Youth Assistance
 - H. 2013 Library Certification
 - I. H&R Management Association
 - J. Purco Heating & Air Conditioning
15. Items for the next agenda
16. Closed Session (if necessary)
 - A. Review Closed Session Minutes
17. Adjournment...

**Bridgeview Public Library
Regular Library Board Meeting
BOARD MEETING**

AGENDA

February 11, 2013

(Amended Agenda)

- 1. Call to order at 7:00 by President Carben**
- 2. Roll Call**
- 3. Pledge of Allegiance.**
- 4. Visitors are asked to introduce themselves and present any issues they wish to discuss. Visitors will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.**
- 5. Approval of Agenda**
- 6. Approval of Minutes of Special Meeting December 19, 2012**
- 7. Approval of Minutes of Closed Session Meeting of Special Meeting December 19, 2012**
- 8. Approval of Minutes of Regular Meeting of January 14, 2013**
- 9. Approval of Minutes of Closed Session Meeting of January 14, 2013**
- 10. Motion to Approve the 4 Consent Agenda Items as Listed:**
 - A. Approval of Treasurer's Report ...January 2013**
 - B. Prepaid Bills in the Amount of \$9,171.58**
 - C. Bills in the Amount of \$25,981.61**
 - D. Transfer of Funds in the Amount of \$55,000.00**
- 10. Directors Report**
- 11. Attorney's Report**
- 12. Committee Report**
 - A. Finance**
 - B. Policy/By-Laws**
- 13. Unfinished Business**
 - A. ILA Trustee Forum Workshop in March**
 - B. New Head of Youth Services Julie Soto**
 - C. Budget**
 - D. Staff Raises**
 - E. Roof Leaks**
 - F. Time Clocks**
 - G. Security Cameras**
 - H. Extending Hours of Operations**
 - I. Jonathan Butkus IT Consulting**
 - J. Purco Proposal**
- 14. New Business**
 - A. Name Stamps**
 - B. Management Association – Employee & Trustee Handbooks**
 - C. Comp. Time / Flex Time**
 - D. Employee Settlement**
- 15. Items for the next agenda**
- 16. Closed Session (if necessary)**
 - A. Review Closed Session Minutes**
- 17. Adjournment...**

**Bridgeview Public Library
Special Library Board Meeting**

Agenda

Thursday March 7, 2013

6:00 P.M.

- 1. Call to Order by President Carben**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Closed Session (For Matters of Personnel and or Litigation)**
- 5. Approve Employment Agreement**
- 6. Adjournment...**

Bridgeview Public Library
Special Library Board Meeting

Monday March 11, 2013

6:00 P.M.

Agenda

- 1. Call to Order by President Carben**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Closed Session (for Matters of Personnel and or Litigation)**
- 5. Approve Employment Agreement**
- 6. Adjournment...**

**Bridgeview Public Library
Regular Library Board Meeting
BOARD MEETING
AGENDA
March 11, 2013**

- 1. Call to order at 7:00 by President Carben**
- 2. Roll Call**
- 3. Pledge of Allegiance.**
- 4. Visitors are asked to introduce themselves and present any issues they wish to discuss.
Visitors will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.**
- 5. Approval of Agenda**
- 6. Approval of Minutes of Regular Meeting of February 11, 2013**
- 7. Approval of Minutes of Closed Session Meeting of February 11, 2011**
- 8. Motion to Approve the 4 Consent Agenda Items as Listed:**
 - A. Approval of Treasurer's Report ...February 2013**
 - B. Prepaid Bills in the Amount of \$ 11,944.01**
 - C. Bills in the Amount of \$20,214.04**
 - D. Transfer of Funds in the Amount of \$60,000.00**
- 10. Directors Report**
- 11. Attorney's Report**
- 12. Committee Report**
 - A. Finance**
 - B. Policy/By-Laws**
- 13. Unfinished Business**
 - A. Purco Proposal -Tom Purl**
 - B. Budget**
 - C. Staff Raises**
 - D. Roof Leaks**
 - E. Security Cameras**
- 14. New Business**
 - A. Management Association Trustee & Employee Handbook**
 - B. 2013 Election**
 - C. Library Website FOIA**
 - D. Reforming Policy Committees**
 - E. Board Notifications**
 - F. Lighting Upgrades**
 - G. Amendment of Library Borrowing Policy to Include Institutional Borrowers**
- 15. Items for the next agenda**
- 16. Closed Session (if necessary)**
 - A. Review Closed Session Minutes**
- 17. Adjournment...**

**Bridgeview Public Library
Regular Library Board Meeting
BOARD MEETING**

AGENDA

April 8, 2013

- 1. Call to order at 7:00 by President Carben**
- 2. Roll Call**
- 3. Pledge of Allegiance.**
- 4. Visitors are asked to introduce themselves and present any issues they wish to discuss.
Visitors will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.**
- 5. Approval of Agenda**
- 6. Approval of Minutes of Regular Meeting of March 11, 2013**
- 7. Approval of Minutes of Special Meeting of March 11, 2013**
- 8. Motion to Approve the 4 Consent Agenda Items as Listed:**
 - A. Approval of Treasurer's Report ...March 2013**
 - B. Prepaid Bills in the Amount of \$ 7,729.96**
 - C. Bills in the Amount of \$15,994.93**
 - D. Transfer of Funds in the Amount of \$ 40,000.00**
- 9. Presenter Rich Struzik from the Village of Bridgeview**
- 10. Directors Report**
- 11. Attorney's Report**
- 12. Committee Report**
 - A. Finance**
 - B. Policy/By-Laws**
- 13. Unfinished Business**
 - A. Purco Proposal**
 - B. Budget**
 - C. Staff Raises**
 - D. Roof Leaks**
 - E. Security Cameras**
 - F. Lighting Upgrade**
 - G. Amendment of Library Borrowing Policy to Include Institutional Borrowers**
- 14. New Business**
 - A. Employee Handbook**
- 15. Items for the next agenda**
- 16. Closed Session (if necessary)**
 - A. Review Closed Session Minutes**
- 17. Adjournment...**

Bridgeview Public Library
Regular Library Board Meeting
BOARD MEETING

AGENDA

May 13, 2013

(AMENDED AGENDA)

1. Call to order at 7:00 by President Carben
2. Roll Call
3. Pledge of Allegiance.
4. Visitors are asked to introduce themselves and present any issues they wish to discuss. Visitors will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.
5. Swearing in of Trustees
6. Approval of Agenda
7. Approval of Minutes of Regular Meeting of April 8, 2013
8. Approval of Minutes of Closed Session Meeting of April 8, 2013
9. Approval of Minutes of Closed Session Special Meeting of March 11, 2013
10. Motion to Approve the 4 Consent Agenda Items as Listed:
 - A. Approval of Treasurer's Report ...April 2013
 - B. Prepaid Bills in the Amount of \$ 7,273.41
 - C. Bills in the Amount of \$33,929.41
 - D. Transfer of Funds in the Amount of \$ 65,000.00
10. Directors Report
11. Attorney's Report
12. Committee Report
 - A. Finance
 - B. Policy/By-Laws
13. Unfinished Business
 - A. Budget
 - B. Roof Leaks
 - C. Security Cameras
 - D. Lighting Upgrade
 - E. Employee Handbook
14. New Business
 - A. Justice Public Library Reading Partnership
 - B. Archer Electric/Batteries Plus
 - C. Trustee Workshop
 - D. Per Capita Grant Information
 - E. Blackout Sealcoating
 - F. CleanNet USA
 - G. SimplexGrinnell
15. Election of New Officers
16. Items for the next agenda
17. Closed Session (if necessary)
 - A. Review Closed Session Minutes
18. Adjournment...

Bridgeview Public Library
SPECIAL LIBRARY BOARD MEETING
AGENDA
May 30, 2013

- 1. Call to order at 6:00 pm by President Lewis**
- 2. Roll Call**
- 3. Pledge of Allegiance.**
- 4. Visitors are asked to introduce themselves and present any issues they wish to discuss.
Visitors will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.**
- 5. Discussion/Action regarding roof repair/litigation**
- 6. Closed Session**
- 7. Adjournment.**

Bridgeview Public Library
Regular Library Board Meeting
BOARD MEETING

AGENDA

June 10, 2013

1. Call to order at 7:00 by President Lewis
2. Roll Call
3. Pledge of Allegiance.
4. Visitors are asked to introduce themselves and present any issues they wish to discuss. Visitors will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.
5. Guy Blazak from Heil and Heil Insurance
6. Approval of Agenda
7. Approval of Minutes of Regular Meeting of May 13, 2013
8. Approval of Minutes of Closed Session Meeting of May 13, 2013
9. Approval of Minutes of Special Meeting of May 30, 2013
10. Approval of Minutes of Closed Session Special Meeting of May 30, 2013
11. Motion to Approve the 4 Consent Agenda Items as Listed:
 - A. Approval of Treasurer's Report ...May 2013
 - B. Prepaid Bills in the Amount of \$ 15,390.59
 - C. Bills in the Amount of \$20,489.44
 - D. Transfer of Funds in the Amount of \$ 60,000.00
12. Directors Report
13. Attorney's Report
14. Committee Report
 - A. Finance
 - B. Policy/By-Laws
15. Unfinished Business
 - A. Budget
 - B. Roof Leaks
 - C. Security Cameras
 - D. Lighting Upgrade
 - E. Employee Handbook
 - F. Archer Electric/Batteries Plus
 - G. Blackout Sealcoating/Rose Paving
16. New Business
 - A. 2013 Non-Resident Cards
 - B. PLA Bootcamp
17. Items for the next agenda
18. Closed Session (if necessary)
 - A. Review Closed Session Minutes
19. Adjournment...

Bridgeview Public Library
Regular Library Board Meeting
BOARD MEETING

AGENDA

July 8, 2013

1. Call to order at 7:00 by President Lewis
2. Roll Call
3. Pledge of Allegiance.
4. Visitors are asked to introduce themselves and present any issues they wish to discuss. Visitors will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.
5. Speaker Jonathan Butkus
6. Approval of Agenda
7. Approval of Minutes of Regular Meeting of June 10, 2013
8. Approval of Minutes of Closed Session Meeting of June 10, 2013
9. Motion to Approve the 4 Consent Agenda Items as Listed:
 - A. Approval of Treasurer's Report ...June 2013
 - B. Prepaid Bills in the Amount of \$ 28,451.01
 - C. Bills in the Amount of \$ 13,081.89
 - D. Transfer of Funds in the Amount of \$ 60,000.00
10. Directors Report
11. Attorney's Report
12. Committee Report
 - A. Finance
 - B. Policy/By-Laws
13. Unfinished Business
 - A. Roof Leaks
 - B. Security Cameras
 - C. Lighting Upgrade
 - D. Employee Handbook
 - E. Time Clocks
14. New Business
 - A. Updating Computers
 - B. Bill Paying/Check Signing
15. Items for the next agenda
16. Closed Session (if necessary)
17. Adjournment...

Bridgeview Public Library
Regular Library Board Meeting
BOARD MEETING
AGENDA

August 12, 2013

1. Call to order at 7:00 by President Lewis
2. Roll Call
3. Pledge of Allegiance.
4. Visitors are asked to introduce themselves and present any issues they wish to discuss. Visitors will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.
5. Jonathan Butkus
6. Approval of Agenda
7. Approval of Minutes of Regular Meeting of July 8, 2013
8. Approval of Minutes of Closed Session Meeting of July 8, 2013
9. Motion to Approve the 4 Consent Agenda Items as Listed:
 - A. Approval of Treasurer's Report ...July 2013
 - B. Prepaid Bills in the Amount of \$ 22,072.60
 - C. Bills in the Amount of \$ 20,053.39
 - D. Transfer of Funds in the Amount of \$ 70,000.00
10. Directors Report
11. Attorney's Report
12. Committee Report
 - A. Finance- Chairperson: Randy Carben
 - B. Policy/By-Laws- Chairperson: Sue Kasten
13. Unfinished Business
 - A. Roof Leaks
 - B. Security Cameras
 - C. Time Clocks Update
14. New Business
 - A. Updating Computers
 - B. SWOT Analysis
 - C. Review Revised Progressive Discipline Policy/Procedure
15. Items for the next agenda
16. Closed Session (if necessary)
17. Adjournment...

**Bridgeview Public Library
Regular Library Board Meeting
BOARD MEETING**

AGENDA

September 9, 2013

- 1. Call to order at 7:00 by President Lewis**
- 2. Roll Call**
- 3. Pledge of Allegiance.**
- 4. Visitors are asked to introduce themselves and present any issues they wish to discuss. Visitors will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.**
- 5. Jonathan Butkus**
- 6. Guy Blazak**
- 7. Approval of Agenda**
- 8. Approval of Minutes of Regular Meeting of August 12, 2013**
- 9. Approval of Minutes of Closed Session Meeting of August 12, 2013**
- 10. Motion to Approve the 4 Consent Agenda Items as Listed:**
 - A. Approval of Treasurer's Report ...August 2013**
 - B. Prepaid Bills in the Amount of \$ 28,309.95**
 - C. Bills in the Amount of \$ 36,523.02**
 - D. Transfer of Funds in the Amount of \$ 85,000.00**
- 11. Directors Report**
- 12. Attorney's Report**
- 13. Committee Report**
 - A. Finance- Chairperson: Randy Carben**
 - B. Policy/By-Laws- Chairperson: Sue Kasten**
- 14. Unfinished Business**
 - A. Security Cameras/Discussion & Action**
 - B. Hartford Policy/Discussion & Action**
- 15. New Business**
 - A. SWOT Analysis/Discussion & Action**
- 16. Items for the next agenda**
- 17. Closed Session (if necessary)**
- 17. Adjournment...**

Bridgeview Public Library

Board of Trustees

Policy Committee Meeting

September 25, 2013 10 am

1. Welcome and Call to Order
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

Revise and update policies and bylaws

6. Items for and Scheduling of next Policy Committee Meeting

7. Adjournment

Bridgeview Public Library
Regular Library Board Meeting
BOARD MEETING
AGENDA

October 21, 2013

1. Call to order at 7:00 by President Lewis
2. Roll Call
3. Pledge of Allegiance.
4. Visitors are asked to introduce themselves and present any issues they wish to discuss. Visitors will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.
5. Greg Eck
6. Jonathan Butkus
7. Julie Soto Presentation
8. Approval of Agenda
9. Approval of Minutes of Regular Meeting of September 9, 2013
10. Approval of Minutes of Closed Session Meeting of September 9, 2013
11. Motion to Approve the 4 Consent Agenda Items as Listed:
 - A. Approval of Treasurer's Report ...September 2013
 - B. Prepaid Bills in the Amount of \$18,053.89
 - C. Bills in the Amount of \$22,381.55
 - D. Transfer of Funds in the Amount of \$ 70,000.00
12. Directors Report
13. Attorney's Report
14. Committee Report
 - A. Finance- Chairperson: Randy Carben
 - B. Policy/By-Laws- Chairperson: Sue Kasten
15. Unfinished Business
 - A. Security Cameras/Discussion & Action
 - B. Lighting Upgrade Grant
 - C. Litigation
16. New Business
 - A. Legal Settlement with Kalwall
 - B. Budget 2014
 - C. Extended Hours
 - D. Holiday Policy
 - E. Conceal Carry
 - F. Credit Card
 - G. Staff Insurance
17. Items for the next agenda
18. Closed Session (if necessary)
19. Adjournment...

Bridgeview Public Library
Regular Library Board Meeting
BOARD MEETING
AGENDA

November 11, 2013

1. Call to order at 7:00 by President Lewis
2. Roll Call
3. Pledge of Allegiance.
4. Visitors are asked to introduce themselves and present any issues they wish to discuss. Visitors will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.
5. Approval of Agenda
6. Jonathan Butkus Security Cameras
7. GSI Presentation for Light Upgrades
8. Approval of Minutes of Regular Meeting of October 21, 2013
9. Approval of Minutes of Closed Session Meeting of October 21, 2013
10. Motion to Approve the 4 Consent Agenda Items as Listed:
 - A. Approval of Treasurer's Report ...October 2013
 - B. Prepaid Bills in the Amount of \$ 30,755.18
 - C. Bills in the Amount of \$18,095.04
 - D. Transfer of Funds in the Amount of \$ 65,000.00
12. Directors Report
13. Attorney's Report
14. Committee Report
 - A. Finance- Chairperson: Randy Carben
 - B. Policy/By-Laws- Chairperson: Sue Kasten
15. Unfinished Business
 - A. Security Cameras/Discussion & Action
 - B. Lighting Upgrade Grant
 - C. Litigation
 - D. Budget 2014
 - E. Extended Hours
 - F. Holiday Policy
16. New Business
 - A. Holiday Staff Party
 - B. Amendment to Progressive Discipline Policy
 - C. New Computers Dedication Ceremony
17. Items for the next agenda
18. Closed Session (if necessary)
19. Adjournment...

**Bridgeview Public Library
Regular Library Board Meeting
BOARD MEETING
AGENDA**

December 9, 2013

- 1. Call to order at 7:00 by President Lewis**
- 2. Roll Call**
- 3. Pledge of Allegiance.**
- 4. Visitors are asked to introduce themselves and present any issues they wish to discuss. Visitors will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.**
- 5. Approval of Agenda**
- 6. Approval of Minutes of Regular Meeting of November 11, 2013**
- 7. Approval of Minutes of Closed Session Meeting of November 11, 2013**
- 8. Approval of Minutes of Special Meeting November 20, 2013**
Motion to Approve the 3 Consent Agenda Items as Listed:
 - A. Approval of Treasurer's Report ...November 2013**
 - B. Prepaid Bills in the Amount of \$ 4,589.63**
 - C. Bills in the Amount of \$27,952.75**
- 9. Directors Report**
- 10. Attorney's Report**
- 11. Committee Report**
 - A. Finance- Chairperson: Randy Carben**
 - B. Policy/By-Laws- Chairperson: Sue Kasten**
- 12. Unfinished Business**
 - A. Security Cameras/Discussion & Action**
 - B. Budget 2014**
 - C. Extended Hours**
 - D. Policy Discussion & Action**
- 13. New Business**
 - A. Staff Holiday Party**
 - B. Bank Documents Signatures**
 - C. Rixon Proposal**
- 14. Items for the next agenda**
- 15. Closed Session (if necessary)**
- 16. Adjournment...**