

8

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
January 13, 2014

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

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

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

- 2014 – 1** Motion by Trustee Marek and seconded by Trustee Vilimek to approve the agenda. Upon voice vote with all ayes and no nays, **Motion Carried.**
- 2014 – 2** Motion by Trustee Marek and seconded by Trustee Vilimek to approve the Regular Meeting minutes of December 9, 2013.
Upon roll call vote:
Ayes: 5 Marek, Al Safadi, Jaguszewski, Vilimek and Lewis.
Nays: 0
Absent: 2 Kasten and Carben.
Motion Carried.
- 2014 – 3** Motion by Trustee Vilimek and seconded by Trustee Marek to approve the Closed Session Meeting minutes of December 9, 2013.
Upon roll call vote:
Ayes: 5 Marek, Al Safadi, Jaguszewski, Vilimek and Lewis.
Nays: 0
Absent: 2 Kasten and Carben.
Motion Carried.
- 2014 – 4** Motion by Trustee Jaguszewski and seconded by Trustee Al Safadi to approve the 3 Consent Agenda items as listed and read: 9A Approve the Treasurer's Report dated December 31, 2013; 9B Prepaid bills in the amount of \$23,361.48; and 9C Bills in the amount of \$48,642.06.
Upon roll call vote:
Ayes: 5 Marek, Al Safadi, Jaguszewski, Vilimek and Lewis.
Nays: 0
Absent: 2 Kasten and Carben.
Motion Carried.

Acting Director's Report: Acting Director Kinzel gave the Acting Director's Report which had been previously presented, in written report form, to the Board. Assistant Acting Director Sebuck and Julie Soto also gave reports on library programs and the Winter Reading program.

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

Committee Reports: President Lewis appointed Trustee Marwan Al Safadi as Treasurer, effective this meeting, to replace Trustee Carben who had resigned from that position. President Lewis also stated that Trustee Al Safadi would serve as the Finance Committee Chairperson.

Trustee Sue Kasten arrived at 7:17 p.m.

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Unfinished Business: 13A Holiday Policy was presented and discussed;

- 2014 – 5** Motion by Trustee Jaguszewski and seconded by Trustee Vilimek to approve the Holiday Policy as presented.
Upon roll call vote:
Ayes: 6 Marek, Al Safadi, Jaguszewski, Vilimek, Kasten and Lewis.
Nays: 0
Absent: 1 Carben.
Motion carried.

Unfinished business, cont'd: 13B Vacation Policy was discussed. The policy will be reviewed by the attorney; 13C Hours of Operation Policy was discussed;

- 2014 – 6** Motion by Trustee Kasten and seconded by Trustee Marek to approve the Hours of Operation Policy as presented.
Upon roll call vote:
Ayes: 6 Marek, Al Safadi, Jaguszewski, Vilimek, Kasten and Lewis.
Nays: 0
Absent: 1 Carben.
Motion carried.

Unfinished business, cont'd: 13D Circulation Policy was discussed.

- 2014 – 7** Motion by Trustee Marek and seconded by Trustee Kasten to approve the Circulation Policy as presented.
Upon roll call vote:
Ayes: 6 Marek, Al Safadi, Jaguszewski, Vilimek, Kasten and Lewis.
Nays: 0
Absent: 1 Carben.
Motion carried.

Unfinished business, cont'd: 13E Records to be Retained Policy; 13F Prohibited Gifts Policy and 13G Budget were discussed.

- 2014 – 8** Motion by Trustee Marek and seconded by Trustee Vilimek to approve the Records to be Retained Policy as presented.
Upon roll call vote:
Ayes: 6 Marek, Al Safadi, Jaguszewski, Vilimek, Kasten and Lewis.
Nays: 0
Absent: 1 Carben.
Motion carried.

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BOARD OF TRUSTEES
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2014 – 9 Motion by Trustee Kasten and seconded by Trustee Marek to approve the Prohibited Gifts Policy as presented.

Upon roll call vote:

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

Nays: 0

Absent: 1 Carben.

Motion carried.

2014 – 10 Motion by Trustee Jaguszewski and seconded by Trustee Kasten to approve the 2014 Budget and Staff Raises as presented.

Upon roll call vote:

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

Nays: 0

Absent: 1 Carben.

Motion carried.

New Business: Acting Assistant Director Sebuck gave a report on how the decisions are made for selecting and purchasing books, periodicals and other media for the library.

2014 – 11 Motion by Trustee Al Safadi and seconded by Trustee Kasten to go into closed session for matters of pending litigation and litigation affecting the library.

Upon roll call vote:

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

Nays: 0

Absent: 1 Carben.

Motion carried.

8:40 p.m.

President Lewis reconvened the meeting at **9:21 p.m.**

2014 – 12 Motion by Trustee Jaguszewski and seconded by Trustee Vilimek to adjourn.
Upon voice vote with all ayes and no nays, **Motion Carried.**

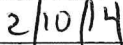
The meeting adjourned at **9:23 p.m.**

Respectfully submitted,

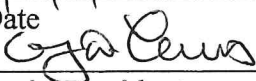


Vicki Choate, Recording Secretary

APPROVED:



Date



Gary Lewis, President



Alice Vilimek, Secretary

For Lori

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
February 10, 2014

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

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

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

- 2014 – 13** Motion by Trustee Marek and seconded by Trustee Jaguszewski to approve the agenda. Upon voice vote with all ayes and no nays, **Motion Carried.**

Brigid Murphy of Bridgeview Bank distributed a packet of documents to the Board including the 2013 annualized report, bank statements, tax escrow agent agreement and the debt service schedule. Ms. Murphy gave a report explaining to the Board what the role of Bridgeview Bank is as Tax Escrow Agent for the 2012 Bond Issue. The Board questioned the payment dates, prepayment penalties and wire transfer procedures.

- 2014 – 14** Motion by Trustee Marek and seconded by Trustee Vilimek to approve the Regular Meeting minutes of January 13, 2014.

Upon roll call vote:

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

Nays: 0

Absent: 2 Kasten and Carben.

Motion Carried.

- 2014 – 15** Motion by Trustee Jaguszewski and seconded by Trustee Vilimek to approve the Closed Session Meeting minutes of January 13, 2014.

Upon roll call vote:

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

Nays: 0

Absent: 2 Kasten and Carben.

Motion Carried.

- 2014 – 16** Motion by Trustee Al Safadi and seconded by Trustee Vilimek to approve the 3 Consent Agenda items as listed and read: 10A Approve the Treasurer's Report dated January 2014; 10B Prepaid bills in the amount of \$8,097.78; and 10C Bills in the amount of \$41,584.11.

Upon roll call vote:

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

Nays: 0

Absent: 2 Kasten and Carben.

Motion Carried.

- 2014 – 17** Motion by Trustee Vilimek and seconded by Trustee Marek to go into closed session for matters of litigation and personnel.

Upon roll call vote:

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

Nays: 0

Absent: 2 Kasten and Carben.

Motion carried.

7:23 p.m.

BRIDGEVIEW PUBLIC LIBRARY
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President Lewis reconvened the meeting at **8:28 p.m.**

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

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

Committee Reports: There were no reports.

Unfinished Business: 14A The vacation policy was discussed; 14B the proposed payroll changes were discussed.

New Business: 15A Open Meetings Act requirements were discussed; 15B Hiring was discussed in Closed Session due to a matter of personnel; 15C Hours - the policy that states the hours needs to be changed to reflect the hours the library is open; 15D DVD Fee Change – discussion regarding changing the fees for DVD rental.

2014 – 18 Motion by Trustee Al Safadi and seconded by Trustee Jaguszewski to adjourn.
Upon voice vote with all ayes and no nays, **Motion Carried.**


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


Respectfully submitted,



Vicki Choate, Recording Secretary

APPROVED:



Date


Gary Lewis, President



Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
March 10, 2014

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

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

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

- 2014 – 19** Motion by Trustee Jaguszewski and seconded by Trustee Vilimek to approve the agenda. Upon voice vote with all ayes and no nays, **Motion Carried.**

Accountant, Mr. Jeff Bishop of CDK Accounting, gave a presentation discussing and explaining the role of Bridgeview Bank as the Tax Escrow agent for the Bridgeview Public Library. He further discussed how the tax money is collected and distributed to the escrow account at Bridgeview Bank for the interest, principal and debt service payments on the bonds issued in 2012. He also discussed the signatory and transferring of funds responsibility and procedures of the Bridgeview Public Library to pay the Depository Trust Company.

He discussed the budget, payables, receivables, tax payments received, tax payments not received as levied, the library financial statements and stated they are ready for their audit.

- 2014 – 20** Motion by Trustee Marek and seconded by Trustee Vilimek to approve the Regular Meeting minutes of February 10, 2014.
Upon roll call vote:
Ayes: 5 Marek, Al Safadi, Jaguszewski, Vilimek and Lewis.
Nays: 0
Abstain: 1 Carben.
Absent: 1 Kasten.
Motion Carried.

- 2014 – 21** Motion by Trustee Vilimek and seconded by Trustee Marek to approve the Closed Session Meeting minutes of February 10, 2014.
Upon roll call vote:
Ayes: 5 Marek, Al Safadi, Jaguszewski, Vilimek and Lewis.
Nays: 0
Abstain: 1 Carben.
Absent: 1 Kasten.
Motion Carried.

- 2014 – 22** Motion by Trustee Carben and seconded by Trustee Jaguszewski to approve the 3 Consent Agenda items as listed and read: 9A Approve the Treasurer's Report dated February 2014; 9B Prepaid bills in the amount of \$14,848.63; and 9C Bills in the amount of \$41,622.36.
Upon roll call vote:
Ayes: 6 Marek, Al Safadi, Jaguszewski, Carben, Vilimek and Lewis.
Nays: 0
Absent: 1 Kasten.
Motion Carried.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
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Acting Director's Report: Acting Director Kinzel gave the Acting Director's Report which had been previously presented, in written report form, to the Board. Assistant Acting Director Sebuck also gave her report to the Board.

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

Committee Reports: There were no reports.

Unfinished Business: 13A The vacation policy changes were discussed and it was decided that the vacation policy will be presented with the yearly credit method rather than the monthly accrual method; 13B the Sick policy will be discussed after the IMRF meeting; with Paul Parisi, IMRF Agent; 13C Saturday Hours of Operation was discussed;

2014 – 23 Motion by Trustee Carben and seconded by Trustee Marek to change the library Saturday hours to open at 10:00 a.m. and close at 6:00 p.m.

Upon roll call vote:

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

Nays: 0

Absent: 1 Kasten.

Motion Carried.

Unfinished Business, cont'd: 13D Payroll changes from ADP to Adducci Leone will be discussed at the next meeting.

New Business: 14A Acting Director Kinzel discussed the Small Public Library Management Institute being held in Springfield in May. 14B The Carrier contract and the Rixon HVAC contract was discussed. The Board will consult with Village of Bridgeview HVAC inspector, Mr. Rich Struzik, prior to a decision; 14C the April 25th Staff In Service Day was discussed.

2014 –24 Motion by Trustee Vilimek and seconded by Trustee Jaguszewski to go into closed session for matters of litigation and personnel.

Upon roll call vote:

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

Nays: 0

Absent: 1 Kasten.

Motion Carried.

8:36 p.m.

President Lewis reconvened the meeting at **9:27 p.m.**

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
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2014 – 24 Motion by Trustee Al Safadi and seconded by Trustee Jaguszewski to adjourn.
Upon voice vote with all ayes and no nays, **Motion Carried.**

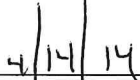
The meeting adjourned at **9:29 p.m.**

Respectfully submitted,

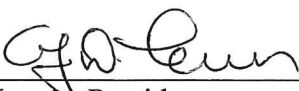


Vicki Choate, Recording Secretary

APPROVED:



Date



Gary Lewis, President



Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
April 14, 2014

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

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

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

- 2014 – 25** Motion by Trustee Marek and seconded by Trustee Vilimek to approve the agenda.
Upon voice vote with all ayes and no nays, **Motion Carried.**

Mr. Zoran Pavichevich, a Carrier Company Representative, gave a presentation to the Board on a web based computer graphics Service Tool System and service agreement for the Carrier heating and cooling system now in place at the library.

Mr. Rich Struzik, HVAC inspector for the Village of Bridgeview, had been requested to review and explain the differences between the Carrier System and the second proposal from Rixon. Mr. Struzik, making no recommendations, explained the differences in the two contract proposals including the differences in equipment each has proposed to change.

Trustee Sue Kasten had arrived at 7:15 during the HVAC presentations.

- 2014 – 26** Motion by Trustee Jaguszewski and seconded by Trustee Kasten to approve the Regular Meeting minutes of March 10, 2014.

Upon roll call vote:

Ayes: 5 Marek, Kasten, Jaguszewski, Vilimek and Lewis.

Nays: 0

Absent: 1 Carben and Al Safadi.

Motion Carried.

- 2014 – 27** Motion by Trustee Marek and seconded by Trustee Vilimek to approve the Closed Session Meeting minutes of March 10, 2014.

Upon roll call vote:

Ayes: 5 Marek, Kasten, Jaguszewski, Vilimek and Lewis.

Nays: 0

Absent: 1 Carben and Al Safadi.

Motion Carried.

- 2014 – 28** Motion by Trustee Kasten and seconded by Trustee Jaguszewski to approve the 3 Consent Agenda items as listed and read: 10A Approve the Treasurer's Report dated March 2014; 10B Prepaid bills in the amount of \$10,466.03; and 10C Bills in the amount of \$19,696.42.

Upon roll call vote:

Ayes: 5 Marek, Kasten, Jaguszewski, Vilimek and Lewis.

Nays: 0

Absent: 1 Carben and Al Safadi.

Motion Carried.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
April 14, 2014
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Acting Director's Report: Acting Director Kinzel gave the Acting Director's Report which had been previously presented, in written report form, to the Board. This included the new hours of operation and the upcoming events. Assistant Acting Director Sebuck also gave her report to the Board.

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

Committee Reports: There were no reports.

Unfinished Business: 14A The vacation policy changes were discussed; 14B the Sick policy was discussed; and 14C the change of payroll company was discussed.

2014 – 29 Motion by Trustee Vilimek and seconded by Trustee Marek to approve the Revised Vacation Policy as presented.

Upon roll call vote:

Ayes: 5 Marek, Kasten, Jaguszewski, Vilimek and Lewis.

Nays: 0

Absent: 1 Carben and Al Safadi.

Motion Carried.

2014 – 30 Motion by Trustee Jaguszewski and seconded by Trustee Marek to approve the new Sick Leave Policy with one change in the Section Rollover Payout Upon Separation, any unpaid sick leave accrued prior to April 14, 2014 in excess of 1,920 hours will be paid out at 100% on December 31, 2014.

Upon roll call vote:

Ayes: 5 Marek, Kasten, Jaguszewski, Vilimek and Lewis.

Nays: 0

Absent: 1 Carben and Al Safadi.

Motion Carried.

2014 – 31 Motion by Trustee Kasten and seconded by Trustee Marek to approve the change from ADP to Adducci Leone for payroll preparation effective May 1st and no later than July 1, 2014.

Upon roll call vote:

Ayes: 5 Marek, Kasten, Jaguszewski, Vilimek and Lewis.

Nays: 0

Absent: 1 Carben and Al Safadi.

Motion Carried.

New Business: 15A The Carrier contract and the Rixon HVAC contract was discussed. 15B The Staff In Service Day on May 21st was discussed; 15C the IMRF meeting discussion will be held in closed session; 15D Blackout Sealcoating proposal was discussed.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
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2014 – 32 Motion by Trustee Kasten and seconded by Trustee Jaguszewski to approve the Staff In Service Day for May 21, 2014.

Upon roll call vote:

Ayes: 5 Marek, Kasten, Jaguszewski, Vilimek and Lewis.

Nays: 0

Absent: 1 Carben and Al Safadi.

Motion Carried.

2014 – 33 Motion by Trustee Kasten and seconded by Trustee Jaguszewski to approve the Blackout Sealcoating 2014 proposal in the amount of \$650.00.

Upon roll call vote:

Ayes: 5 Marek, Kasten, Jaguszewski, Vilimek and Lewis.

Nays: 0

Absent: 1 Carben and Al Safadi.

Motion Carried.

2014 –34 Motion by Trustee Vilimek and seconded by Trustee Jaguszewski to go into closed session for matters of litigation and personnel.

Upon roll call vote:

Ayes: 5 Marek, Kasten, Jaguszewski, Vilimek and Lewis.

Nays: 0

Absent: 1 Carben and Al Safadi.

Motion Carried.

8:26 p.m.

President Lewis reconvened the meeting at **9:14 p.m.**

2014 – 35 Motion by Trustee Vilimek and seconded by Trustee Jaguszewski to adjourn.
Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at **9:16 p.m.**

Respectfully submitted,



Vicki Choate, Recording Secretary

APPROVED:

5/14/14
Date


Gary Lewis, President
Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE CLOSED SESSION MEETING
April 14, 2014

*Closed
Reviewed
7/13/15*

President Lewis called the meeting to order at 8:32 p.m. The following Trustees were present: Lila Marek, Alice Vilimek, Sue Kasten, Arlene Jaguszewski and Gary Lewis. Trustees Randy Carben and Marwan Al Safadi were absent. Also present Acting Director Kinzel, Assistant Acting Director Sebuck and Attorney Parks.

The Board discussed the abilities and progress of employee Terry Parsons.

Acting Director Kinzel discussed the IMRF meeting held on March 24, 2014 with the staff, IMRF representative and Village Treasurer Kim Smith. There was a statement made at the meeting by Acting Director Kinzel clarifying and correcting the erroneous arrangement made and said to employees by the previous Director. Ms. Freil took offense by this comment being made at the meeting and created a two day situation within the library between the Acting Director and other employees. The Board discussed that the library cannot make any arrangements within IMRF and suggested that Acting Director Kinzel should inform Ms. Freil to come directly to the Board if she has any further problems with the IMRF rules and regulations.

Attorney Parks discussed the litigation. Collectively there is an offer of \$30,000.00. Attorney Dabis has requested a pre-trial conference for May 30, 2014 at 1:30 p.m. and a Board member needs to be present either in person or by telephone. This pre-trial conference will be in front of a different Judge.

Acting Director Kinzel and Assistance Director Sebuck left the meeting at 8:50 p.m.

The Board discussed the positions of Acting Director and Acting Assistant Director vs. permanent positions or co-directors. President Lewis requested the Board to be prepared to have the discussion including evaluations regarding their strengths, weaknesses and what the Board expects of them in their position.

Motion by Trustee Jaguszewski and seconded by Trustee Kasten to adjourn.

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

The meeting adjourned 9:13 p.m.

Respectfully submitted,

Vicki Choate
Vicki Choate, Recording Secretary

*Closed
Reviewed
4/11/16 ALV*

APPROVED:

5/12/14
Date

*6/11/18
ALV*

Gary Lewis
Gary Lewis, President

Alice L Vilimek
Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
May 12, 2014

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

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

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

- 2014 – 36** Motion by Trustee Jaguszewski and seconded by Trustee Kasten to approve the agenda. Upon voice vote with all ayes and no nays, **Motion Carried.**

Mr. Zoran Pavichevich, a Carrier Company Representative, gave a presentation to the Board on a web based computer graphics Service Tool System and service agreement for the Carrier heating and cooling system now in place at the library.

- 2014 – 37** Motion by Trustee Al Safadi and seconded by Trustee Jaguszewski to approve the Regular Meeting minutes of April 14, 2014.
Upon roll call vote:
Ayes: 5 Kasten, Jaguszewski, Vilimek, Al Safadi and Lewis.
Nays: 0
Abstain: 1 Carben.
Absent: 1 Marek.
Motion Carried.

- 2014 – 38** Motion by Trustee Vilimek and seconded by Trustee Kasten to approve the Closed Session Meeting minutes of April 14, 2014.
Upon roll call vote:
Ayes: 5 Kasten, Jaguszewski, Vilimek, Al Safadi and Lewis.
Nays: 0
Abstain: 1 Carben.
Absent: 1 Marek.
Motion Carried.

- 2014 – 39** Motion by Trustee Carben and seconded by Trustee Jaguszewski to approve the 3 Consent Agenda items as listed and read: 9A Approve the Treasurer's Report dated April 2014; 9B Prepaid bills in the amount of \$15,307.16; and 9C Bills in the amount of \$19,522.03.
Upon roll call vote:
Ayes: 5 Kasten, Jaguszewski, Vilimek, Al Safadi and Lewis.
Nays: 0
Abstain: 1 Carben.
Absent: 1 Marek.
Motion Carried.

Acting Director's Report: Acting Director Kinzel gave the Acting Director's Report which had been previously presented, in written report form, to the Board. This included information regarding a 911 call; the A/C unit that needs repair; Young Author's Night and Cook County Fair at Toyota Park on June 28, 2014.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
May 12, 2014
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Attorney's Report: Attorney Parks discussed the requirements of Record Retention with the Board including the need of a policy.

Committee Reports: There were no reports.

Unfinished Business: 13A The Carrier/Rixon HVAC proposals were discussed.

2014 – 40 Motion by Trustee Jaguszewski and seconded by Trustee Kasten to approve the Carrier Proposal bid which includes the \$613.00 module with the possibility of adding on an extended warranty.

Upon roll call vote:

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

Nays: 0

Abstain: 1 Carben.

Absent: 1 Marek.

Motion Carried.

New Business: 14A The request from Assistant Director Kinzel to hire Management Association to help prepare an employee handbook was discussed; 14B The Board discussed the Difoggio Proposal for a new sump pump and battery backup system in the old basement of the Library; 14C The board discussed the 2014 Non-Resident Library Card Ordinance.

2014 – 41 Motion by Member Carben and seconded by Member Vilimek to approve the 2014 Non-Resident Library Card Ordinance.

Upon roll call vote:

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

Nays: 0

Abstain: 1 Carben.

Absent: 1 Marek.

Motion Carried.

2014 – 42 Motion by Trustee Carben and seconded by Trustee Kasten to go into closed session for matters of litigation and personnel.

Upon roll call vote:

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

Nays: 0

Abstain: 1 Carben.

Absent: 1 Marek.

Motion Carried.

8:50 p.m.

President Lewis reconvened the meeting at **9:41 p.m.**

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
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2014 –43 Motion by Trustee Jaguszewski and seconded by Trustee Kasten to retain the current Board Officers for the next year. Gary Lewis as President; Arlene Jaguszewski as Vice-President; Marwan Al Safadi as Treasurer and Alice Vilimek as Secretary.
Upon roll call vote:
Ayes: 5 Kasten, Jaguszewski, Vilimek, Al Safadi and Lewis.
Nays: 0
Abstain: 1 Carben.
Absent: 1 Marek.
Motion Carried.

2014 – 44 Motion by Trustee Jaguszewski and seconded by Trustee Vilimek to adjourn.
Upon voice vote with all ayes and no nays, **Motion Carried.**

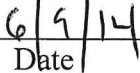
The meeting adjourned at **9:45 p.m.**

Respectfully submitted,



Vicki Choate, Recording Secretary

APPROVED:



Date



Gary Lewis, President



Alice Vilimek, Secretary

2014 ANNUAL ORDINANCE AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS

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

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

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

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

WHEREAS, the Board of Library Trustees of the Bridgeview Public Library has determined for it's 2014 fiscal year, commencing January 1, 2014, and ending December 31, 2014, to participate in the non-resident reciprocal borrowing program of it's regional library system and to issue non-resident library cards;

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

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

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

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

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

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

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

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

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

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

ADOPTED this 12th day of May, 2014, by a roll call vote as follows:

AYES: 5

NAYS: 0

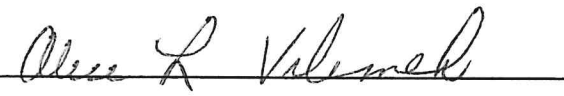
ABSENT: 1

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



President, Bridgeview Public Library Board of Trustees

ATTEST:



Secretary, Bridgeview Public Library Board of Trustees

6

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
June 9, 2014

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

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

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

- 2014 – 45** Motion by Trustee Al Safadi and seconded by Trustee Vilimek to approve the agenda.
Upon voice vote with all ayes and no nays, **Motion Carried.**
- 2014 – 46** Motion by Trustee Al Safadi and seconded by Trustee Vilimek to approve the Regular Meeting minutes of May 12, 2014.
Upon roll call vote:
Ayes: 4 Kasten, Al Safadi, Vilimek and Lewis.
Nays: 0
Abstain: 1 Marek.
Absent: 2 Carben and Jaguszewski.
Motion Carried.
- 2014 – 47** Motion by Trustee Al Safadi and seconded by Trustee Vilimek to approve the Closed Session Meeting minutes of May 12, 2014.
Upon roll call vote:
Ayes: 4 Kasten, Al Safadi, Vilimek and Lewis.
Nays: 0
Abstain: 1 Marek.
Absent: 2 Carben and Jaguszewski.
Motion Carried.
- 2014 – 48** Motion by Trustee Kasten and seconded by Trustee Al Safadi to approve the 3 Consent Agenda items as listed and read: 8A Approve the Treasurer's Report dated May 2014; 8B Prepaid bills in the amount of \$12,539.17; and 8C Bills in the amount of \$17,349.59.
Upon roll call vote:
Ayes: 5 Marek, Kasten, Al Safadi, Vilimek and Lewis.
Nays: 0
Absent: 2 Carben and Jaguszewski
Motion Carried.

Trustee Carben arrived at 7:24 p.m.

Acting Director's Report: Acting Director Kinzel gave the report which had been previously presented, in written report form, to the Board. This included hiring a new 19 hour staff member, SWAN update, safety procedure presentations by EMA and Officer Sroka, air conditioner repair and Staff In Service Day. Assistant Acting Director Sebuck and Julie Soto also gave their reports to the Board.

Attorney's Report: There is a need to develop the Family Medical Leave Act (FMLA) policy and Local Records Retention policy.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING

June 9, 2014

Page two

Committee Reports: Trustee Al Safadi will start talking to staff to develop the budget process. There was no report from Policy-Bylaws Committee.

Unfinished Business: 12A The Employee Handbook was discussed and Attorney Parks' firm will help counsel the Library with its preparation.

New Business: 13A The Bridgeview Bank Signatures for Bond Payments was discussed. Information from the bank regarding who are the signers was also discussed.

2014 -49 Motion by Trustee Al Safadi and seconded by Trustee Vilimek to go into closed session for matters of personnel and litigation.

Upon roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski.

Motion Carried.

7:44 p.m.

President Lewis reconvened the meeting at **9:51 p.m.**

2014 - 50 Motion by Trustee Carben and seconded by Trustee Kasten to adjourn.

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

The meeting adjourned at **9:52 p.m.**

Respectfully submitted,

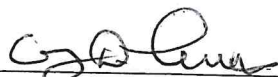


Vicki Choate, Recording Secretary

APPROVED:

7-14-14

Date



Gary Lewis, President



Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
July 14, 2014

President Gary Lewis called the meeting to order at 7:12 p.m.

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

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

2014 – 51 Motion by Trustee Carben and seconded by Trustee Vilimek to approve the agenda. Upon voice vote with all ayes and no nays, **Motion Carried.**

2014 – 52 Motion by Trustee Carben and seconded by Trustee Al Safadi to approve the Regular Meeting minutes of June 9, 2014.
Upon roll call vote:
Ayes: 4 Al Safadi, Carben, Vilimek and Lewis.
Nays: 0
Absent: 3 Jaguszewski, Kasten and Marek.
Motion Carried.

2014 – 53 Motion by Trustee Vilimek and seconded by Trustee Al Safadi to approve the Closed Session Meeting minutes of June 9, 2014.
Upon roll call vote:
Ayes: 4 Al Safadi, Carben, Vilimek and Lewis.
Nays: 0
Absent: 3 Jaguszewski, Kasten and Marek.
Motion Carried.

2014 – 54 Motion by Trustee Vilimek and seconded by Trustee Carben to approve the 3 Consent Agenda items as listed and read: 8A Approve the Treasurer's Report dated June 2014; 8B Prepaid bills in the amount of \$10,354.67; and 8C Bills in the amount of \$29,738.33.
Upon roll call vote:
Ayes: 4 Al Safadi, Carben, Vilimek and Lewis.
Nays: 0
Absent: 3 Jaguszewski, Kasten and Marek.
Motion Carried.

Acting Director's Report: Acting Director Kinzel gave the report which had been previously presented, in written report form, to the Board. This included SWAN report; Dept Head meeting; donations received and paid; joining RAILS; grants that had been applied for and Hartford claim due to flooding. Assistant Director Sebuck and Julie Soto also gave reports.

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

Committee Reports: Trustee Al Safadi will start talking to staff to develop the budget process. There was no report from Policy-Bylaws Committee.

Unfinished Business: 12A The Employee Handbook was discussed and Attorney Parks' firm will help counsel the Library with its preparation.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
July 14, 2014
Page Two

New Business: 13A Bridgeview Bank Signatures for Bond Payments. The library is still waiting for information from Bridgeview Bank. 13B Maintenance Job Description Ad Discussion and Action was discussed and hourly rates were discussed, no action was taken. 13C Relatives of Board/Staff Members Policy Discussion and Action was discussed due to applications received for the Maintenance position, no action was taken. 13D Unattended Children Policy Discussion and Action was discussed due to school being out for summer vacation and there are parents that are dropping off their kids and leaving them at the library for the day; also discussed was perhaps the need for another drinking fountain located in the library, no action was taken at this time but will be sent to committee. 13E FOIA Policy Discussion and Action was discussed, it was stated that Assistant Director Chris Sebuck is the FOIA officer and Attorney Parks discussed the information that can be provided, and no other action was taken.

2014 –55 Motion by Trustee Carben and seconded by Trustee Vilimek to go into closed session for matters of personnel and litigation.

Upon roll call vote:

Ayes: 4 Al Safadi, Carben, Vilimek and Lewis.

Nays: 0

Absent: 3 Jaguszewski, Kasten and Marek.

Motion Carried. 8:45 p.m.

President Lewis reconvened the meeting at **9:09 p.m.**

President Lewis and the Board discussed the issues with the basement flooding with each rain and President Lewis suggested the Board give some thought to the Library's long term solution to this flooding problem.

2014 – 56 Motion by Trustee Carben and seconded by Trustee Vilimek to adjourn.

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

The meeting adjourned at **9:18 p.m.**

Respectfully submitted,

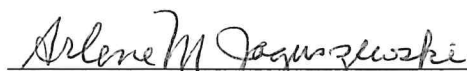


Vicki Choate, Recording Secretary

APPROVED:

8-11-14

Date


Gary Lewis, President
Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE CLOSED SESSION MEETING
July 14, 2014

*Closed
Reviewed
7/13/15*

President Gary Lewis called the meeting to order at 8:56 p.m.

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

*Closed
Reviewed
4/11/14
AZ*

Attorney Parks reported on the litigation regarding the roof leaks. The attorneys are not comfortable using the report from Brian Barrows of MacBrady because the report wasn't as detailed as it needed to be. It did not mention the design flaws that are part of the problem nor does the report mention any options for repair. His report stated the building envelope systems that are causing the problem have already been repaired and it would take over a year to rebuild the system. He states the system needs to be replaced and he cannot provide any contractors that are available to do temporary repairs.

Faten has reached out to Kami for list of contractors that would be able to do the roof repairs. If Kami is unable to provide a list of contractors the Board will have to seek out their own contractors for repairs. This will need to be done as soon as possible as the settlement is stalled until the Board can provide estimates for the repairs.

Acting Director Kinzel and Assistant Director Sebuck left the meeting at 9:02 p.m.

With three members being absent at this meeting it was decided that the Board would wait for evaluation discussion until the full board was present. The Board discussed the need to modify the evaluation sheets used for employee reviews. There was discussion regarding previous evaluations where the numbering system for the employees rating showed a higher number meaning good responses and then the written responses were all negative. It was stated that the format must be honest and must visit both sides of an employee, pros and cons. It was stated it will be more difficult in the future to take any type of action against any employee when the numbering system gives all very good marks and then the written comments contained all negative comments.

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

The meeting adjourned at **9:07 p.m.**

Respectfully submitted,

Vicki Choate
Vicki Choate, Recording Secretary

*6/11/15
APV*

APPROVED:

8-11-14
Date

Arlene M Jaguszewski *V. Pres.* *Alice Vilimek*
~~Gary Lewis, President~~ Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
August 11, 2014

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

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

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

2014 – 57 Motion by Trustee Marek and seconded by Trustee Vilimek to approve the agenda.

Upon roll call vote:

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

Nays: 0

Absent: 3 Carben, Kasten and Lewis.

Motion Carried.

2014 – 58 Motion by Trustee Al Safadi and seconded by Trustee Vilimek to approve the Regular Meeting minutes of July 14, 2014.

Upon roll call vote:

Ayes: 3 Al Safadi, Vilimek and Jaguszewski.

Nays: 0

Abstain: 1 Marek.

Absent: 3 Carben, Kasten and Lewis.

Motion Carried.

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

2014 – 59 Motion by Trustee Carben and seconded by Trustee Vilimek to approve the Closed Session Meeting minutes of July 14, 2014.

Upon roll call vote:

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

Nays: 0

Abstain: 1 Marek.

Absent: 2 Kasten and Lewis.

Motion Carried.

2014 – 60 Motion by Trustee Al Safadi and seconded by Trustee Carben to approve the 3 Consent Agenda items as listed and read: 8A Approve the Treasurer's Report dated July 2014; 8B Prepaid bills in the amount of \$10,350.38; and 8C Bills in the amount of \$25,747.73.

Upon roll call vote:

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

Nays: 0

Abstain: 1 Marek.

Absent: 2 Kasten and Lewis.

Motion Carried.

Acting Director's Report: Acting Director Kinzel gave the report which had been previously presented, in written report form, to the Board. This included SWAN report; Heil & Heil claim; Heil & Heil renewal of insurance in September; cleaning of the downstairs water damage by Astoria Cleaning Services; help from Public Works with the outside landscaping; RAILS per capita meeting; donations from Lyons Township and Wal Mart and the mold test by Standing Watch.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
August 11, 2014
Page Two

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

Committee Reports: Trustee Al Safadi will start talking to staff to develop the budget process. There was no report from Policy-Bylaws Committee.

Unfinished Business: 12A Bridgeview Bank Signatures for Bond Payments will be held for next meeting; 12B Unattended Children Policy Discussion and Action was reviewed.

2014 – 61 Motion by Trustee Carben and seconded by Trustee Marek to approve the Unattended Children Policy as presented.
Upon roll call vote:
Ayes: 5 Carben, Al Safadi, Vilimek, Marek and Jaguszewski.
Nays: 0
Absent: 2 Kasten and Lewis.
Motion Carried.

Unfinished Business, cont'd: 12C Lower Level Repairs Discussion and Action. Acting Director Kinzel discussed the cost of Service Master for the night of the flood and subsequent removal of damaged items. Ms. Kinzel also discussed information the library has obtained regarding using green board for the repairs instead of regular drywall. The Board suggested they get proposals on the cost of this type of repair.

New Business: Under new business it was stated that Accountant, Jeff Bishop has delivered the year end financial report.


2014 –62 Motion by Trustee Carben and seconded by Trustee Vilimek to go into closed session for matters of litigation.
Upon roll call vote:
Ayes: 5 Carben, Al Safadi, Vilimek, Marek and Jaguszewski.
Nays: 0
Absent: 2 Kasten and Lewis.
Motion Carried.
7:36 p.m.

Vice-President Arlene Jaguszewski reconvened the meeting at **7:41 p.m.**

2014 – 63 Motion by Trustee Carben and seconded by Trustee Marek to adjourn.
Upon voice vote with all ayes and no nays, **Motion Carried.**

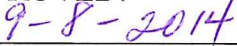
The meeting adjourned at **7:44 p.m.**

Respectfully submitted,



Vicki Choate, Recording Secretary

APPROVED:



Date



Gary Lewis, President



Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE CLOSED SESSION MEETING
August 11, 2014

Closed
Reviewed
7/13/15

Vice-President Arlene Jaguszewski called the meeting to order at 7:37 p.m.

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

Attorney Parks reported on the litigation regarding the roof leaks. Mr. Brian Barrows was unable to provide any contractor information. Kami did provide a listing of 9 contractors. These contractors should be asked to provide proposals for the work that needs to be done so that this information can be provided to the courts. It was requested that standard comparison sheets be provided to the contractors so that the costs they provide will all be comparable for the work needed to be done. Attorney Parks also stated that they should provide costs with itemization of repairs to be done.

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

The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Vicki Choate
Vicki Choate, Recording Secretary

Closed
Reviewed
4/11/16 A LV

APPROVED:

9-8-2014
Date

Gary Lewis
Gary Lewis, President

Alice Vilimek
Alice Vilimek, Secretary

10/11/18
A LV

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
September 8, 2014

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

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

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

2014 – 63 Motion by Trustee Carben and seconded by Trustee Marek to approve the agenda.

Upon roll call vote:

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

Nays: 0

Absent: 2 Vilimek and Jaguszewski.

Motion Carried.

Ms. Gina Cecconi of Heil and Heil Insurance Agency, LLC addressed the Board regarding the library and library house insurance policies including discussions on sewers and drains coverage, the Hartford cyber liability, and the umbrella policy.

Mr. Greg Eck of Beneficial Solutions addressed the Board regarding the Health insurance coverage. After review of benefits he stated open enrollment is in November and renewal is December 1, 2014.

2014 – 64 Motion by Trustee Carben and seconded by Trustee Marek to approve the Regular Meeting minutes of August 11, 2014.

Upon roll call vote:

Ayes: 3 Carben, Marek and Al Safadi.

Nays: 0

Abstain: 2 Kasten and Lewis.

Absent: 2 Vilimek and Jaguszewski.

Motion Carried.

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

2014 – 65 Motion by Trustee Carben and seconded by Trustee Marek to approve the Closed Session Meeting minutes of August 11, 2014,

Upon roll call vote:

Ayes: 4 Carben, Marek, Al Safadi, and Lewis.

Nays: 0

Abstain: 1 Kasten.

Absent: 2 Vilimek and Jaguszewski.

Motion Carried.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING

September 8, 2014

Page Two

2014 – 66 Motion by Trustee Kasten and seconded by Trustee Carben to approve the 3 Consent Agenda items as listed and read: 10A Approve the Treasurer's Report dated August 2014; 10B Prepaid bills in the amount of \$12,852.33; and 10C Bills in the amount of \$22,789.95.

Upon roll call vote:

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

Nays: 0

Absent: 2 Vilimek and Jaguszewski.

Motion Carried.

Acting Director's Report: Acting Director Kinzel gave the report which had been previously presented, in written report form, to the Board. Assistant Acting Director Chris Sebuck and Julie Soto of Youth Services also gave reports.

Attorney's Report: Ms. Parks reported that due to the Local Records Act the Library needs to have a single email address be hyperlinked on the Library home page as of January 1, 2015. The board will need to decide who will monitor this email address.

Committee Reports: Trustee Al Safadi met with some staff to start develop the budget. There was no report from Policy-Bylaws Committee.

Unfinished Business: 14A Bridgeview Bank Signatures for Bond Payments was discussed.

2014 – 67 Motion by Trustee Lewis and seconded by Trustee Carben that the authorized Bridgeview Bank Signatures for Bond Payments will be Acting Director Kinzel, Acting Assistant Director Sebuck and the Board officers.

Upon roll call vote:

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

Nays: 0

Absent: 2 Vilimek and Jaguszewski.

Motion Carried.

Unfinished Business, cont'd: 14B Lower Level Repairs discussion and Action. The lower level repairs were discussed including the contact with Village employees regarding any suggestions for relief from water damage. No action was taken.

New Business: 15A. Blue Cross Blue Shield Renewal;

2014 – 68 Motion by Member Carben and seconded by Member Kasten to stay with Blue Cross/Blue Shield health insurance.

Upon roll call vote:

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

Nays: 0

Absent: 2 Vilimek and Jaguszewski.

Motion Carried.

Trustee Vilimek arrived at 8:10 p.m.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
September 8, 2014
Page Three

New Business, cont'd: Hartford Insurance Policy Renewal;

- 2014 – 69** Motion by Trustee Marek and seconded by Trustee Kasten to stay with the Hartford Insurance Company's policy.
Upon roll call vote:
Ayes: 5 Kasten, Carben, Marek, Al Safadi and Lewis.
Nays: 0
Abstain: 1 Vilimek.
Absent: 1 Jaguszewski.
Motion Carried.

New Business, cont'd: 15C Per Capita Grant was discussed; 15D Maintenance Job Position will be discussed in closed session;

- 2014 – 70** Motion by Trustee Carben and seconded by Trustee Marek to go into closed session for matters of personnel and litigation.
Upon roll call vote:
Ayes: 6 Kasten, Carben, Al Safadi, Vilimek, Marek and Lewis.
Nays: 0
Absent: 1 Jaguszewski.
Motion Carried. 8:19 p.m.

President Lewis reconvened the meeting at 9:25 pm.

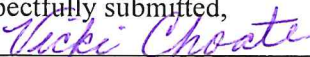
- 2014 – 71** Motion by Member Carben and seconded by Member Kasten to offer a 30 – 32 hour maintenance job position and a 20 – 22 hour position to the persons named in closed session, subject to references and background check. .
Upon roll call vote:
Ayes: 6 Kasten, Carben, Al Safadi, Vilimek, Marek and Lewis.
Nays: 0
Absent: 1 Jaguszewski.
Motion Carried.

President Lewis distributed evaluation forms for the Board's review.

- 2014 – 72** Motion by Trustee Carben and seconded by Trustee Marek to adjourn.
Upon voice vote with all ayes and no nays, **Motion Carried.**

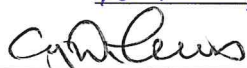
The meeting adjourned at 9:29 p.m.

Respectfully submitted,



Vicki Choate, Recording Secretary

APPROVED: 10-13-14



Gary Lewis, President



Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
October 13, 2014

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

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

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

2014 – 73 Motion by Trustee Marek and seconded by Trustee Al Safadi to approve the agenda. Upon voice vote with all ayes and no nays, **Motion Carried.**

Mr. Mike Specht, Construction Superintendent of ServiceMaster DSI, Downers Grove, IL, gave a presentation and discussed the 3 proposals for roof repair of the Library.

2014 – 74 Motion by Trustee Vilimek and seconded by Trustee Marek to approve the Regular Meeting minutes of September 8, 2014.
Upon roll call vote:
Ayes: 5 Al Safadi, Jaguszewski, Marek, Vilimek and Lewis.
Nays: 0
Absent: 2 Kasten and Carben.
Motion Carried.

2014 – 75 Motion by Trustee Jaguszewski and seconded by Trustee Vilimek to approve the Closed Session Meeting minutes of September 8, 2014.
Upon roll call vote:
Ayes: 5 Al Safadi, Jaguszewski, Marek, Vilimek and Lewis.
Nays: 0
Absent: 2 Kasten and Carben.
Motion Carried.

2014 – 76 Motion by Trustee Jaguszewski and seconded by Trustee Al Safadi to approve the 3 Consent Agenda items as listed and read: 9A Approve the Treasurer's Report dated September 2014; 9B Prepaid bills in the amount of \$35,395.72; and 9C Bills in the amount of \$30,833.97.
Upon roll call vote:
Ayes: 5 Al Safadi, Jaguszewski, Marek, Vilimek and Lewis.
Nays: 0
Absent: 2 Kasten and Carben.
Motion Carried.

Acting Director's Report: Acting Director Kinzel gave the report which had been previously presented, in written report form, to the Board. Assistant Acting Director Chris Sebuck and Julie Soto of Youth Services also gave reports.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
October 13, 2014
Page Two

Attorney's Report: There was no report for Open Session.

Committee Reports: Trustee Al Safadi has met with staff to review the budget. It was recommended that the Finance Committee, following the Open Meetings Act, set up a meeting to review and continue to develop the budget. There was no report from Policy-Bylaws Committee.

Unfinished Business: 13A The lower level drainage system was discussed. A request to have Public Works, Guy DeGrazia and US Waterproofing come to the Library to review and discuss the drainage problem.

New Business: 14A. Julie Soto discussed the Young Authors Program and 14B 2015 Budget Discussion and Action was discussed under Committee reports.

2014 -77 Motion by Trustee Marek and seconded by Trustee Jaguszewski to go into closed session for matters of personnel and litigation.
Upon roll call vote:
Ayes: 5 Al Safadi, Jaguszewski, Marek, Vilimek and Lewis.
Nays: 0
Absent: 2 Kasten and Carben.
Motion Carried.
8:05 p.m.

President Lewis reconvened the meeting at 8:31 p.m.

2014 - 78 Motion by Trustee Jaguszewski and seconded by Trustee Marek to adjourn.
Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at 8:32 p.m.

Respectfully submitted,



Vicki Choate, Recording Secretary

APPROVED: 11-10-14



Gary Lewis, President



Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE CLOSED SESSION MEETING
October 13, 2014

*closed
Reviewed
7/13/15*

President Gary Lewis called the meeting to order at 8:08 p.m.

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

Attorney Parks reported the motions for Summary Judgment are still pending and the status in court is to start arguing Summary Judgments in December. In the interim there will be settlement discussions. The firm has reached out to roofing, glazing and masonry companies, including providing Kami's report, and no one is interested in coming out to look at the job. It was discussed to continue discussion with Mike of ServiceMasters. A demand letter had been sent to Frega and Frega turned it over to his insurance company and not his attorney. The problems with the roof fall under ABS which had filed bankruptcy. Their insurance company GCNA has been brought back into the lawsuit but the contract Statute of Limitations has expired and if GCNA files a motion to dismiss GCNA will win and they will be dismissed from the lawsuit.

Ms. Kinzel and Ms. Sebuck left the meeting at 8:25 p.m.

The Board discussed the evaluations of the Acting Director and Assistant Acting Director. The evaluation forms used were discussed and the forms will be changed.

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

*closed
Reviewed
4/11/14 ARV*

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Vicki Choate
Vicki Choate, Recording Secretary

APPROVED:

10/13/14
Date

Gary Lewis
Gary Lewis, President

Alice L. Vilimek
Alice Vilimek, Secretary

*6/11/18
ARV*

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
November 10, 2014

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

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

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

- 2014 – 79** Motion by Trustee Carben and seconded by Trustee Al Safadi to approve the agenda.
Upon voice vote with all ayes and no nays, **Motion Carried.**

Mr. Michael Specht, ServiceMaster DSI, Downers Grove, Illinois gave a presentation to the Board regarding the areas in the building that need repair to prevent the continuous leaks of water into the building. He also distributed 2 different proposals for the areas in need of glazing, flashing and masonry repairs.

Mr. Paul Strahanoski, U.S. Waterproofing, Rolling Meadows, Illinois gave a presentation to the Board regarding the areas in the building that have cracks in the walls that need repair to prevent the continuous flow of water into the building which included the need to address the planter boxes that need attention. He also discussed the need to have the water flow away from the building which would require looking into the current sewer system.

- 2014 – 80** Motion by Trustee Marek and seconded by Trustee Vilimek to approve the Regular Meeting minutes of October 13, 2014.
Upon roll call vote:
Ayes: 4 Marek, Vilimek, Al Safadi and Lewis.
Nays: 0
Abstain: 1 Carben.
Absent: 2 Kasten and Jaguszewski.
Motion Carried.

- 2014 – 81** Motion by Trustee Al Safadi and seconded by Trustee Marek to approve the Closed Session Meeting minutes of October 13, 2014.
Upon roll call vote:
Ayes: 4 Marek, Vilimek, Al Safadi and Lewis.
Nays: 0
Abstain: 1 Carben.
Absent: 2 Kasten and Jaguszewski.
Motion Carried.

- 2014 – 82** Motion by Trustee Al Safadi and seconded by Trustee Vilimek to approve the 3 Consent Agenda items as listed and read: 10A Approve the Treasurer's Report dated October 2014; 10B Prepaid bills in the amount of \$17,433.40; and 10C Bills in the amount of \$15,318.87.
Upon roll call vote:
Ayes: 5 Carben, Marek, Al Safadi, Vilimek and Lewis.
Nays: 0
Absent: 2 Kasten and Jaguszewski.
Motion Carried.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
November 10, 2014
Page Two

Acting Director's Report: Acting Director Kinzel gave the report which had been previously presented, in written report form, to the Board. This included Per Capita Grant report; Fire System testing, outside sprinkler system winterized, Mentor classes, Xmas party and employee handbook. Acting Assistant Director Sebuck and Ms. Julie Soto also gave reports.

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

Committee Reports: There were no committee reports.

Unfinished Business: 14A Budget Discussion and Action – The Board reviewed and discussed the proposed budget line item by line item comparing last year's budget amounts to this year's proposed amounts.

New Business: 15A Extending Library Hours; 15B US Waterproofing Discussion; 15C and D Director Evaluation and Assistant Director Evaluation will all be placed on next month's agenda.

2014 –83 Motion by Trustee Carben and seconded by Trustee Vilimek to go into closed session for matters of personnel and litigation.

Upon roll call vote:

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

Nays: 0

Absent: 2 Kasten and Jaguszewski.

Motion Carried.

9:04 p.m.

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

2014 – 84 Motion by Trustee Carben and seconded by Trustee Vilimek to adjourn.

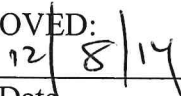
Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at **9:48 p.m.**


Respectfully submitted,



Vicki Choate, Recording Secretary

APPROVED:


Date



Gary Lewis, President



Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE CLOSED SESSION MEETING
November 10, 2014

*closed
Reviewed
7/13/15*

President Gary Lewis called the meeting to order at 9:12 p.m.

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

The Board discussed individual personnel and the proposed raises requested. The raises requested by the Acting Director and Acting Assistant Director within the budget were discussed along with the Board's concerns regarding their individual performances and the need for additional training. Their individual evaluations must be completed prior to completion and approval of the budget.

The Board will request new budget figures regarding the potential raise in the Illinois Minimum Wage law.

The Board also discussed a stipend payment versus percentage raises for the Acting Director and Acting Assistant Director and percentage raises for the rest of the salaried employees.

Attorney Parks reported on the litigation regarding the roof leaks stating the Summary Judgment date is set for December 15, 2014.

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

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Vicki Choate
Vicki Choate, Recording Secretary

*closed
Reviewed
4/11/16 ARV*

APPROVED:

12/8/14
Date

*6/11/18
ARV*

Gary Lewis
Gary Lewis, President

Alice Vilimek
Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
December 8, 2014

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

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

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

2014 – 85 Motion by Trustee Carben and seconded by Trustee Marek to approve the agenda.

Upon roll call vote:

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

Nays: 0

Absent: 1 Kasten.

Motion Carried.

2014 – 86 Motion by Trustee Carben and seconded by Trustee Marek to approve the Regular Meeting minutes of November 10, 2014.

Upon roll call vote:

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

Nays: 0

Absent: 1 Kasten.

Motion Carried.

2014 – 87 Motion by Trustee Carben and seconded by Trustee Vilimek to approve the Closed Session Meeting minutes of November 10, 2014.

Upon roll call vote:

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

Nays: 0

Absent: 1 Kasten.

Motion Carried.

2014 – 88 Motion by Trustee Jaguszewski and seconded by Trustee Carben to approve the 3 Consent Agenda items as listed and read: 8A Approve the Treasurer's Report dated November 2014; 8B Prepaid bills in the amount of \$40,694.43; and 8C Bills in the amount of \$10,255.31.

Upon roll call vote:

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

Nays: 0

Absent: 1 Kasten.

Motion Carried.

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
December 8, 2014
Page Two

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

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

Committee Reports: There were no committee reports.

Unfinished Business: 12A Budget Discussion and Action – The Board reviewed and discussed the proposed budget line item by line item comparing last year's budget amounts to this year's proposed amounts suggesting and making changes. 12B and C Acting Director and Acting Assistant Director's Evaluations will be held until the January meeting.

2014 –89 Motion by Trustee Jaguszewski and seconded by Trustee Marek to go into closed session for matters of personnel and litigation.

Upon roll call vote:

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

Nays: 0

Absent: 1 Kasten.

Motion Carried.

8:05 p.m.

President Gary Lewis reconvened the meeting at **9:24 p.m.**

2014 – 90 Motion by Trustee Carben and seconded by Trustee Marek to adjourn.
Upon voice vote with all ayes and no nays, **Motion Carried.**


The meeting adjourned at **9:26 p.m.**

Respectfully submitted,




Vicki Choate, Recording Secretary

APPROVED:



Date



Gary Lewis, President



Alice Vilimek, Secretary