

**BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
MONDAY, JANUARY 14, 2002**

President Frances Green called the meeting to order at 7:00 p.m. A roll call was taken, in attendance were; Trustee Arlene Jaguszewski, Trustee Violet Bradley, Trustee Safaa Zarzour, Trustee Lila Marek, Trustee Stephanie Cichowski, Trustee John Altar and Trustee Frances Green. Kari Hansen the Director of the library was present. Also present was Kenny Dushek as part of the general public.

**2002-01** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Lila Marek to accept the Minutes of the Regular Meeting held on Monday, October 8, 2001 pending corrections on motion #2001-95. It should read as follows:

A motion was made by Trustee Safaa Zarzour and seconded by Trustee Lila Marek that all business library cards would be phased out as of their expiration date. All the Board of Trustees were in favor.

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

Motion carried.

**2002-02** A motion was made by Trustee Violet Bradley and seconded by Trustee John Altar to accept the Minutes of the Committee of the Whole held on Monday, December 17, 2001.

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

Motion carried.

**2002-03** A motion was made by Trustee Lila Marek and seconded by Trustee Violet Bradley to table the approval of the Minutes of the Regular Meeting held on Monday, December 10, 2001.

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

Motion carried.

**2002-04** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Violet Bradley to accept the Financial Statement for December 31, 2001.

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

Motion carried.

**2002-05** A motion was made by Trustee John Altar and seconded by Trustee Lila Marek to transfer \$43,000.00 from the Illinois Fund for December bills numbered #26190 - #26243 totaling \$29,593.80 and the January 15<sup>th</sup> payroll.

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

Motion carried.

**2002-06** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Lila Marek to accept the Holiday Display Policy.

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

Motion carried.

**2002-07** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to eliminate the application for use of display cases form.

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

Motion carried.

**2002-08** A motion was made by Trustee John Altar and seconded by Trustee Violet Bradley to send the Kari Hansen the Director and the six Board of Trustees to the March 1<sup>st</sup> & 2<sup>nd</sup>, ILA Trustee Forum Spring Workshop.

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

Motion carried.

**2002-09** A motion was made by Trustee Stephanie Cichowski and seconded by Trustee Violet Bradley to approve the attendance of Trustee Frances Green and Trustee Lila Marek . They will attend the ALA Annual Conference on June 13<sup>th</sup> through June 19<sup>th</sup> and to approve all fees and expenses as stated in our conference policy.

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

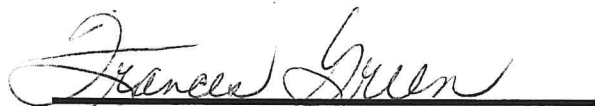
Motion carried.

**2002-10** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee John Altar to adjourn. All the Board of Trustees were in favor.

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

Motion carried.

The meeting adjourned at 8:32 p.m.



Frances Green, President



Lila Marek, Secretary

**BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
MONDAY, FEBRUARY 11, 2002**

The meeting was called to order by President Frances Green at 7:00 p.m. A roll call was taken with the following Board of Trustees in attendance: Trustee Arlene Jaguszewski, Trustee Violet Bradley, Trustee Safaa Zarzour, Trustee Lila Marek, Trustee Stephanie Cichowski, Trustee John Altar and Trustee Frances Green.

Kari Hanson the Library Director, Channel 11 (Public Broadcasting System) and Kenny Dushek were also present.

**2002-11** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to accept the November 12, 2001 Finance Minutes as corrected: "the current surplus in the fund and all future surplus funds at the end of each fiscal year will be incorporated into the Capital Improvement Fund as follows; 70% to the building addition, 15% to equipment and other materials and 15% to furnishings.

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

Motion carried.

**2002-12** A motion was made by Trustee John Altar and seconded by Trustee Safaa Zarzour to amend the current 21<sup>st</sup> Century Plan Fund Resolution to incorporate the corrected November 12, 2001 Minutes.

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

Motion carried.

**2002-13** A motion was made by Trustee Lila Marek and seconded by Trustee Violet Bradley to accept the Minutes of the Regular Meeting held on Monday, December 12, 2001.

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



Nays: None  
Abstain: S. Zarzour

Motion carried.

**2002-14** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee John Altar to accept the Minutes of the Regular Meeting held on Monday, January 14, 2002.

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

Motion carried.

**2002-15** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski all incoming tax receipts for March 1<sup>st</sup> will go into the IPTIP Prime Fund.

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

Motion carried.

**2002-16** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Violet Bradley to accept the Financial Statement of January 31, 2002.

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

Motion carried.

**2002-17** A motion was made by Trustee Lila Marek and seconded by Trustee Stephanie Cichowski to accept the transfer of \$41,000.00 from the Illinois Funds account in Bridgeview Bank & Trust checking account for the bills numbered #26268 - #26323 and the February 15, 2002 payroll.

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

Motion carried.

**2002-18** A motion was made by Trustee John Altar and seconded by Trustee Violet Bradley to table the review of Policies until next month's meeting.

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

Motion carried.

**2002-19** A motion was made by Trustee John Altar and seconded by Trustee Violet Bradley to have Kari Hanson the Director authorized votes on behalf of the Bridgeview Public Library - Board of Trustees for the SLS Board.

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

Motion carried.

**2002-20** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to hire Illinois Sprinkler for the Spring turn-on. George Mitchell will accompany the Illinois Sprinkler technicians.

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

Motion carried.

**2002-21** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Stephanie Cichowski to table the budget until next month's meeting.

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

Motion carried.

**2002-22** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Stephanie Cichowski to approve 50 blocked hours in the amount of \$5,500.00 for Lighthouse Technology.

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

Motion carried

**2002-23** A motion was made by Trustee John Altar and seconded by Trustee Violet Bradley to review the American Express statements on a quarterly basis.

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

Motion carried.

**2002-24** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Safaa Zarzour to have Kari Hanson the Director purchase 2 Gates Grant computers in the amount of \$4,110.00.

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

Motion carried.

**2002-25** A motion was made by Trustee John Altar and seconded by Trustee Violet Bradley to allow the Profit Seeker's Investment Club to hold monthly meetings at the Bridgeview Public Library from 6:00 p.m. through 7:45 p.m. Kari Hanson the Director will monitor the meetings.

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

Motion carried.

**2002-26** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to convene into closed session to discuss personnel.

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

Motion carried.

Closed Session commenced at 8:25 p.m. and adjourned at 8:35 p.m. A roll call was taken with all the Board of Trustees present.

**2002-27** A motion was made by Trustee Lila Marek and seconded by Trustee Arlene Jaguszewski to adjourn. All the Board of Trustees were in favor.

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

Motion carried.

The meeting adjourned at 8:41 p.m.



Frances Green, President



Lila Marek, Secretary



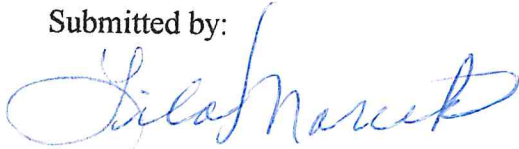
BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
CLOSED EXECUTIVE BOARD MEETING  
February 11, 2002

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

Time: 8:22 p.m.

Closed session held to discuss evaluation of our Director Kari Hanson. Each individual to do there own tabulation and we will go into closed session at the March meeting for tabulation

Submitted by:



Lila L. Marek  
Secretary

Reviewed: 3/11/02

Accepted: 3/11/02

**BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
MONDAY, MARCH 11, 2002**

President Frances Green called the meeting to order at 7:05 p.m. The Board of Trustees in attendance were: Trustee Arlene Jaguszewski, Trustee Violet Bradley, Trustee Safaa Zarzour, Trustee Lila Marek, Trustee Stephanie Cichowski, Trustee John Altar and Trustee Frances Green. Kari Hansen the Library Director, Kenny Dushek and Alim Khan were also present.

At 7:06 p.m. a moment of silence was observed in commemoration of September 11, 2001.

**2002-28** A motion was made by Trustee Lila Marek and seconded by Trustee Safaa Zarzour to accept the Minutes of the Regular Meeting held on Monday, February 11, 2002.

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

Motion carried.

**2002-29** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to allocate money from the IPTIP Fund to the Prime Fund in order to bring the amount up to \$1,289,981.00.

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

Motion carried.

**2002-30** A motion was made by Trustee Lila Marek and seconded by Trustee Arelene Jaguszewski to accept the Financial Statement of February 28, 2002.

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

Motion carried.

**2002-31** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee John Altar to transfer \$41,000.00 from the Illinois Funds account to the Bridgeview Bank and Trust checking account for the bills numbered #26371 - #26420 and the March 15, 2002 payroll.

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

Motion carried.

**2002-32** A motion was made by Trustee Violet Bradley and seconded by Trustee Lila Marek to increase the catalogers position from six hours a day to eight hours per day, five days per week.

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

Motion carried.

**2002-33** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to approve the Wage Step Plan Program for the part-time staff as proposed by Kari Hanson the Director.

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

Motion carried.

**2002-34** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Lila Marek to accept the budget for 2002 & 2003 as proposed by Kari Hanson the Director.

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

Motion carried.

**2002-35** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Violet Bradley to purchase two switches (for the

computer network system) from Lighthouse Technology totaling \$2,170.00 including the one year maintenance plan.

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

Motion carried.

**2002-36** A motion was made by Trustee Violet Bradley and seconded by Trustee Stephanie Cichowski to approve the reservations for four Library Trustees to attend the Illinois Advocacy Day being held in Springfield on Wednesday, April 17, 2002. The registration fee is \$15.00 per person and the transportation fee is \$10.00 per person.

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

Motion carried.

**2002-37** A motion was made by Trustee Lila Marek and seconded by Trustee Arlene Jaguszewski to convene into Closed Session to discuss the Director's evaluation and the Closed Meeting Minutes.

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

Motion carried.

At 8:47 p.m. Closed Session commenced and at 9:45 p.m. it adjourned. The regular meeting resumed and a roll call was taken with the following Board of Trustee present: Trustee Arlene Jaguszewski, Trustee Violet Bradley, Trustee Safaa Zarzour, Trustee Lila Marek, Trustee Stephannie Cichowski, Trustee John Altar and Trustee Frances Green.

**2002-38** A motion was made by Trustee John Altar and seconded by Trustee Safaa Zarzour to open the Closed Session Minutes of February 11, 2000, March 22, 2000 and December 17, 2000. All of the other Closed Session Minutes will remain unpublished.

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



Nays: None

Motion carried.

**2002-39** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Arlene Jaguszewski to increase the salary of Kari Hanson the Director by \$3,000.00.

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

Nays: None

Motion carried.

**2002-40** A motion was made by Trustee Lila Marek and seconded by Trustee John Altar to adjourn.

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

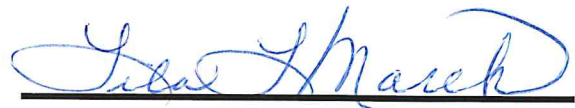
Nays: None

Motion carried.

The meeting adjourned at 9:50 p.m.



Frances Green, President



Lila Marek, Secretary

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
CLOSED EXECUTIVE SESSION  
March 11, 2002

Yes  
NB

Date reviewed  
7/10/06

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

Closed session was called at 8:47 p.m. to discuss Director Kari Hanson's evaluation and salary for the year 2002-03 and also to review closed meeting minutes.

We reviewed all closed session minutes and agreed to open minutes dated February 11, 2000, March 22, 2000, and December 17, 2000. All of the other closed session minutes will remain unpublished at this time.

Discussion was held regarding the evaluation of Director Hanson and results will be presented to her at the April 8<sup>th</sup> board meeting.

Discussion was held regarding salary for Director Hanson for the year 2002-03. The Board agreed unanimously to increase the salary by \$3,000.00.

Closed session adjourned at 9:45 p.m.

Respectfully submitted:

Lila L. Marek  
Trustee Board Secretary

Date Reviewed: 6/9/03

Approved:  
see Board Secretary

Date Reviewed

Approved  
see Board Secretary

## **Minutes**

### **Building and Grounds Committee Meeting March 25, 2002**

The meeting was called to order by President Green at 10:10 A.M.

Role call: John Altar, Violet Bradley, Frances Green and Safaa Zarzour were present. George Mitchell and Kari Hanson were also in attendance.

George Mitchell presented his plans for spring landscaping around the library building. The committee discussed and approved the plans, with suggested revisions on pages 3 and 4.

A motion was made by Safaa Zarzour and seconded by Violet Bradley to adjourn the meeting. The motion carried and the meeting was adjourned at 11:05 A.M.

Minutes taken by Kari Hanson

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SPECIAL BOARD MEETING  
April 1, 2002

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

Library Staff Present: Theresa Hildebrand, Lori Knobbe, Jane Schoen

Director: Kari Hanson

Time: 10:00 a.m.

President Fran Green called the meeting to order.

A special board meeting was called to discuss the first draft of a library building program for the Bridgeview Public Library as prepared by Building Consultant Richard E. Thompson, dated February 17, 2002.

The general impression of everyone in attendance was good. This will be the first building expansion since 1989.

We discussed and evaluated this proposal page by page. It is quite lengthy and it was agreed by everyone in attendance to resume again to discuss the remaining pages. It was agreed that we resume on Monday, April 8, 2002 at 6:00 p.m.

Discussion was held regarding the salary for our recording secretary, Sylvia Aguirre.

2002-49 A motion was made by Trustee John Altar, seconded by Trustee Violet Bradley to raise our recording secretary's salary by an additional \$5.00 per month for the next fiscal year.

Motion to adjourn at 12:15 p.m. was made by Lila Marek, seconded by Safaa Zarzour.

Respectfully submitted:



Lila L. Marek  
Trustee Board Secretary



Frances Green, President



Lila Marek, Secretary



BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SPECIAL BOARD MEETING  
April 8, 2002

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

Director: Kari Hanson

Absent: Arlene Jaguszewski, Safaa, Zarzour

Time: 6:00 p.m.

President Fran Green called the meeting to order.

A special board meeting was called to resume discussion of the first draft of a library building program for the Bridgeview Public Library as prepared by Building Consultant Richard E. Thompson, dated February 17, 2002.

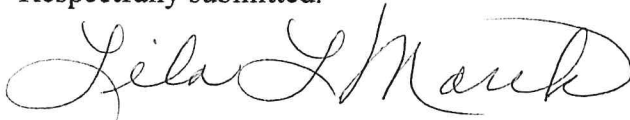
Time: 6:15 p.m. Trustee Arlene Jaguszewski entered.

We discussed and evaluated the remaining portion of this proposal page by page.

A few additional comments were made in reference to having an electronic reader board installed; a work area for people who want to check their E-mail; and also the idea of having an inner courtyard.

Motion to adjourn at 7:05 p.m. was made by Trustee John Altar, seconded by Trustee Arlene Jaguszewski.

Respectfully submitted:



Lila L. Marek  
Trustee Board Secretary



Frances Green, President



Lila Marek, Secretary

**BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
MONDAY, APRIL 8, 2002**

President Frances Green called the meeting to order at 7:04 p.m. The Board of Trustees in attendance were: Trustee Arlene Jaguszewski, Trustee Violet Bradley, Trustee Lila Marek, Trustee Stephanie Cichowski, Trustee John Altar and Trustee Frances Green. Trustee Safaa Zarzour was absent. Kari Hanson the Library Director and Kenny Dushek were also present.

**2002-41** A motion was made by Trustee John Altar and seconded by Trustee Violet Bradley to approve the Minutes of the Regular Meeting held on March 11, 2002.

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

Motion carried.

**2002-42** A motion was made by Trustee John Altar and seconded Trustee Violet Bradley to approve the Minutes of the Building & Grounds Committee Meeting held on Monday, March 25, 2002.

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

Motion carried.

**2002-43** A motion was made by Trustee Lila Marek and seconded by Trustee John Altar to accept the Financial Statement of March 31, 2002.

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

Motion carried.

**2002-44** A motion was made by Trustee John Altar and seconded by Trustee Lila Marek to transfer \$35,000.00 from the Illinois Fund account to the Bridgeview Bank & Trust checking account for bills numbered #26470 through #26520 and the April 15, 2002 payroll.

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

Motion carried.

**2002-45** A motion was made by Trustee Violet Bradley and seconded by Trustee Stephanie Cichowski to nominate Frances Green for President, John Altar for Vice President, Arlene Jaguszewski for Treasurer and Lila Marek for Secretary for the coming year to be voted on at the May meeting.

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

Motion carried.

**2002-46** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to approve the open meetings at the Bridgeview Public Library. The starting time for these meetings shall be at 7:00 p.m. for the fiscal year 2002 through 2003.

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

Motion carried.

**2002-47** A motion was made by Trustee Lila Marek and seconded by Trustee John Altar to allow Kari Hanson the Library Director to select the best contractor from the three proposals for the low water safety switch.

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

Nays: None  
Absent: S. Zarzour

Motion carried.

**2002-48** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to adjourn.

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

Motion carried.

The meeting adjourned at 8:48 p.m.



Frances Green, Board President



Lila Marek, Board Secretary



**BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
MONDAY, MAY 13, 2002**

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

**2002-50** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Violet Bradley to approve the Minutes of the Special Meeting held on Monday, April 1, 2002.

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

Motion carried.

**2002-51** A motion was made by Trustee John Altar and seconded by Trustee Stephanie Cichowski to approve the Minutes of the Special Meeting held on Monday, April 8, 2002.

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

Motion carried.

**2002-52** A motion was made by Trustee Lila Marek and seconded by Trustee Violet Bradley to approve the Minutes of the Regular Meeting held on Monday, April 8, 2002.

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

Motion carried.

At 7:01 p.m. Ruth Faklis gave her presentation and had insightful information on the expansion of Prairie Trails Public Library. At 7:50 p.m. Ms. Faklis ended her discussion. The Board of Trustees thanked her for taking the time out to meet with them.

**2002-53** A motion was made by Trustee John Altar and seconded by Trustee Lila Marek to accept the Treasurer's Report of April 30, 2002.

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

Motion carried.

**2002-54** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to transfer \$30,000.00 from the Illinois Funds Account to the Bridgeview Bank and Trust checking account for the bills numbered #26569 - #26614 and the May 15, 2002 payroll.

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

Motion carried.

Director's Report - Kari Hanson the Director gave her written report to the Board of Trustees.

**2002-55** A motion was made by Trustee Lila Marek and seconded by Trustee John Altar to accept the Budget & Finance Policy.

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

Motion carried.

**2002-56** A motion was made by Trustee John Altar and seconded by Trustee Violet Bradley to approve the Circulation Policy.

Ayes: A. Jaguszewski, V. Bradley, L. Marek, S. Cichowski,

J. Altar and F. Green  
Nays: None  
Absent: S. Zarzour

Motion carried.

Auditor's Report - the Board of Trustees advised the Library Director to contact the Board attorney on a conflict of interest question concerning the auditor.

Non-resident Library Cards - the Board of Trustees will vote whether or not to participate in a system wide program enabling people to obtain a library card.

**2002-57** A motion was made by Trustee Violet Bradley and seconded by Trustee Stephanie Cichowski to retain the Board of Officers from the last fiscal year and to accept them in the same capacity for the new fiscal year.

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

Motion carried.

**2002-58** A motion was made by Trustee John Altar and seconded by Trustee Lila Marek to have the Recording Secretary submit minutes with brief details of the covered agenda.

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

Motion carried.

**2002-59** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to accept the committee assignments for fiscal year 2002 - 2003 with the corrections.

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

Motion carried.

**2002-60** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Lila Marek to accept the proposal of Black Out Seal Coating in the amount of \$790.00 to redo the Bridgeview Public Library's parking lot.

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

Nays: None

Absent: S. Zarzour

Motion carried.

**2002-61** A motion was made by Trustee Violet Bradley and seconded by Trustee John Altar to allow the Bridgeview Public Library to close the day before Thanksgiving at 1:00 p.m.

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

Nays: None

Absent: S. Zarzour

Motion carried.

At 8:59 p.m. President Green called for a recess. At 9:07 p.m. the recess period ended and a roll call was taken with all the Board of Trustees present: Trustee Arlene Jaguszewski, Trustee Violet Bradley, Trustee Lila Marek, Trustee Stephanie Cichowski, Trustee John Altar, and Trustee Frances Green. Trustee Zarzour was absent.

McLeod Service Renewal - the 18-month contract with McLeod has terminated.

Noise from air conditioner condenser - neighbors complained about the noise from the library's air conditioner stating it was loud and not allowing them to sleep. The library's maintenance department is looking into this matter.

**2002-62** A motion was made by Trustee Lila Marek and seconded by Trustee John Altar to change the policy hours of operation to include May Sunday wording and also to close the library at 1:00 p.m. the day before the Thanksgiving.

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

Nays: None  
Absent: S. Zarzour

Motion carried.

**2002-63** A motion was made by Trustee Frances Green and Trustee Lila Marek on behalf of the Bridgeview Public library, to place two memorial books in the library to honor the late Mayor John Oremus with notification to his family.

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

Motion carried.

**2002-64** A motion was made by Trustee Violet Bradley and seconded by Trustee Lila Marek to have Kari Hanson the Director contact Scott Moran and have him service all the light poles surrounding the library.

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

Motion carried.

**2002-65** A motion was made by Trustee Lila Marek and seconded by Trustee Arlene Jaguszewski to increase the salary of the Assistant Director - Jane Schoen as Head of Reference per discussion in closed session.

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

Motion carried.

**2002-66** A motion was made by Trustee John Altar and seconded by Trustee Lila Marek to adjourn.

Ayes: A. Jaguszewski, V. Bradley, L. Marek, S. Cichowski,

Nays: J. Altar and F. Green  
None  
Absent: S. Zarzour

Motion carried.

The meeting ended at 10:00 p.m.

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Frances Green, President



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Lila Marek, Secretary



BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
CLOSED EXECUTIVE SESSION  
May 14, 2002

*yes*  
*reviewed*  
*4/10/06*

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

Trustee Absent: Safaa Zarzour

Closed session was called at 9:25 p.m. to discuss compensation issues for the year of 2002-03.

Director Kari Hanson stated that she was not happy with the spread of salaries for the upcoming year between the Director and the Assistant Director

We discussed this issue thoroughly. The Director's salary increase for the coming year would bring her salary to \$51,362 and Assistant Director, Head of Reference Jane Schoen's salary to \$34,650.

The board took this issue into consideration and deliberated length of service, job performance, etc. and it was the consensus of the board members to increase the salary by another \$4,000 (5 percent) bringing the total salary to \$37,650.

A motion to this effect will be made at the general meeting

Closed session adjourned at 9:40 p.m.

Respectfully submitted:



Lila L. Marek  
Trustee Board Secretary

Date Reviewed: *6/9/03*

Approved:

**BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
MONDAY, JUNE 10, 2002**

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

**2002-67** A motion was made by Trustee John Altar and seconded by Trustee Lila Marek to approve the Minutes of the Regular Meeting held on Tuesday, May 13, 2002 pending the following corrections: #2002-65 delete the word "and" after the Director. Correct the paragraph after #2002-52 to reflect a presentation.

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

Motion carried.

**2002-68** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to approve the financial statement for May 2002.

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

Motion carried.

**2002-69** A motion was made by Trustee Lila Marek and seconded by Trustee Safaa Zarzour to transfer \$39,000.00 from the Illinois Funds Account to the Bridgeview Bank and Trust checking account for the bills numbered #26667 – #26714 and the June 15, 2002 payroll.

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

Motion carried.

Director's Report – the Director's written report which covered personnel, building and administration was reviewed by the Trustees.

Unfinished Business:

Architect - The Board directed Kari Hansen to request three proposals from three different architects.

Auditors – The question of conflict of interest with the auditor was resolved. Vince Cainkar the board attorney stated. "there is no conflict of interest with current auditors."

**2002-70** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Lila Marek to retain the services of Leone as the library's auditors based on the recommendation of Vince Cainkar the board attorney.

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

Nays: None

Motion carried.

Non-Resident Library Cards – The Board must vote regarding this policy.

**2002-71** A motion was made by Trustee Lila Marek to table the Non-Resident Library Cards until next month's meeting.

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

Nays: None

Motion carried.

New Business:

Camp Out – The library will participate at the Bridgeview Camp Out on August 16<sup>th</sup> & 17<sup>th</sup>. The library will have children performing at this event and the Board of Trustees will also be present.

Newsletter – The library would like to create a newsletter of their own and send it out to the residents.

**2002-72** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Violet Bradley to create an annual brochure preferably during the spring to promote the summer library programs.

Ayes: A. Jaguszewski, V. Bradley, S. Zarzour, L. Marek,

Nays: S. Cichowski. J. Altar and F. Green  
None

Motion carried.

Shirley Curry Memorial – The library would like to commemorate a plaque or donate books in honor of the former Trustee Shirley Curry.

**2002-73** A motion was made by Trustee Lila Marek and seconded by Trustee Violet Bradley to hold all the donations from Shirley Curry's memorial fund. All the donations will be used a later date to purchase an item and a plaque in honor of the former trustee which will be placed in the new building.

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

Motion carried.

Policy Committee Schedule of Meetings – The Policy Committee will determine a schedule of meeting dates for the purpose of revising the policies of the library.

**2002-74** A motion was made by Trustee John Altar and seconded by Trustee Violet Bradley to adjourn.

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

Motion carried.

The meeting adjourned at 8:44 p.m.



Frances Green, Board President



Lila Marek, Board Secretary



BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SPECIAL BUILDING EXPANSION MEETING  
June 28, 2002

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

Director Present: Kari Hanson

Trustee Absent: Safaa Zarzour

Guest: Kenneth Dushak

Presenters: Frega Associates: John Frega, Rudy Cuasay, Zahara Makki, Crotan Zakarija

Time: 9:10 a.m.

Fran Green, Board President opened the meeting with a roll call.

A Powerpoint presentation was made by Frega Associates pursuant to building an addition for the Bridgeview Public Library. Each trustee was handed a booklet stating firm background, presentation, and the firm's relevant work experience along with detailed information. Our guest also had a copy.

The presentation pursued using Prairie Trails Library as an example. The firm states that they adhere to the budget set. They tailor the job to the budget and do quality design without sacrificing the design.

9:40 a.m. Trustee Safaa Zaraour entered.

President Fran Green stated that she spoke with Mayor Landek and he will use Home Rule acquisition to take two homes and dedicate the street so we are able to build to the curb, thus allowing for entry from the street with a parking area. He also stated that the ditch along 79<sup>th</sup> Street will be filled in, and all village fees will be waived. Joe Kaput and Jack Curry will be the village's spokesmen, with Jack Curry to be assigned to oversee the building project.

We need to file papers with the state applying for a matching grant somewhere between October 15-26, 2002.

Frega stated that they would work closely with the building department. We need a contract to do a study to know where we are going, develop a program, along with the fee which is more reflective of a building project.

With an expansion of 16,000 square feet the cost would run approximately \$200 – 225 per square foot, probably amounting to somewhere between three and four million dollars. Our existing sprinkling system is to our advantage. The cost to set up for later building is 5 or 6% additional. The cost of an elevator is approximately \$70,000.

Our legislators are very receptive to our building project.

The firm needs to sit down with the board and explain so there are no surprises – have many meetings so we understand. It takes four to six weeks for a study to be done and would cost \$20,000. This is a separate entity. The study would include site, basic building design, find out what they can do and what they cannot do. After study is completed, it is presented to the library board.

Frega states they achieve quality by working closely with the library board. The cost of the study is payable upon satisfaction. They will bill on a monthly basis for the project..

10:45 a.m. Frega associates adjourned from the meeting.

The library board convened after their exit.

Kari Hanson stated that she will be meeting with another architect, B Cassel, consultant at 4:00 p.m. today. He represents the firm that did the Jackson Library in Chicago.

July 16, 2002 is the deadline set by the board to make a definite decision to hire an architectural firm. This needs to be done quickly as we have a deadline to meet with the state, filing of papers for a matching grant up to \$250,000.

11:02 A motion was made by Arlene Jaguszewski, seconded by Safaa Zarzour.


Submitted by:



Lila L. Marek  
Secretary



Frances Green, President



Lila Marek, Secretary



Bridgeview Public Library  
Policy Committee Meeting  
July 2, 2002

The policy committee meeting was called to order by Chairman John C. Altar at 1:05 p.m. on July 2, 2002.

Members present were J. Altar, A. Jaguszewski, F. Green and library director K. Hanson.

Absent: Safaa Zarzour

The committee reviewed the sexual harassment and the conduct policies. The committee revised the original corrected policies after receiving written comments from member Zarzour.

The committee will forward the reviewed policies to the library board for passage.

The committee will meet on August 6, 2002 at 1 p.m. to review the indemnification and insurance policy, the drug and alcohol free library policy and the immigration compliance policy.

A motion was made by Chairman J. Altar and seconded by member A. Jaguszewski to adjourn the meeting at 2:30 p.m. All were in favor of the motion.

Chairman J. Altar took the minutes.

**BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
MONDAY, JULY 8, 2002**

President Frances Green called the meeting to order at 6:03 p.m. The Board of Trustees in attendance were; Trustee Arlene Jaguszewski, Trustee Violet Bradley, Trustee Lila Marek, Trustee Stephanie Cichowski and Trustee John Altar. Trustee Safaa Zarzour was absent. Kari Hansen the Library Director, Dan Green, Brendan Enright and Kenny Dushek were also present.

**2002-75** A motion was made by Trustee Lila Marek and seconded by Trustee Violet Bradley to accept the Minutes of the Regular Meeting held on Monday, June 10, 2002.

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

Motion carried.

**2002-76** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to accept the Minutes of the Special Meeting of Friday, June 28, 2002.

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

Motion carried.

At 6:15 p.m. a presentation was made by Mr. Rick McCarthy of the architectural firm of Burnidge Cassell Associates. At 7:00 p.m. Mr. McCarthy concluded his presentation. At 7:05 p.m. Mr. Stephen Marcos of J.N. Morcos Insurance Agency, gave his presentation regarding the high cost of insurance. At 7:48 p.m. Mr. Marcos concluded his presentation.

**2002-77** A motion was made by Trustee Arlene and seconded by Trustee Lila Marek to accept the Financial Statement of June 30, 2002.

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

Nays: None  
Absent: S. Zarzour

Motion carried.

**2002-78** A motion was made by Trustee John Altar and seconded by Trustee Stephanie Cichowski to transfer \$39,000.00 from the Illinois Funds account to the Bridgeview Bank and Trust checking account for the bills numbered #26763-#26814 and the July 15, 2002 payroll.

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

Motion carried.

Director's Report – Kari Hansen submitted her report to the Board of Trustees regarding the Reference Association of South Suburban (RASS) Libraries, Com Ed (relay switch replacement), and the media.

Unfinished Business - Board of Trustees need to decide whether or not to issue non-resident cards.

**2002-79** A motion was made by Trustee Frances Green and seconded by Trustee Lila Marek to accept the amount of \$100 for non-resident library cards.

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

Motion carried.

New Business:

Policy – the Policy Committee met and changed two policies; the Conduct Policy and the Sexual Harassment Policy.

**2002-80** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee John Altar for the Board of Trustees to accept the Conduct Policy and the Sexual Harassment Policy.

Ayes: A. Jaguszewski, V. Bradley, L. Marek, S. Cichowski,

J. Altar and F. Green  
Nays: None  
Absent: S. Zarzour

Motion carried.

Local Business – the Board of Trustees are tentatively planning an Open House for the purpose of meeting with local and business people from the community to inform them on how they can benefit from the library.

**2002-81** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to adjourn.

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

Motion carried.

The meeting adjourned at 8:51 p.m.

  
\_\_\_\_\_  
Frances Green, President

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

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SPECIAL MEETING  
July 15, 2002

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

Trustee Absent: Stephanie Cichowski

Director Present: Kari Hanson

Time: 9:05 a.m.

Fran Green, Board President opened the meeting with a roll call.

A slide presentation was made by Joan Jackson, Jackson Architects and Chipman Adams, Ltd for the Bridgeview Public Library. Each trustee was handed a booklet stating firm background, presentation, and the firm's relevant work experience along with detailed information.

Upon conclusion of the presentation, a question and answer period with discussion followed.

After their dismissal, we discussed the attendance and registration of the Illinois Library Annual Conference which will be held in Chicago, Illinois, September 24-28, 2002. The Trustee Day will be held on Saturday, September 28th. Early bird registration deadline is July 19, 2003. Each trustee that is interested in attending should let Director Kari Hanson know of their decision by Tuesday, July 16<sup>th</sup>.

The non-resident policy was discussed. There is an annual agreement for participation of a non-resident card.

**2002 – 80** Motion made by Trustee Fran Green, seconded by Trustee Arlene Jaguszewski to accept the Public Non-Resident Card Policy with the stipulated corrections. Director Kari Hanson to correct and reissue copy for each trustee.

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

Nays: None

**2002 – 81** Motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Violet Bradley to adjourn

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

Nays: None.

The meeting ended at 11:25 a.m.

Submitted by:



Lila L. Marek  
Secretary

Approved: 6/9/03

Frances Green, President

Lila L. Marek, Secretary



BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SPECIAL MEETING  
July 16, 2002

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

Director Present: Kari Hanson

Time: 9:05 a.m.

Fran Green, Board President opened the meeting with a roll call.

**2002 – 82** Motion made by Trustee Fran Green, seconded by Trustee Violet Bradley to accept and hire the architectural firm of Frega Associates, Ltd. for expansion of the Bridgeview Public Library.

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

Nays: J. Altar

Discussion held regarding this motion and decision.

Director Kari Hanson stated that she spoke with Nancy Ortziger, grant division of the Illinois State Library. She relayed information that there are no matching construction grants available this year. Her own budget is cut to \$370,000.

**2002 – 83** Motion made by Trustee Stephanie Cichowski, seconded by Trustee Arlene Jaguszewski to apply for federal grants if they are available.

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

Nays: None

Director Kari Hanson will check with Ruth Faklis, Director of Prairie Trails Library as to how to locate smaller grants when they become available.

**2002 – 84** Motion was made by Trustee Lila Marek and seconded by Arlene Jaguszewski to adjourn.

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

Nays: None

The meeting ended at 9:40 a.m.

Submitted by:



Lila L. Marek  
Secretary

App: 6/9/03

Frances Green, President

Lila L. Marek, Secretary

BRIDGEVIEW PUBLIC LIBRARY  
POLICY COMMITTEE MINUTES  
AUGUST 6, 2002

Chairman John Altar called the meeting to order at 1:15 p.m. The following committee members were present Safaa Zarzour, Arlene Jaguszewski, John Altar and library director Kari Hanson.

Absent: Frances Green

The policy committee reviewed and made corrections to the Drug & Alcohol Free Library Policy. The committee made no changes to the Indemnification & Insurance Policy or the Immigration Compliance Policy.

The committee was in agreement to approve the changes and forward the revised policies to the library board for their approval.

At the next policy committee meeting on September 3rd at 1 p.m. the committee will review the Prohibited Gifts Policy, Investment Policy, Materials Selection Policy and the Freedom of Information Act Policy.

The policy committee meeting adjourned at 2:25 p.m.

Chairman John Altar took the minutes.

**BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
MONDAY, AUGUST 12, 2002**

President Frances Green called the meeting to order at 7:02 p.m. A roll call was taken with the following Board of Trustees present: Trustee Arlene Jaguszewski, Trustee Violet Bradley, Trustee Safaa Zarzour, Trustee Lila Marek, Trustee Stephanie Cichowski, Trustee John Altar and Trustee Frances Green. Kari Hanson the Library Director, Kenny Dushek and Brendan Enright were also present.

**2002-87** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to approve the Minutes of the Policy Committee Meeting held on Tuesday, July 2, 2002.

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

Motion carried.

**2002-88** A motion was made by Trustee Violet Bradley and seconded by Trustee Stephanie Cichowski to approve the Minutes of the Regular Meeting held on Monday, July 8, 2002 pending the following correction in the Director's Report, Reference Association of South Suburban (RASS) Libraries must be included.

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

Motion carried.

**2002-89** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to approve the Minutes of the Special Meeting held on Monday, July 15, 2002.

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

Motion carried.

**2002-90** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Safaa Zarzour to approve the Minutes of the Special Meeting held on Wednesday, July 16, 2002.

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

Motion carried.

**2002-91** A motion was made by Trustee John Altar and seconded by Trustee Violet Bradley to approve the Minutes of the Policy Committee Meeting held on Tuesday, August 6, 2002.

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

Motion carried.

At 7:10 p.m. Mr. Stephen Morcos from J.N. Morcos Insurance Agency reviewed the Bridgeview Library's Insurance Policy with the Board of Trustees. At 7:47 p.m. Mr. Morcos concluded his discussion.

**2002-92** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Stephanie Cichowski to accept the proposed renewal policy as prepared by J.N. Marcos Insurance Agency for the period of September 22, 2002 through September 22, 2003.

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

Motion carried.

At 7:50 p.m. President Frances Green called for a short recess. At 7:55 p.m. the recess period ended and the regular meeting recovered. A roll call was taken with all the Board of Trustees present; Trustee Arlene Jaguszewski, Trustee Violet Bradley, Trustee Safaa Zarzour, Trustee Lila Marek, Trustee Stephanie Cichowski, Trustee John Altar and Trustee Frances Green.

**2002-93** A motion was made by Trustee John Altar and seconded by Trustee Violet Bradley to approve the Financial Statement of July 31, 2002.

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

Motion carried.

**2002-94** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Lila Marek to transfer \$33,900.00 for the Illinois Funds account to the Bridgeview Bank & Trust checking account for the bills numbered #26863 - #26907 and the August 15, 2002 payroll.

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

Motion carried.

Director's Report:

Kari Hanson submitted her report to the Board of Trustees. Trustee Safaa Zarzour complimented Lori Knobbe on the outstanding job she has done with the summer program. The Board of Trustees concurred and agreed upon a dinner certificate for two to be presented to her.

**2002-95** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Stephanie Cichowski to present Lori Knobbe with a dinner certificate for two for all her contributions to the summer program.

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

Motion carried.

Unfinished Business:

Topics for February 2003 (Hickory Ridge) – Trustee Safaa Zarzour would like to include "legal topics pertaining to libraries".

**2002-96** A motion was made by Trustee John Altar and seconded by Trustee Violet Bradley to send three Trustees and the Director to the ILA Conference.

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



Motion carried.

**2002-97** A motion was made by Trustee Lila Marek and seconded by Trustee Safaa Zarzour to table all policies presented at this meeting until the September 2002 meeting.

Ayes: V. Bradley, S. Zarzour, L. Marek, S. Cichowski,  
and F. Green

Nays: J. Altar

Abstain: A. Jaguszewski

Motion carried.

New Business:

Building Committee – the architect will meet with the Board of Trustees to discuss the expansion.

Campout in Bridgeview – the library will put on a presentation and the Board of Trustees will be in attendance.

**2002-98** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Arlene Jaguszewski to adjourn.

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

Nays: None

Motion carried.

The meeting adjourned at 9:02 p.m.

  
Frances Green, Board President

  
Lila Marek, Board Secretary

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SPECIAL BUILDING EXPANSION MEETING  
August 20, 2002

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

Director Present: Kari Hanson

Guest: Brendan Enright

Presenters: Frega Associates: Paul Krutulis and Fred Lontoc

Time: 6:40 p.m.

Fran Green, Board President opened the meeting with a roll call.

In lieu of Mr. Frega's illness, Mr. Krutulis and Mr. Lontoc presented the board with five plans for a proposed addition to the Bridgeview Public Library.

We discussed the pros and cons of these plans.

Future plans need to incorporate intentions of what the Village of Bridgeview will act upon. We need a definite commitment in writing from the Village of these plans. Trustee Zarzour offered to meet with Mayor Landek after the village board meeting on Wednesday, 8/21/02.

Motion to adjourn this meeting was made at 8:00 p.m.

Submitted by:



Lila L. Marek  
Secretary

**BRIDGEVIEW PUBLIC LIBRARY  
POLICY COMMITTEE MINUTES  
SEPTEMBER 3, 2002**

The meeting was called to order by Chairman John Altar at 1:05 p.m. The following committee members were present: John Altar, Arlene Jaguszewski, and Kari Hanson.

Absent were Frances Green, Safaa Zarzour.

The policy committee reviewed and made minor revisions to the "Materials Selection Policy" and the "Illinois Freedom of Information Act Policy". Both were approved and sent to the Board of Trustees for approval.

The committee tabled until the October meeting the "Prohibited Gifts Policy" and the "Investment of Public Funds Policy".

The next policy committee meeting will be held on Tuesday, October 1st at 1 p.m. and the committee will review the following policies:

- The "Prohibited Gifts Policy"
- The "Investment of Public Funds Policy"
- The "Meeting Room Policy"
- The "Disposal of Surplus Library Material Policy"
- The "Reference Policy"
- The "Borrowing Privileges Policy"

The Policy Committee has rescheduled the November meeting to Wednesday, November 6th at 1 p.m.

The meeting adjourned at 3:30 p.m.

Minutes taken by chairman John Altar.

**Bridgeview Public Library  
Board of Trustees  
Minutes of Special Meeting  
Executive Building Expansion Committee  
September 4, 2002**

Since it is most expedient to have a smaller committee to work directly with the architect and his assistants, President Fran Green appointed two trustees to serve on an Executive Building Expansion Committee along with herself and the library director, Kari Hanson. All information discussed at these committee meetings will be brought back to the board for final decisions.

Trustees Arlene Jaguszewski and Safaa Zarzour were selected to complete the Executive Building Expansion Committee.

The committee met with the architect, John Frega, and his assistants, Rudy Casay and Fred Lontoc, at 2:30 P.M. They presented more drafts and each was discussed as to its feasibility. Copies of the drafts were made available to each trustee and were placed in their respective boxes for pick up. All trustees were notified of the new drafts so they would be in a position to make a selection at the next board meeting.

Mr. Frega informed the committee that he had spoken with Mayor Landek about the assistance the library could expect from the village. It was agreed that both Mr. Frega and the mayor would attend the next regularly scheduled board meeting on September 9, 2002.

The meeting adjourned at approximately 4:00 P.M.

Submitted by



Fran Green, board president

**BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
MONDAY, SEPTEMBER 9, 2002**

President Frances Green called the meeting to order at 7:04 p.m. A roll call was taken with the following Board of Trustees present: Trustee Arlene Jaguszewski, Trustee Violet Bradley, Trustee Lila Marek, Trustee Stephanie Cichowski, Trustee John Altar and Trustee Frances Green. Trustee Safaa Zarzour was absent. Kari Hanson the Director of the Library, Kenny Dushek, Brendan Enright, John Frega and Fred Lontoc (of Frega Associates) were also present.

**2002-99** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to approve the Minutes of the Regular Meeting held on Monday, August 12, 2002.

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

Motion carried.

**2002-100** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Violet Bradley to approve the Minutes of the Special Building Committee Meeting held on Tuesday, August 20, 2002.

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

Motion carried.

**2002-101** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to approve the Minutes of the Policy Committee Meeting held on Tuesday, September 3, 2002.

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

Motion carried.

At 7:10 p.m. John Frega and Fred Lontoc of Frega Associates presented the Board with three new sketches for the expansion of the Bridgeview Public Library. At 8:00 p.m. Mr. Frega concluded his presentation.

At 7:15 p.m. Trustee Safaa Zarzour arrived.

At 7:28 p.m. Mayor Steven Landek arrived. Mayor Landek stated the Village would support the library expansion project. At 7:42 p.m. Mayor Landek left the meeting.

Mr. Jeff Bishop from Leone Ltd. was unable to attend the meeting.

**2002-102** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Lila Marek to accept the financial statement of August 31, 2002.

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

Motion carried.

**2002-103** A motion was made by Trustee Lila Marek and seconded by Trustee Violet Bradley to transfer \$40,000.00 from the Illinois Fund Account to the Bridgeview Bank & Trust checking account for the bills numbered #26953 - #26994 and check #23736 (\$6,458.00) and the September 15, 2002 payroll.

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

Motion carried.

Director's Report – Kari Hanson submitted her report to the Board of Trustees regarding staff promotion, Fire Chief inspection (replacement of batteries) and caulking of the infrastructure.

**2002-104** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to bring back to the table the approval of the Policy Committees new and revised policies.

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



Nays: None

Motion carried.

**2002-105** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to approve the Drug & Alcohol Free Library Policy. All the Board of Trustees were in favor.

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

Nays: None

Motion carried.

**2002-106** A motion was made by Trustee John Altar and seconded by Trustee Safaa Zarzour to approve the Indemnification & Insurance Policy. All the Board of Trustees were in favor.

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

Nays: None

Motion carried.

**2002-107** A motion was made by Trustee John Altar and seconded by Trustee Lila Marek to approve the Immigration Compliance Policy. All the Board of Trustees were in favor.

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

Nays: None

Motion carried.

**2002-108** A motion was made by Trustee John Altar and seconded by Trustee Violet Bradley to approve the Materials Section Policy. All the Board of Trustees were in favor.

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

Nays: None

Motion carried.

**2002-109** A motion was made by Trustee Lila Marek and seconded by Trustee Safaa Zarzour to include the Materials Section Policy, Freedom to Read and Library Bills Right policies in each of the Board of Trustees policy packets. All the Board of Trustees were in favor.

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

Nays: None

Motion carried.

**2002-110** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to approve the Illinois Freedom of Information Act Policy. All the Board of Trustees were in favor.

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

Nays: None

Motion carried.

**2002-111** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Lila Marek to approve scheme G1 as submitted by Frega Associates for the Bridgeview Public Library expansion project.

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

Nays: None

Motion carried.

**2002-112** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Arlene Jaguszewski to approve the purchase of 50 block hours from Lighthouse Technology in the amount of \$5,500.00.

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

Nays: None

Motion carried.

**2002-113** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to adjourn.

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

Motion carried.

The meeting adjourned at 9:08 p.m.



Frances Green, President



Lila Marek, Board Secretary

**BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
MONDAY, OCTOBER 14, 2002**

President Frances Green called the meeting to order at 7:06 p.m. The Board of Trustees in attendance were: Trustee Arlene Jaguszewski, Trustee Violet Bradley, Trustee Safaa Zarzour, Trustee Lila Marek, Trustee Stephanie Cichowski, Trustee John Altar and Trustee Frances Green. Kari Hanson the Library Director, Kenny Dushek and Dan Green were also present.

**2002-114** A motion was made by Trustee Lila Marek and seconded by Trustee Violet Bradley to approve the Executive Building Expansion Committee Minutes held on Wednesday, September 4, 2002.

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

Motion carried.

**2002-115** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to approve the Minutes of the Regular Meeting held on Monday, September 9, 2002.

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

Motion carried.

**2002-116** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee Lila Marek to accept the financial statement of September 30, 2002.

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

Motion carried.

**2002-117** A motion was made by Trustee John Altar and seconded by Trustee Stephanie Cichowski to transfer \$42,700.00 from the Illinois Funds

account to the Bridgeview Bank and Trust checking account for the bills numbers #27040- #27091 and the October 15, 2002 payroll.

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

Motion carried.

Director's Report:

Kari Hanson submitted her report to the Board of Trustees pertaining to the library audit and Illinois Sprinkler.

Unfinished Business:

- a) Policy Committee – the next meeting will be held on Friday, October 25, 2002 at 10:00 a.m.
- b) Building Expansion – discussed the pending contract and the attorney correspondence.

New Business:

- a) Holiday Gift Certificates – in lieu of a Christmas Dinner party gift certificates will be issued.

**2002-118** A motion was made by Trustee Stephanie Cichowski and seconded Trustee Arlene Jaguszewski to issue Holiday Gift Certificates in lieu of a Christmas Dinner party for each employee in the amount of \$25.00.

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

Motion carried.

- b) Committee Structures – to disband the Executive Building Expansion Committee and keep in tact the Building Expansion Committee.
- c) Committee Minutes – the minutes are to be kept on file, no approval necessary.
- d) ALA Conventions – discussion of the upcoming meetings.
- e) Legislator Recognition Day – will be held on Friday, November 1, 2002 from 8:30 a.m. – 10:00 a.m. at the Blue Island Public Library.
- f) ALA Convention – see ALA Conventions.

**2002-119** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Violet Bradley to approve the attendance of both Trustees; President Frances Green and Secretary Lila Marek to attend the Mid-Winter ALA Convention in Philadelphia.

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

Motion carried.

g) Family Reading Night – will be held on Tuesday, November 14, 2002 at 6:55 p.m. at Wilkins School.

**2002-120** A motion was made by Trustee John Altar and seconded by Trustee Lila Marek to adjourn.

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

Motion carried.

The meeting ended at 8:47 p.m.

  
\_\_\_\_\_  
Frances Green, President

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



**BRIDGEVIEW PUBLIC LIBRARY  
POLICY COMMITTEE MINUTES  
OCTOBER 25, 2002**

The meeting was called to order by Chairman John Altar at 10:14 a.m. The following committee members were present: Safaa Zarzour and John Altar. Also present was library director Kari Hanson.

The following committee member was absent: Arlene Jaguszewski.

The committee reviewed and made some revisions in the "Prohibited Gifts Policy", "Investment of Public Funds Policy", "Meeting Room Policy" and "Reference Service Policy". The committee recommends the passage of the above named policies by the Board of Trustees.

The committee will meet on Wednesday, November 6, 2002 at 1:00 p.m. to review three additional policies. They are:

- 1.) "Disposal of Surplus Material Policy"
- 2.) "Borrowing Privileges Policy"
- 3.) "Untended Children Policy"

The meeting adjourned at 12:45 p.m.

Minutes submitted by Chairman John Altar

**BRIDGEVIEW PUBLIC LIBRARY  
POLICY COMMITTEE MINUTES  
NOVEMBER 6, 2002**

The meeting was called to order by Chairman John Altar at 1:05 p.m. The following committee members were present: Trustee Arlene Jaguszewski and Trustee John Altar. Also present was library director Kari Hanson.

The following committee member was absent: Trustee Safaa Zarzour.

The committee reviewed and made no changes to the following policies as presented to the committee:

- 1.) "Disposal of Surplus Library Materials Policy."
- 2.) "Borrowing Policy."
- 3.) "Unattended Children Policy."

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

The committee will meet next on Tuesday, December 3, 2002 at 1:00 p.m. to review five additional policies. They are:

- 1.) "Closing of the Library Policy."
- 2.) "At-Will Employment Policy."
- 3.) "Blood-Borne Pathogens Policy."
- 4.) "Holiday Display Policy."
- 5.) "Staff Recognition Policy."

The meeting adjourned at 2:30 p.m.

Minutes submitted by Chairman John Altar.

**Building Expansion Committee  
Minutes of November 7, 2002**

**The Building and Expansion Committee met on  
Thursday, November 7, 2002 at 11:30 a.m. with Mr. Frega  
to go over items in the contract that needed to be clarified or changed.  
We will be receiving a revised contract within the week for the  
committee to review. The board will be advised when the contract  
is ready for board approval.**

**BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
MONDAY, NOVEMBER 11, 2002**

President Frances Green called the meeting to order at 7:01 p.m. A roll call was taken with the following Board of Trustees present: Trustee Violet Bradley, Trustee Safaa Zarzour, Trustee Lila Marek, Trustee Stephanie Cichowski, Trustee John Altar and Trustee Frances Green. Trustee Arlene Jaguszewski was absent. Kari Hanson the Director of the Library, Kenny Dushek and Brian Enwright were also present.

**2002-121** A motion was made by Trustee John Altar and seconded by Trustee Violet Bradley to approve the Minutes of the Regular Meeting held on Monday, September 14, 2002.

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

Motion carried.

**2002-122** A motion was made by Trustee Lila Marek and seconded by Trustee Stephanie Cichowski to accept the Financial Statement of October 31, 2002.

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

Motion carried.

**2002-123** A motion was made by Trustee John Altar and seconded by Trustee Lila Marek to transfer \$32,000.00 from the Illinois Fund account to the Bridgeview Bank and Trust checking account for the bills numbered #27138 - #27180 and the November 15, 2002 payroll.

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

Motion carried.

Director's Report – Kari Hanson submitted her report to the Board of Trustees. They discussed the book check out reports, voting turn-out and Law for Library Conference.

Unfinished Business:

a) Policy Committee – reviewed and discussed several different policies.

**2002-124** A motion was made by Trustee John Altar and seconded by Trustee Violet Bradley to approve four policies: Prohibited Gifts Policy, Investment of Public Funds Policy, Meeting Room Policy, Reference Service Policy and Borrow Policy.

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

Motion carried.

**2002-125** A motion was made by Trustee John Altar and seconded by Trustee Safaa Zarzour to table the two policies; Disposal of Surplus Library Material and Unattended Children's Policy until December 2002 meeting.

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

Motion carried.

b) Building Expansion Committee – reviewed the content of the contract for the library expansion project.

New Business:

a) Snow Plowing Contract – the Board discussed the proposals from Stanton and P&N.

**2002-126** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Stephanie Cichowski to retain Stanton Services for snow plowing and to accept their contract.

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

Motion carried.

- b) Library Incident – Patricia Lyman had concerns with library procedures pertaining to the renewal of a library card and proof of residency. Trustee John Altar informed her of the upcoming board meeting and asked her if she would like to express her concerns at that time. For the record, she did not attend the November 11, 2002 meeting.
- c) Closed Minutes – the last review of Closed Minutes was done in March 2002.

**2002-127** A motion was made by Trustee John Altar and seconded by Trustee Lila Marek to convene into Closed Session to review the Closed Session Minutes.

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

Motion carried.

At 8:23 a.m. Closed Session commenced and concluded at 8:50 p.m. The regular meeting resumed with a roll call: Trustee Violet Bradley, Trustee Safaa Zarzour, Trustee Lila Marek, Trustee Stephanie Cichowski, Trustee John Altar and Trustee Frances Green. Trustee Arlene Jaguszewski was absent.

**2002-128** A motion was made by Trustee Lila Marek and seconded by Trustee Violet Bradley to approve and release the Closed Session Minutes of March 12, 2002 and to retain the following Closed Session Minutes as Closed: 10/11/99, 1/10/00, 3/22/00, 5/8/00, 4/10/00, 6/12/00, 6/26/00, 6/26/00, 7/10/00, 7/17/00, 9/11/00, 4/9/01, 3/11/92 and 5/14/02.

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

Motion carried.



**2002-129** A motion was made by Trustee John Altar and seconded by Trustee Safaa Zarzour to adjourn.

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

Motion carried.

The meeting ended at 8:51 p.m.

  
\_\_\_\_\_  
Frances Green, Board President

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

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
CLOSED EXECUTIVE SESSION  
November 11, 2002

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

Closed session was called at 8:25 p.m. to review closed session minutes.

We reviewed closed session minutes dating 10/11/99, 1/10/00, 3/22/00, 5/8/00, 4/10/00,  
6/12/00, 6/26/00, 6/26/00, 7/10/00, 7/17/00, 9/11/00, 3/12/01, 4/9/01, 3/11/02, 5/14/02.  
It was unanimously agreed that all of these minutes be kept closed with the exception of  
3/12/01 of which we will open.

A motion to this effect will be made at the general meeting.

Closed session adjourned at 8:50 p.m.

Respectfully submitted:



Lila L. Marek  
Trustee Board Secretary

Date Reviewed: 6/9/03

Approved:

6/9/03

**Bridgeview Public Library  
Board of Trustees  
Minutes of Special Meeting  
November 25, 2002**

The meeting was called to order by President Frances Green at 11:45 A.M.

Trustees in attendance were: John Altar, Violet Bradley, Stephanie Cichowski, Frances Green, Arlene Jaguszewski and Safaa Zarzour. Trustee Lila Marek was absent. Also present was Kari Hanson, director.

The board members discussed the changes that had been made on the proposed architectural design contract from Frega Associates, Ltd.

At 12:50 the board members took a break and resumed discussion at 1:00 P.M.

**2002-130** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Arlene Jaguszewski to accept the amended contract from Frega Associates, Ltd. with the stipulation that in Article 12, Item 10.1 of the contract, the DPE rate be 165% instead of 175%.

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

Nays: None

Motion carried.

**2002-131** A motion was made by Trustee John Altar and seconded by Trustee Violet Bradley to adopt a resolution approving the proposed changes to the UCGA Agreement of LIMRiCC as set forth in LIMRiCC's letter to the library dated July 26, 2002.

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

Nays: None

Motion carried.

**2002-132** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Arlene Jaguszewski to adjourn

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

Nays: None

Motion carried.

The meeting adjourned at 1:45 P.M.

Submitted by Kari Hanson

**BRIDGEVIEW PUBLIC LIBRARY  
POLICY COMMITTEE MINUTES  
DECEMBER 3, 2002**

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

The following committee member was absent: Trustee Safaa Zarzour.

The committee reviewed and made changes to the following policies:

- 1.) "Disposal of Surplus Library Materials Policy."
- 2.) "Board and Staff Development Policy."
- 3.) "Unattended Children Policy."

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

The committee will meet next on Tuesday, January 7, 2003 at 1:00 p.m. to review four additional policies. They are:

- 1.) "Gifts to the Library Policy."
- 2.) "Division of Responsibility between the Board and the Director Policy."
- 3.) "At-Will employment Policy."
- 4.) "Leaves of Absence Policy."

The meeting adjourned at 2:46 p.m.

Minutes submitted by Chairman John Altar.

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SPECIAL MEETING  
December 9, 2002

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

Director Present: Kari Hanson

Guests Present: John Frega, Architect; Kenny Duschek, Brian Enright.

Fran Green, President opened the special board meeting at 6:05 p.m. with roll call.

At 6:07 p.m., Lila Marek, Trustee made a motion to close this special meeting regarding real estate, seconded by Arlene Jaguszewski.

Guests, with the exception of John Frega, Architect, were asked to leave the room.

At 6:55 p.m. Arlene Jaguszewski, Trustee motioned to close this closed session, seconded by Lila Marek, Trustee.

Respectfully submitted:



Lila L. Marek  
Trustee Board Secretary

Date Reviewed:

Approved:

**BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
MONDAY, DECEMBER 9, 2002**

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

**2002-130** A motion was made by Trustee Lila Marek and seconded by Trustee Violet Bradley to accept the Minutes of the Regular Meeting held on Monday, November 11, 2002.

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

Motion carried.

**2002-131** A motion was made by Trustee John Altar and seconded by Trustee Safaa Zarzour to accept the Minutes of the Special Meeting held on Monday, November 25, 2002.

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

Motion carried.

**2002-132** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to accept the Financial Statement of November 30, 2002.

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

Motion carried.



**2002-133** A motion was made by Trustee Arlene Jaguszewski and seconded by Trustee John Altar to transfer \$32,000.00 from the Illinois Fund account to the Bridgeview Bank & Trust checking account for the bills numbered #27225 - #27268 and the December 15, 2002 payroll.

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

Motion carried.

**Director's Report:**

Kari Hanson submitted her monthly report to the Board of Trustees. The discussion pertained to the copier contract. She also thanked Trustee Violet Bradley and Trustee Frances Green for attending the Reading Night at Wilkins School.

**Unfinished Business:**

Policy Committee - the committee met on Tuesday, December 3, 2002 to review and modify the following three policies: : Board & Staff Development Policy, Disposal of Surplus Library Materials Policy and Unattended Children Policy.

**2002-134** A motion was made by Trustee John Altar and seconded by Trustee Arlene Jaguszewski to approve three policies: Board & Staff Development Policy, Disposal of Surplus Library Materials and Unattended Children Policy.

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

Motion carried.

Building Expansion Committee – the committee met to review and discuss the current plans. The Board made a few suggestions pertaining to the circulation desk, alarm system and electronic readers.

**New Business:**

ILA Trustee Forum Spring Workshop – five trustees and the library director will be attending this function on February 21 & 22, 2003.

**2002-135** A motion was made by Trustee John Altar and seconded by Trustee Violet Bradley to approve the expenditure of five Trustees and the

Director to attend the ILA Trustee Forum Spring Workshop on February 21 & 22, 2003.

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

Nays: None

Motion carried.

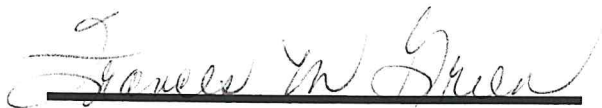
**2002-136** A motion was made by Trustee Safaa Zarzour and seconded by Trustee Lila Marek to adjourn.

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

Nays: None

Motion carried.

The meeting ended at 7:58 p.m.



Frances Green, Board President



Lila Marek, Board Secretary

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SPECIAL MEETING  
December 9, 2002

*renewed 4/10/04*  
*yes*

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

Director Present: Kari Hanson

Guests Present: John Frega, Architect; Kenny Duschek, Brian Enright.

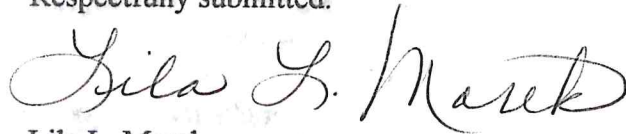
Fran Green, President opened the special board meeting at 6:05 p.m. with roll call.

At 6:07 p.m., Lila Marek, Trustee made a motion to close this special meeting regarding real estate, seconded by Arlene Jaguszewski.

Guests, with the exception of John Frega, Architect, were asked to leave the room.

At 6:55 p.m. Arlene Jaguszewski, Trustee motioned to close this closed session, seconded by Lila Marek, Trustee.

Respectfully submitted:



Lila L. Marek  
Trustee Board Secretary

Date Reviewed: *4/9/02*

Approved:

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
CLOSED EXECUTIVE SESSION  
December 9, 2002

*yes*  
*received 4/10/04*

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

Director Present: Kari Hanson

Guests Present: John Frega, Architect; Mayor Steven Landek

Closed session was called at 6:07 p.m. to discuss upcoming real estate issues.

Fran Green, President presiding welcomed Architect John Frega and Mayor Steven Landek.

John Frega stated that they are ninety-five percent finished with aspect of design. He gave each of us a copy of the architectural drawings. After okay of plans and signed contract, they will start work on elevations. Sixty-four parking spaces are included. They can start construction with the acquisition of Lots B and D and we would have one and a half years to acquire Lots A and C for completion of parking.

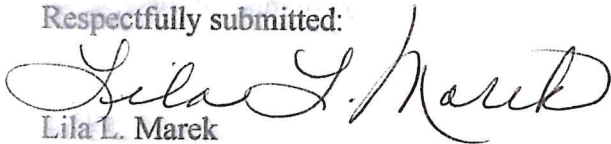
Mayor Steven Landek stated that the village will have the buildings appraised and approach the owners. According to agreement, we could start construction within six months. We need to wait for land acquisition before going out for bid. This would take about sixty days. It would cost around one million to buy land and move the street. Mayor Landek stated that we would be receiving memos on a regular basis to keep us well informed. The cost of this building project will probably be from four to four and a half million dollars to complete. We want this building to be a show piece for the village on the west end.

Mayor Steven Landek left the meeting a 6:45 p.m.

Architect John Frega left the meeting at 6:50 p.m.

At 6:55 p.m., Arlene Jaguszewski, Trustee made a motion to close this closed session, seconded by Lila Marek, Trustee..

Respectfully submitted:



Lila L. Marek  
Trustee Board Secretary

Date Reviewed:

*6/9/03*