

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
January 11, 2016

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

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

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

**2016 - 1** Motion by Trustee Lewis and seconded by Trustee Vilimek to approve the agenda.

Upon roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

Mr. Jonathan Butkus discussed and answered questions of the Board regarding filtering of web sites, web pages or internet access per a letter of complaint by a patron of the Library. He explained the process of filtering and how it may be acceptable to prevent certain words or topics for a child but it would also block those topics for an adult and that wouldn't be appropriate. They Board also discussed the issue of censorship which isn't allowed by the Library.

Ms. Bridget Murphy of Bridgeview Bank Group discussed the differences between the Illinois Investment Pool, Savings Accounts, Money Market Accounts and CD's in regards to the reserve funds available for the Library's future use.

Mr. Guy DeGrazia gave a slide presentation in reference to the problems with the gutters in regards to ice buildup and subsequent damage. He included photos of the gutter repairs that were completed and some proposed additions to the gutters for future maintenance.

**2016 – 2** Motion by Trustee Marek and seconded by Trustee Lamnatos to approve the Regular Meeting minutes of December 14, 2015.

Upon roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

**2016 – 3** Motion by Trustee Vilimek and seconded by Trustee Marek to approve the Closed Session Meeting minutes of December 14, 2015.

Upon roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

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**2016 - 4** Motion by Trustee Lewis and seconded by Trustee Lamantos to approve the 3 Consent Agenda items as listed and read: 11A Approve the Treasurer's Report dated December 2015; 11B Prepaid bills in the amount of \$20,820.09; and 11C Bills in the amount of \$28,151.24.

Upon roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

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

Attorney's Report: Attorney Ellis stated there are no taxes due on the rental property and discussed the First Amendment rights of not filtering the internet for adults.

Committee Reports: There were no committee reports but the Board did discuss the presentation made by Bridget Murphy from Bridgeview Bank.

Unfinished Business: 15A Illinois Funds Account Changes Discussion and Action, this item will be placed on next month's agenda.

New Business: 16A New Gutters Additional Work Discussion and Action, the Board requested 3 proposals; 16B 2016 Board Meeting Schedule Discussion and Action;

**2016 - 5** Motion by Trustee Lewis and seconded by Trustee Marek to accept the 2016 Board meeting schedule as presented.

Upon roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

New Business, cont'd: 16C Illinois Library Trustee Forum Workshop Discussion and Action. The Forum will be held on February 13, 2016 in Oak Brook.

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- 2016 -6** Motion by Trustee Vilimek and seconded by Trustee Al Safadi to go into closed session for matters of litigation regarding the roof and personnel matters.  
Upon roll call vote:  
Ayes: 6 Al Safadi, Marek, Lamnatos, Lewis, Vilimek and Carben.  
Nays: 0  
Absent: 1 Jaguszewski.  
**Motion Carried.**  
**7:50 p.m.**

President Randy Carben reconvened the meeting **9:05 p.m.**

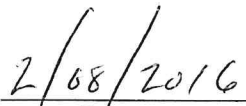
- 2016 - 7** Motion by Trustee Lewis and seconded by Trustee Al Safadi to grant full settlement authority to ZKT Law in regards to the Poulos litigation case.  
Upon roll call vote:  
Ayes: 6 Al Safadi, Marek, Lamnatos, Lewis, Vilimek and Carben.  
Nays: 0  
Absent: 1 Jaguszewski.  
**Motion Carried.**


- 2016 - 8** Motion by Trustee Lewis and seconded by Trustee Vilimek to adjourn.  
Upon voice vote with all ayes and no nays, **Motion Carried.**  
The meeting adjourned at **9:10 p.m.**

Respectfully submitted,

  
\_\_\_\_\_  
Vicki Choate, Recording Secretary

APPROVED:

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Randy Carben, President

  
\_\_\_\_\_  
Alice Vilimek, Secretary



BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
February 8, 2016

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

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

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

**2016 - 9** Motion by Trustee Lewis and seconded by Trustee Marek to approve the agenda.

Upon roll call vote:

Ayes: 5 Marek, Lamnatos, Vilimek, Lewis and Carben.

Nays: 0

Absent: 2 Jaguszewski and Al Safadi.

**Motion Carried.**

Ms. Bridgid Murphy of Bridgeview Bank Group discussed the CDARS (Certificate of Deposit Account Registry Service), penalties for early withdrawal and recommendations for 3 CD's for 3 different terms. There was discussion regarding the time frame in withdrawing the funds from the Illinois Funds Account and the documentation required which will go to the attorney for review prior to approval.

**2016 – 10** Motion by Trustee Vilimek and seconded by Trustee Marek to approve the Regular Meeting minutes of January 11, 2016.

Upon roll call vote:

Ayes: 5 Marek, Lamnatos, Vilimek, Lewis and Carben.

Nays: 0

Absent: 2 Jaguszewski and. Al Safadi.

**Motion Carried.**

**2016 – 11** Motion by Trustee Marek and seconded by Trustee Lamnatos to approve the Closed Session Meeting minutes of January 11, 2016.

Upon roll call vote:

Ayes: 5 Marek, Lamnatos, Vilimek, Lewis and Carben.

Nays: 0

Absent: 2 Jaguszewski and. Al Safadi.

**Motion Carried.**

**2016 - 12** Motion by Trustee Lewis and seconded by Trustee Lamantos to approve the 3 Consent Agenda items as listed and read: 9A Approve the Treasurer's Report dated January 2016; 9B Prepaid bills in the amount of \$14,401.64; and 9C Bills in the amount of \$15,513.93.

Upon roll call vote:

Ayes: 5 Marek, Lamnatos, Vilimek, Lewis and Carben.

Nays: 0

Absent: 2 Jaguszewski and. Al Safadi.

**Motion Carried.**



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

Attorney's Report: Attorney Ellis had no report for Open Session.

Committee Reports: There were no committee reports however the Board did discuss the presentation made by Bridgid Murphy from Bridgeview Bank. It was also stated that the Finance Committee consists of Arlene Jaguszewski, Gary Lewis and Marwan Al Safadi and the Policy/By-Laws Committee consists of Nick Lamnatos, Lila Marek and Alice Vilimek.

Unfinished Business: 13A Illinois Funds Account Changes Discussion and Action. The Board discussed moving funds into CDARS as presented by Brigid Murphy.

- 2016 - 13** Motion by Trustee Lewis and seconded by Trustee Lamnatos to approve the transfer from the Illinois Public Investment Pool to CDARS per the Bridgeview Bank Group agreement as follows: \$186,734.41 into a 12 month CD and \$373,468.83 into a 24 month CD with the stipulation that the Board contact our accounting firm to verify the funds we are moving are actually reflected in the asset base.

Upon roll call vote:

Ayes: 5 Marek, Lamnatos, Vilimek, Lewis and Carben.

Nays: 0

Absent: 2 Jaguszewski and. Al Safadi.

**Motion Carried.**

New Business: 14A Review final Treasurers Report of 2015 will be discussed at next month's meeting; 14B ATLAS White Paper discussion, loan rules and fines were discussed and it was determined to let the loan rules remain the same; 14C Employee Handbook was discussed by Attorney Ellis; the committee will review and the target date for completion is May. 14D Review of the Closed Session minutes was be moved to next month's meeting.

Trustee Marwan Al Safadi arrived at 7:55 p.m.

- 2016 -14** Motion by Trustee Lewis and seconded by Trustee Marek to go into closed session for matters of litigation and personnel matters regarding a specific employee.

Upon roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

**8:00 p.m.**

BRIDGEVIEW PUBLIC LIBRARY

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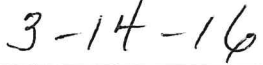
President Randy Carben reconvened the meeting **8:25 p.m.**


**2016 – 15** Motion by Trustee Lewis and seconded by Trustee Vilimek to adjourn.  
Upon voice vote with all ayes and no nays, **Motion Carried.**  
The meeting adjourned at **8:28 p.m.**


Respectfully submitted,

  
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Vicki Choate, Recording Secretary

APPROVED:

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Randy Carben, President

  
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Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
March 14, 2016

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

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

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

**2016 - 16** Motion by Trustee Lewis and seconded by Trustee Al Safadi to approve the agenda.

Upon roll call vote:

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

Nays: 0

Absent: 2 Jaguszewski and Marek.

**Motion Carried.**

**2016 – 17** Motion by Trustee Al Safadi and seconded by Trustee Vilimek to approve the Regular Meeting minutes of February 8, 2016.

Upon roll call vote:

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

Nays: 0

Absent: 2 Jaguszewski and Marek.

**Motion Carried.**

**2016 – 18** Motion by Trustee Vilimek and seconded by Trustee Lamnatos to approve the Closed Session Meeting minutes of February 8, 2016.

Upon roll call vote:

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

Nays: 0

Absent: 2 Jaguszewski and Marek.

**Motion Carried.**

**2016 - 19** Motion by Trustee Al Safadi and seconded by Trustee Lamantos to approve the 3 Consent Agenda items as listed and read: 8A Approve the Treasurer's Report dated February 2016; 8B Prepaid bills in the amount of \$15,027.11; and 8C Bills in the amount of \$30,054.76.

Upon roll call vote:

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

Nays: 0

Absent: 2 Jaguszewski and Marek.

**Motion Carried.**

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



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Attorney's Report: Attorney Ellis reported that a FOIA request had been received from the Better Government Association requesting information regarding accounting company fees for audits.

Committee Reports: There were no committee reports.

Trustee Lila Marek arrived at 7:15 p.m.

Unfinished Business: 11A Review and Discuss Final Treasurer's Report of 2015. The Board reviewed and discussed the final Treasurer's Report dated 2015 including assets, liabilities and budgeted items.

New Business: 13A Review BME Proposal, discussion and action; The Board discussed the BME Proposal stating there is a need for electrical outlets throughout the library. The proposal as outlined was for \$4,940.00.

**2016-20** Motion by Trustee Lewis and seconded by Trustee Marek to approve the BME proposal to install electrical receptacles as outlined in the proposal not to exceed \$4,940.00.

Upon roll call:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

New Business, cont'd: 13B Review and Discuss Employee Handbook; the Handbook has been reviewed but has not gone to committee at this time. 13C Review Closed Session minutes. After review of closed session minutes in closed session the review will be discussed.

**2016 -21** Motion by Trustee Al Safadi and seconded by Trustee Lewis to go into closed session for matters of litigation and personnel matters regarding a specific employee.

Upon roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

**7:38 p.m.**

President Randy Carben reconvened the meeting **7:51 p.m.**

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The review of closed session minutes will be completed at the next meeting in April.

The Laconi Trustee Banquet will be held on Friday, May 13, 2016 in Addison, Illinois.

**2016 – 22** Motion by Trustee Lewis and seconded by Trustee Vilimek to adjourn.  
Upon voice vote with all ayes and no nays, **Motion Carried.**  
The meeting adjourned at **7:56 p.m.**

Respectfully submitted,

  
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Vicki Choate, Recording Secretary

APPROVED:

4-11-16  
Date

  
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Randy Carben, President

  
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Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
April 11, 2016

President Randy Carben called the meeting to order at 7:07 p.m.

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

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

**2016 - 23** Motion by Trustee Lewis and seconded by Trustee Al Safadi to approve the agenda.

Upon roll call vote:

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

Nays: 0

Absent: 3 Jaguszewski, Vilimek and Marek.

**Motion Carried.**

**2016 – 24** Motion by Trustee Lewis and seconded by Trustee Lamnatos to approve the Regular Meeting minutes of March 14, 2016.

Upon roll call vote:

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

Nays: 0

Absent: 3 Jaguszewski, Vilimek and Marek.

**Motion Carried.**

**2016 – 25** Motion by Trustee Lamnatos and seconded by Trustee Al Safadi to approve the Closed Session Meeting minutes of March 14, 2016.

Upon roll call vote:

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

Nays: 0

Absent: 3 Jaguszewski, Vilimek and Marek.

**Motion Carried.**

**2016 - 26** Motion by Trustee Lewis and seconded by Trustee Lamantos to approve the 3 Consent Agenda items as listed and read: 8A Approve the Treasurer's Report dated March 2016; 8B Prepaid bills in the amount of \$13,656.26; and 8C Bills in the amount of \$17,118.68.

Upon roll call vote:

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

Nays: 0

Absent: 3 Jaguszewski, Vilimek and Marek.

**Motion Carried.**

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



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

Committee Reports: Policy-By-Laws Committee is ready to review the Employee Handbook.

Unfinished Business: 12A Employee Handbook Review will be completed after the committee reviews and makes their recommendation; 12B Review Closed Session Meeting minutes will be completed after closed session.

New Business: 13A System Membership Standards Discussion was presented by Acting Assistant Director Sebuck. 13B Blackout Sealcoating proposal was discussed;

Trustee Vilimek arrived at 7:30 p.m.

- 2016-27** Motion by Trustee Lewis and seconded by Trustee Lamnatos to approve the Blackout Sealcoating proposal as delineated not to exceed \$3,090.00.

Upon roll call:

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

Nays: 0

Absent: 2 Jaguszewski and Marek.

**Motion Carried.**

New Business, cont'd: 13CStaff In-Service Day was discussed;

- 2016-28** Motion by Trustee Lewis and seconded by Trustee Al Safadi to approve the Staff In-Service Day for Wednesday, May 18 2016.

Upon roll call:

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

Nays: 0

Absent: 2 Jaguszewski and Marek.

**Motion Carried.**

- 2016 -29** Motion by Trustee Al Safadi and seconded by Trustee Lamnatos to go into closed session for matters of litigation, personnel matters regarding a specific employee and review closed session minutes.

Upon roll call vote:

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

Nays: 0

Absent: 2 Jaguszewski and Marek.

**Motion Carried.**

**7:40 p.m.**

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President Randy Carben reconvened the meeting **8:46 p.m.**

Unfinished Business: 12B Review Closed Session Minutes.

**2016 -30** Motion by Trustee Carben and seconded by Trustee Lewis to release the closed session minutes dated November 9, 2009, December 14, 2009, special closed meeting December 14, 2009, January 4, 2010, March 14, 2011 and December 19, 2012. All other closed session minutes dated between August 8, 2008 through February 8, 2016 shall remained closed unless previously opened prior to today's date.

Upon roll call vote:

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

Nays: 0

Absent: 2 Jaguszewski and Marek.

**Motion Carried.**

**2016 – 31** Motion by Trustee Lewis and seconded by Trustee Lamnatos to adjourn.  
Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at **8:48 p.m.**

Respectfully submitted,



Vicki Choate, Recording Secretary

APPROVED:

May 09, 2016

Date



Randy Carben, President



Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
May 9, 2016

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

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

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

**2016 - 32** Motion by Trustee Lewis and seconded by Trustee Al Safadi to approve the agenda with one change moving Election of Officers under New Business from A to C.

Upon roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

Mr. Jack Cook and Mr. Alan Devey, of Cook & Kocher Insurance Group, gave a presentation on the available insurance products for libraries.

**2016 – 33** Motion by Trustee Vilimek and seconded by Trustee Al Safadi to approve the Regular Meeting minutes of April 11, 2016.

Upon roll call vote:

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

Nays: 0

Abstain: 1 Marek.

Absent: 1 Jaguszewski.

**Motion Carried.**

**2016 – 34** Motion by Trustee Lewis and seconded by Trustee Al Safadi to approve the Closed Session Meeting minutes of April 11, 2016.

Upon roll call vote:

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

Nays: 0

Abstain: 1 Marek.

Absent: 1 Jaguszewski.

**Motion Carried.**

**2016 - 35** Motion by Trustee Lewis and seconded by Trustee Al Safadi to approve the 3 Consent Agenda items as listed and read: 9A Approve the Treasurer's Report dated April 2016; 9B Prepaid bills in the amount of \$15,473.15; and 9C Bills in the amount of \$15,260.04.

Upon roll call vote:

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

Nays: 0

Abstain: 1 Marek.

Absent: 1 Jaguszewski.

**Motion Carried.**



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

Attorney's Report: Attorney Ellis discussed the need for leaving the main doors unlocked during an Open Meeting and that a Policy is being written regarding the Debit Card usage.

Committee Reports: There were no committee reports.

Unfinished Business: 13A Employee Handbook Review, Discussion and Action was rescheduled for next month's meeting.

New Business: 13A Changes to Organizational Meeting Discussion and Action was discussed. The change proposed was reorganization every 2 years. There will be 2 amendments to the By-Laws and updated Policy. They also discussed the progression if an officer leaves or passes which is defined in the current By-Laws.

**2016-36** Motion by Trustee Lewis and seconded by Trustee Lamnatos to place the Organizational Meeting Changes Discussion and Action on next month's meeting agenda.

Upon roll call:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

New Business, cont'd: 13B Cook & Kocher Insurance Discussion, the Board discussed the problems with the current company's representation. 13C Officer Elections,

President Carben asked for nominations for the office of President.

**2016 – 37** Motion by Trustee Lewis and seconded by Trustee Vilimek to nominate Randy Carben as President.

Trustee Carben accepted the nomination for President. After three more requests for nominations for President, and there being none, nominations for President were closed.

Upon roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

BRIDGEVIEW PUBLIC LIBRARY  
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President Carben asked for nominations for the office of Vice-President.

- 2016 – 38** Motion by Trustee Al Safadi and seconded by Trustee Carben to nominate Gary Lewis as Vice President.  
Trustee Lewis respectfully declined the nomination for Vice-President.

- 2016 – 39** Motion by Trustee Lewis and seconded by Trustee Carben to nominate Marwan Al Safadi as Vice-President.  
Trustee Al Safadi accepted the nomination for Vice-President. After three more requests for nominations for Vice-President, and there being none, nominations for Vice-President were closed.  
Upon roll call vote:  
Ayes: 6 Lamnatos, Al Safadi, Lewis, Marek, Vilimek and Carben.  
Nays: 0  
Absent: 1 Jaguszewski.  
**Motion Carried.**

President Carben asked for nominations for the office of Treasurer.

- 2016 – 40** Motion by Trustee Lewis and seconded by Trustee Carben to nominate Nick Lamnatos as Treasurer.  
Trustee Lamnatos accepted the nomination for Treasurer. After three more requests for nominations for Treasurer, and there being none, nominations for Treasurer were closed.  
Upon roll call:  
Ayes: 6 Lamnatos, Al Safadi, Lewis, Marek, Vilimek and Carben.  
Nays: 0  
Absent: 1 Jaguszewski.  
**Motion Carried.**

President Carben asked for nominations for the office of Secretary.

- 2016 - 41** Motion by Trustee Lewis and seconded by Trustee Lamnatos to nominate Alice Vilimek as Secretary.  
Trustee Vilimek accepted the nomination for Secretary. After three more requests for nominations for Secretary, and there being none, nominations for Secretary were closed.  
Upon roll call vote:  
Ayes: 6 Lamnatos, Al Safadi, Lewis, Marek, Vilimek and Carben.  
Nays: 0  
Absent: 1 Jaguszewski.  
**Motion Carried.**

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
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The following elected officers will take office at the June 13, 2016 meeting.

President, Randy Carben  
Vice-President, Marwan Al Safadi  
Secretary, Alice Vilimek  
Treasurer, Nick Lamnatos

**2016 - 42** Motion by Trustee Lewis and seconded by Trustee Vilimek to go into closed session for matters of roof litigation, and possible litigation regarding staff/personnel.

Upon roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

**8:02 p.m.**

President Randy Carben reconvened the meeting **8:43 p.m.**

The Board discussed using their tablets for Board meetings or returning them for patron use.

**2016 - 43** Motion by Trustee Lewis and seconded by Trustee Al Safadi to adjourn.

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

The meeting adjourned at **8:58 p.m.**

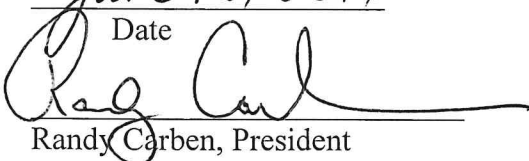
Respectfully submitted,



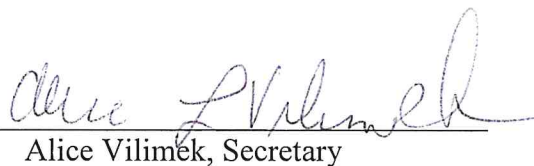
Vicki Choate, Recording Secretary

APPROVED:

June 13, 2016  
Date



Randy Carben, President



Alice Vilimek, Secretary



BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE CLOSED SESSION MEETING  
May 9, 2016

A FV  
open  
5/14/18

President Randy Carben called the meeting to order at 8:24 p.m.

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

Attorney Ellis discussed the litigation stating they received the \$100,000.00 settlement check from Poulos. All settlements are done however, the investigator is still searching for any information on ABS assets.

Attorney Ellis and the Board discussed the email received from Acting Director Kinzel stating that Guy requested a part time person be hired to help him with the outside work. It was discussed again that due to the fact that the part time position was terminated a part time position can't be reinstated for at least two years. However, the job needed to be done can be outsourced. Proposals for the job being outsourced will be discussed in open session.

Attorney Ellis discussed the workers' compensation claim of Juan Munoz will come up for initial status on Wednesday, May 11, 2016. There is an attorney from Hartford representing the insurance company and Attorney Ellis will be representing the Library.

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

Upon roll call vote:

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

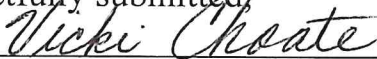
Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

The meeting adjourned at **8:42 p.m.**

Respectfully submitted,



Vicki Choate, Recording Secretary

APPROVED:

June 13, 2016

Date



Randy Carben, President



Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
June 13, 2016

Vice-President Marwan Al Safadi called the meeting to order at 7:00 p.m.

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

Vice-President Marwan Al Safadi led the Board and audience in the Pledge of Allegiance.

**2016 - 44** Motion by Trustee Lewis and seconded by Trustee Marek to approve the agenda as presented.

Upon roll call vote:

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

Nays: 0

Absent: 1 Carben.

**Motion Carried.**

Mr. Alan Devey, of Cook & Kocher Insurance Group, discussed choosing a broker for the library insurance. He discussed the preferred ways to break out the collection for insurance purposes and also stated that their current broker would have to be notified that the Library is choosing another broker prior to Cook & Kocher searching for other insurance policies.

Mr. Andrew Angel, Mr. Aboulfotouh Kandil and Ms. Betsy Dardovsky, who had been listed on the agenda, did not attend the Board meeting. Acting Director Kinzel discussed the issues and problems each patron had within the Library.

Mr. Tom Purl of Purco HVAC discussed the need of repairs on the old and new air conditioning systems including the recommendation that the larger unit be replaced and more importantly moved to a new location. The Board asked for a written description of what Purco recommends.

**2016 – 45** Motion by Trustee Lewis and seconded by Trustee Jaguszewski to direct the administration to work with Purco regarding suggested solutions for the HVAC repairs.

Upon roll call vote:

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

Nays: 0

Absent: 1 Carben.

**Motion Carried.**

**2016 – 46** Motion by Trustee Lewis and seconded by Trustee Marek to approve the Regular Meeting minutes of May 9, 2016.

Upon roll call vote:

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

Nays: 0

Absent: 1 Carben.

**Motion Carried.**

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
June 13, 2016  
Page Two

**2016 – 47** Motion by Trustee Vilimek and seconded by Trustee Marek to approve the Closed Session Meeting minutes of May 9, 2016.

Upon roll call vote:

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

Nays: 0

Absent: 1 Carben.

**Motion Carried.**

**2016 - 48** Motion by Trustee Jaguszewski and seconded by Trustee Lewis to approve the 3 Consent Agenda items as listed and read: 8A Approve the Treasurer's Report dated May 2016; 8B Prepaid bills in the amount of \$21,826.61; and 8C Bills in the amount of \$37,303.25.

Upon roll call vote:

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

Nays: 0

Absent: 1 Carben.

**Motion Carried.**

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

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

Committee Reports: 11A There was no Finance report. 11B Policy/ByLaws report. The board discussed the proposed changes to the Employee Handbook.

**2016 - 49** Motion by Trustee Lamnatos and seconded by Trustee Marek to accept and approve the Employee Handbook as presented.

Upon roll call vote:

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

Nays: 0

Absent: 1 Carben.

**Motion Carried.**

Unfinished Business: 12A Employee Handbook Review was discussed under Committee Reports; 12B Changes to Organizational Meeting will be held for next month's meeting; 12C Cook & Kochner Insurance will be held over for a future meeting.

New Business: 13A Trustee Banquet, there was a short report on the banquet; 13B Repairs to Roof discussion will be held over to a future meeting; 13C 2016 Public Library Nonresident Card Participation was discussed.



BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
June 13, 2016  
Page Three

**2016 - 50** Motion by Trustee Lewis and seconded by Trustee Marek to approve the 2016 Annual Ordinance Authorizing Public Library Non-Resident Cards 11-2 using the tax bill method.

Upon roll call vote:

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

Nays: 0

Absent: 1 Carben.

**Motion Carried.**

**2016 - 51** Motion by Trustee Lewis and seconded by Trustee Marek to go into closed session for matters of litigation and individual staff/personnel.

Upon roll call vote:

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

Nays: 0

Absent: 1 Carben.

**Motion Carried.**

**8:55 p.m.**

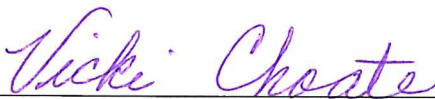
Vice-President Marwan Al Safadi reconvened the meeting **9:50 p.m.**

**2016 - 52** Motion by Trustee Lewis and seconded by Trustee Marek to adjourn.

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

The meeting adjourned at **9:51 p.m.**

Respectfully submitted,

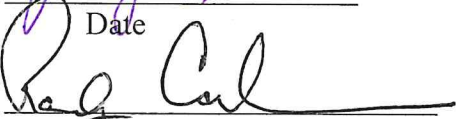


Vicki Choate, Recording Secretary

APPROVED:



Date



Randy Carben, President



Alice Vilimek, Secretary



**2016 ANNUAL ORDINANCE AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS 11-2**

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 2016 fiscal year, commencing January 1, 2016, and ending December 31, 2016, 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 13 day of June, 2016, by a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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



\_\_\_\_\_  
President, Bridgeview Public Library Board of Trustees

ATTEST:



\_\_\_\_\_  
Secretary, Bridgeview Public Library Board of Trustees



BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
July 11, 2016

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

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

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

**2016 - 53** Motion by Trustee Lewis and seconded by Trustee Al Safadi to approve the agenda with the following exceptions. Move presentations of Julie Soto and Kathy Otto into closed session as they deal with matters of personnel and to add a presentation by Mr. Ray Jachim of the Bridgeview Lions Club.

Upon roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

Mr. Ray Jachim of the Bridgeview Lions Club, District 1A, thanked the Bridgeview Library Board and staff for all their help over the years collecting used eye glasses and especially for the recent children's book donation of over 1,300 books.

Mr. Tom Purl, Mr. Richard Arnold both of F.E. Moran Mechanical Services and Mr. Richard Struzik Village of Bridgeview HVAC inspector, discussed the proposed repairs, replacement and moving to a new location the new larger air conditioning unit.

**2016 – 54** Motion by Trustee Al Safadi and seconded by Trustee Vilimek to approve the Regular Meeting minutes of June 13, 2016.

Upon roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

**2016 – 55** Motion by Trustee Marek and seconded by Trustee Al Safadi to approve the Closed Session Meeting minutes of June 13, 2016.

Upon roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING

July 11, 2016

Page Two

**2016 – 56** Motion by Trustee Al Safadi and seconded by Trustee Lewis to approve the 3 Consent Agenda items as listed and read: 8A Approve the Treasurer's Report dated June 2016; 8B Prepaid bills in the amount of \$6,815.90; and 8C Bills in the amount of \$22,120.75.

Upon Roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

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

Attorney's Report: Attorney Ellis distributed the 2 new prepared amendments to the By-Laws. Debit Card Policy and Officer and Elections.

Committee Reports: 11A There was no Finance report. 11B Policy/ByLaws report. The board discussed the proposed changes to the Employee Handbook.

Unfinished Business: 12A Changes to Organizational Meeting Discussion and Action.

**2016 - 57** Motion by Trustee AL Safadi and seconded by Trustee Lamnatos to accept and approve the amendment to the ByLaws, Officer & Elections as presented.

Upon Roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

New Business: 13A Repairs to Roof discussion will be held over to a future meeting; 13B Hartford Insurance Notice of Nonrenewal Discussion and Action. The Board requested that Heil & Heil attend the next meeting; 13C Fair Labor Standard Act Rule Change effective December 2016. The new law was discussed by Attorney Ellis. 13D Moraine Court Book Club Discussion and Action, the Board discussed the issues with Moraine Court and perhaps temporarily suspending the book exchange.



BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
July 11, 2016  
Page Three

- 2016 - 58** Motion by Trustee Al Safadi and seconded by Trustee Marek to go into closed session for matters of individual staff/personnel, litigation and contract negotiations.  
Upon Roll call vote:  
Ayes: 6 Lamnatos, Al Safadi, Lewis, Vilimek, Marek and Carben.  
Nays: 0  
Absent: 1 Jaguszewski.  
**Motion Carried.**  
**8:25 p.m.**

President Carben reconvened the meeting **10:15 p.m.**

- 2016 - 59** Motion by Trustee Lewis and seconded by Trustee Lamnatos to adjourn.  
Upon voice vote with all ayes and no nays, **Motion Carried.**


The meeting adjourned at **10:16 p.m.**

Respectfully submitted,

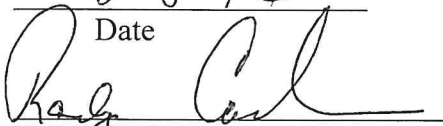


Vicki Choate, Recording Secretary

APPROVED:



Date

  
Randy Carben, President

  
Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
August 8, 2016

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

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

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

**2016 - 60** Motion by Trustee Marek and seconded by Trustee Vilimek to approve the agenda.

Upon roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

Ms. Terri Mlotek, Vice-President of Heil & Heil, and Amanda Beilko, also of Heil & Heil gave a presentation regarding the library's insurance coverage. They discussed the losses the library has incurred, the worker's comp claims and that all insurances will have a premium increase. The renewal date for the library insurance is September 22, 2016.

Ms. Estelle Markham of Myers Briggs Kamm Insurance Group, also gave a presentation regarding the library's insurance coverage. She still needed to gather information in order to present the cost and type of coverage her company would recommend.

**2016 – 61** Motion by Trustee Marek and seconded by Trustee Lamnatos to approve the Regular Meeting minutes of July 11, 2016.

Upon roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

**2016 – 62** Motion by Trustee Marek and seconded by Trustee Vilimek to approve the Closed Session Meeting minutes of July 11, 2016.

Upon roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
August 8, 2016  
Page two

- 2016 – 63** Motion by Trustee Lamnatos and seconded by Trustee Lewis to approve the 3 Consent Agenda items as listed and read: 8A Approve the Treasurer’s Report dated July 2016; 8B Prepaid bills in the amount of \$20,067.28; and 8C Bills in the amount of \$17,363.50  
Upon Roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

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

There was no attorney’s report.

There were no committee reports.

Unfinished Business: 12A Repairs to Roof Discussion will be postponed until next month’s meeting.

New Business: 13A F.E. Moran will be discussed in closed session. 13B Debit Card Statement discussion and action;

- 2016 – 64** Motion by Trustee Marek and seconded by Trustee Vilimek to approve the Debit Card Policy and amend the by-laws.

Upon Roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

New Business, cont’d: 13C ILA Conference Early Bird discussion; The ILA Conference is October 18<sup>th</sup> – October 20<sup>th</sup>, with Trustee’s Day on Thursday the 20<sup>th</sup>. 13D Moraine Court Book Club discussion; Moraine Court has returned damaged books totaling \$1,453.00. Ms. Sebuck will contact Executive Director, Mr. Tom Travatto, to discuss reimbursement for the damaged books.

- 2016 - 65** Motion by Trustee Lewis and seconded by Trustee Lamnatos to go into closed session for matters of individual staff/personnel and litigation.

Upon Roll call vote:

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

Nays: 0

Absent: 1 Jaguszewski.

**Motion Carried.**

**8:03 p.m.**

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
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August 8, 2016  
Page three

President Carben reconvened the meeting **10:09 p.m.**

**2016 – 66** Motion by Trustee Lewis and seconded by Trustee Lamnatos to adjourn.  
Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at **10:09 p.m.**

Respectfully submitted,

*Vicki Choate*

\_\_\_\_\_  
Vicki Choate, Recording Secretary

APPROVED:

*9-12-16*

Date

*Randy Carben*  
\_\_\_\_\_  
Randy Carben, President

*Alice Vilimek*  
\_\_\_\_\_  
Alice Vilimek, Secretary



BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
September 12, 2016

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

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

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

**2016 - 67** Motion by Trustee Lewis and seconded by Trustee Marek to approve the agenda with the following changes. 5F Presentation by Kathy Otto will be made in closed session and #7 Approval of Closed Session minutes of August 8<sup>th</sup> will be held for the next meeting.

Upon roll call vote:

Ayes: 6 Lamnatos, Lewis, Vilimek, Jaguszewski, Marek and Carben.

Nays: 0

Absent: 1 Al Safadi.

**Motion Carried.**

Trustee Al Safadi arrived at 7:05 p.m.

Acting Director Lori Kinzel and the Board presented Donna Plocharczyk with a gift and acknowledged her 25 years of employment and dedication to the Bridgeview Library.

Ms. Terri Mlotek, Vice-President of Heil & Heil, and Amanda Beilko, also of Heil & Heil; Ms. Estelle Markham of Myers Briggs Kamm Insurance Group, and Mr. Greg Eck of Beneficial Solutions all gave insurance presentations including individual cost of each portion of the library insurance coverage.

Mr. Tom Travato from Moraine Court Assistant Living gave a presentation regarding their facility and addressed the Board regarding their procedures for bed bug removal.

**2016 – 68** Motion by Trustee Jaguszewski and seconded by Trustee Marek to approve the Regular Meeting minutes of August 8, 2016.

Upon roll call vote:

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

Nays: 0

**Motion Carried.**

**2016 – 69** Motion by Trustee Lewis and seconded by Trustee Jaguszewski to approve the 3 Consent Agenda items as listed and read: 8A Approve the Treasurer's Report dated August 2016; 8B Prepaid bills in the amount of \$8,536.98; and 8C Bills in the amount of \$11,403.53.

Upon roll call vote:

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

Nays: 0

**Motion Carried.**

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
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September 12, 2016  
Page two

Acting Director's Report: Acting Director Kinzel gave her report which had been previously presented, in written report form, to the Board. Assistant Acting Director Sebuck has been preparing items for the budget.

There was no attorney's report for open session.

Committee Reports: Finance Committee should plan a budget meeting in October and/or November to review the budget items the Acting Director's will submit.

Unfinished Business: 12A Repairs to Roof Discussion – the new leak in the Children's Department was discussed.

New Business: 13A B & C will be discussed in closed session.

**2016 – 70** Motion by Trustee Lewis and seconded by Trustee Al Safadi to approve the renewal of the health plan presented by Greg Eck of Beneficial Solutions.

Upon roll call vote:

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

Nays: 0

**Motion Carried.**

**2016 – 71** Motion by Trustee Lewis and seconded by Trustee Al Safadi to accept the renewal analysis as presented by Dearborn National for life insurance.

Upon roll call vote:

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

Nays: 0

**Motion Carried.**

**2016 - 72** Motion by Trustee Lewis and seconded by Trustee Lamnatos to go into closed session for matters of personnel and contract negotiations.

Upon Roll call vote:

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

Nays: 0

**Motion Carried.**

**8:26 p.m.**

President Carben reconvened the meeting **10:09 p.m.**

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
September 12, 2016  
Page three

There will be a Special Meeting to be held at 6:00 p.m. on September 19, 2016, to discuss and take action on insurance renewals and HVAC.

**2016 – 73** Motion by Trustee Lamnatos and seconded by Trustee Jaguszewski to approve the change in policy on lunches to unpaid 30 minute lunches and that the employees starting time is 15 minutes before opening and 15 minutes after close.

Upon Roll call vote:

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

Nays: 0

**Motion Carried.**

**2016 – 74** Motion by Trustee Lewis and seconded by Trustee Carben to direct the attorney to publish for bid in the Des Plaines Valley News for a Carrier 40 ton air conditioning unit.

Upon Roll call vote:

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

Nays: 0

**Motion Carried.**

**2016 – 75** Motion by Trustee Marek and seconded by Trustee Vilimek to adjourn.

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

The meeting adjourned at **10:35 p.m.**

Respectfully submitted,



Vicki Choate, Recording Secretary

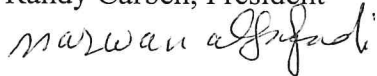
APPROVED:

10/10/16

Date



Randy Carben, President



Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE SPECIAL MEETING  
September 19, 2016

President Randy Carben called the meeting to order at 6:20 p.m.

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

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

- 2016 - 76** Motion by Trustee Lewis and seconded by Trustee Jaguszewski to approve the agenda.  
Upon roll call vote:  
Ayes: 5 Lamnatos, Lewis, Vilimek, Jaguszewski and Carben.  
Nays: 0  
Absent: 2 Al Safadi and Marek.  
**Motion Carried.**
- 2016 – 77** Motion by Trustee Lewis and seconded by Trustee Jaguszewski to approve the insurance proposal with Hanover Insurance Company as presented by Ms. Estelle Markham of Kamm Insurance Group not to exceed \$18,543.00.  
Upon roll call vote:  
Ayes: 5 Lamnatos, Lewis, Vilimek, Jaguszewski and Carben.  
Nays: 0  
Absent: 2 Al Safadi and Marek.  
**Motion Carried.**
- 2016 – 78** Motion by Trustee Lewis and seconded by Trustee Jaguszewski to accept the bid from TEC - Carrier for the CU-40 ton air condensing unit for \$24,300.00 as outlined in quote #15582221.  
Upon roll call vote:  
Ayes: 5 Lamnatos, Lewis, Vilimek, Jaguszewski and Carben.  
Nays: 0  
Absent: 2 Al Safadi and Marek.  
**Motion Carried.**
- 2016 – 79** Motion by Trustee Lewis and seconded by Trustee Jaguszewski to accept the proposal of F.E. Moran Mechanical Services for the existing CU and piping demolition not to exceed \$15,500.00.  
Upon roll call vote:  
Ayes: 5 Lamnatos, Lewis, Vilimek, Jaguszewski and Carben.  
Nays: 0  
Absent: 2 Al Safadi and Marek.  
**Motion Carried.**



BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE SPECIAL MEETING  
September 19, 2016  
Page two

- 2016 – 80** Motion by Trustee Lewis and seconded by Trustee Lamnatos to accept the proposal of F.E. Moran to receive, store and transport the CU, start, check system and 1<sup>st</sup> year labor warranty not to exceed \$9,600.00.  
Upon Roll call vote:  
Ayes: 5 Lamnatos, Lewis, Vilimek, Jaguszewski and Carben.  
Nays: 0  
Absent: 2 Al Safadi and Marek.  
**Motion Carried.**
- 2016 – 81** Motion by Trustee Lewis and seconded by Trustee Vilimek to accept the proposal of F.E. Moran to complete CU piping modifications not to exceed \$19,700.00.  
Upon Roll call vote:  
Ayes: 5 Lamnatos, Lewis, Vilimek, Jaguszewski and Carben.  
Nays: 0  
Absent: 2 Al Safadi and Marek.  
**Motion Carried.**
- 2016 – 82** Motion by Trustee Lewis and seconded by Trustee Jaguszewski to accept the proposal of F.E. Moran to disconnect and reconnect existing temperature controls to facilitate the new/replacement unit not to exceed \$5,300.00.  
Upon Roll call vote:  
Ayes: 5 Lamnatos, Lewis, Vilimek, Jaguszewski and Carben.  
Nays: 0  
Absent: 2 Al Safadi and Marek.  
**Motion Carried.**
- 2016 – 83** Motion by Trustee Lewis and seconded by Trustee Lamnatos to delay the removal and replacement of the air handler cooling coil as recommended by Carrier and F.E. Moran.  
Upon Roll call vote:  
Ayes: 5 Lamnatos, Lewis, Vilimek, Jaguszewski and Carben.  
Nays: 0  
Absent: 2 Al Safadi and Marek.  
**Motion Carried.**

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE SPECIAL MEETING  
September 19, 2016  
Page three

**2016 – 84** Motion by Trustee Marek and seconded by Trustee Vilimek to adjourn.  
Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at **6:45 p.m.**

Respectfully submitted,



\_\_\_\_\_  
Vicki Choate, Recording Secretary

APPROVED:

10/14/16

Date



\_\_\_\_\_  
Randy Carben, President

*marwan aljadid*



\_\_\_\_\_  
Alice Vilimek, Secretary

9

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
October 10, 2016

Vice-President Al Safadi called the meeting to order at 7:00 p.m.

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

Vice-President Al Safadi led the Board and audience in the Pledge of Allegiance.

**2016 - 85** Motion by Trustee Lamnatos and seconded by Trustee Marek to approve the agenda with the following changes. To move #10 to #8; Original #8 to #9 and original #9 to #10. Upon voice vote with all ayes and no nays, **Motion Carried.**

Ms. Julie Soto presented a written report and discussed her programs and hours in her position as Head of Youth Services. She presented the hours in regards to the December 1<sup>st</sup> change in overtime pay for salaried employees due to the FLSA law change.

**2016 – 86** Motion by Trustee Marek and seconded by Trustee Vilimek to approve the Regular Meeting minutes of September 12, 2016.

Upon roll call vote:

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

Nays: 0

Absent: 2 Lewis and Carben.

**Motion Carried.**

**2016 – 87** Motion by Trustee Marek and seconded by Trustee Jaguszewski to approve the Closed Session Meeting minutes of August 8, 2016.

Upon roll call vote:

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

Nays: 0

Absent: 2 Lewis and Carben.

**Motion Carried.**

The Closed Session Meeting Minutes of September 12, 2016 will be placed on the next agenda.

**2016 – 88** Motion by Trustee Lamnatos and seconded by Trustee Jaguszewski to approve the Special Meeting minutes of September 19, 2016.

Upon roll call vote:

Ayes: 5 Lamnatos, Al Safadi, Vilimek and Jaguszewski.

Abstain: 1 Marek

Nays: 0

Absent: 2 Lewis and Carben.

**Motion Carried.**

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
October 10, 2016  
Page two

- 2016 – 89** Motion by Trustee Jaguszewski and seconded by Trustee Lamnatos to approve the 3 Consent Agenda items as listed and read: 11A Approve the Treasurer's Report dated September 2016; 11B Prepaid bills in the amount of \$12,440.90; and 11C Bills in the amount of \$36,173.31.

Upon roll call vote:

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

Nays: 0

Absent: 2 Lewis and Carben.

**Motion Carried.**

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

Attorney Ellis distributed the changes that were to be made to the Attendance and Time Reporting policy. The changes to the meal and break policy and the overtime changes were distributed, which the Policy committee must review and submit to the Board.

Committee Reports: There was discussion as to whom sits on the Finance and Policy/By-Laws committee. Nick Lamnatos sits on both committee and the full committees will be confirmed at the next meeting.

Unfinished Business: 15A Employee Handbook Discussion and Action will be placed on the next agenda for approval.

New Business: 16A and B were discussed. BME Electric proposals. Phone calls were made to Trustee Gary Lewis and Trustee Randy Carben. Trustee Lewis did not answer and Trustee Carben joined the meeting via telephone regarding the BME electric proposals. Trustee Carben stated he had reviewed the proposals and had no issues with the proposals. Trustee Carben left the meeting within minutes and before the vote.

- 2016 – 90** Motion by Trustee Jaguszewski and seconded by Trustee Marek to approve the BME Electric Proposal for HVAC system and relocating light standard not to exceed \$15,920.00.

Upon roll call vote:

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

Nays: 0

Absent: 2 Lewis and Carben.

**Motion Carried.**



BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
October 10, 2016  
Page three

**2016 – 91** Motion by Trustee Marek and seconded by Trustee Vilimek to accept the BME proposal for heat trace for downspouts not to exceed \$1,325.00.

Upon roll call vote:

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

Nays: 0

Absen:; 2 Lewis and Carben.

**Motion Carried.**

New Business, cont'd: 16C and D, 2017 Salary Budget and 2017 Line Item budget discussions will be placed on the next agenda.

**2016 - 92** 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: 5 Lamnatos, Al Safadi, Vilimek, Marek and Jaguszewski.

Nays: 0

Absent: 2 Lewis and Carben.

**Motion Carried.**

**8:08 p.m.**

Vice-President Al Safadi reconvened the meeting at **8:19 p.m.**

**2016 – 93** Motion by Trustee Marek and seconded by Trustee Lamnatos to adjourn.  
Upon voice vote with all ayes and no nays, **Motion Carried.**

The meeting adjourned at **8:22 p.m.**

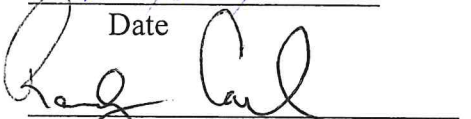
Respectfully submitted,



Vicki Choate, Recording Secretary

APPROVED:

10/10/16  
Date

  
Randy Carben, President  
Alice Vilimek, Secretary

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
November 14, 2016

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

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

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

- 2016 - 94** Motion by Trustee Lewis and seconded by Trustee Lamnatos to approve the agenda.  
Upon roll call vote:  
Ayes: 5 Lamnatos, Al Safadi, Vilimek, Lewis and Carben.  
Nays: 0  
Absent: 2 Marek and Jaguszewski.  
**Motion Carried.**

Ms. Dee Brennan, Executive Director of Rails gave a presentation “Reaching Across Illinois Library System”.

Mr. Aaron Skog, Executive Director of SWAN gave a presentation, “System Wide Automated Network”.

- 2016 –95** Motion by Trustee Lewis and seconded by Trustee Al Safadi to approve the Closed Session Meeting minutes of September 12, 2016  
Upon roll call vote:  
Ayes: 5 Lamnatos, Al Safadi, Vilimek, Lewis and Carben.  
Nays: 0  
Absent: 2 Marek and Jaguszewski.  
**Motion Carried.**

- 2016 –96** Motion by Trustee Lewis and seconded by Trustee Al Safadi to approve the Regular Meeting minutes of October 10, 2016.  
Upon roll call vote:  
Ayes: 5 Lamnatos, Al Safadi, Vilimek, Lewis and Carben.  
Nays: 0  
Absent: 2 Marek and Jaguszewski.  
**Motion Carried.**

- 2016 – 97** Motion by Trustee Lewis and seconded by Trustee Vilimek to approve the Closed Session Meeting minutes of October 10, 2016.  
Upon roll call vote:  
Ayes: 5 Lamnatos, Al Safadi, Vilimek, Lewis and Carben.  
Nays: 0  
Absent: 2 Marek and Jaguszewski.  
**Motion Carried.**

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
November 14, 2016  
Page two

**2016 – 98** Motion by Trustee Lewis and seconded by Trustee Lamnatos to approve the 3 Consent Agenda items as listed and read: 11A Approve the Treasurer’s Report dated October 2016; 11B Prepaid bills in the amount of \$42,482.21; and 11C Bills in the amount of \$16,874.78.

Upon roll call vote:

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

Nays: 0

Absent: 2 Marek and Jaguszewski.

**Motion Carried.**

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

Attorney Report: There was no report.

Committee Reports: Discussion as to whom sits on the Finance and Policy/By-Laws committee. President Carben stated that the Finance committee consists of Chair, Trustee Lewis, Trustees Lamnatos and Al Safadi. The Policy/Bylaws committee consists of Chair, Trustee Vilimek, Trustees Jaguszewski and Marek.

Unfinished Business: 15A Employee Handbook Discussion and Action. Page 17 of the Employee Handbook was distributed and discussed.

**2016 – 99** Motion by Trustee Lamnatos and seconded by Trustee Al Safadi to accept as written the paragraph Salaried Employees, Page 17, of the Bridgeview Public Library Employee Handbook. .

Upon roll call vote:

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

Nays: 0

Abstain: 1 Lewis.

Absent: 2 Marek and Jaguszewski.

**Motion Carried.**

Unfinished Business, cont’d: Items 15B 2017 Salary Budget Discussion and Action and 15C 2017 Line Item Budget Discussion and Action will be carried over to next month’s agenda.

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
November 14, 2016  
Page three

New Business: The Board discussed the following items: 16A Rone Construction Proposal Concrete Pad; 16B 2017 Government Travel Expense Control Act; 16C Children's Department Ceiling/Roof Discussion; 16D Patron TV Discussion and Action 16E LK Properties Equipment Pad Proposal; 16F LS Contracting Group Equipment Pad Proposal and 16G Purchase New Computers.

**2016 – 100** Motion by Trustee Carben and seconded by Trustee Lewis to approve the LK Properties Equipment Pad Proposal minus the concrete not to exceed \$4,300.00.

Upon roll call vote:

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

Nays: 0

Absent: 2 Marek and Jaguszewski.

**Motion Carried.**

**2016 – 101** Motion by Trustee Carben and seconded by Trustee Lewis if the concrete for the pad is not donated to approve the LK Properties Equipment Pad Proposal not to exceed \$5,800.00.

Upon roll call vote:

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

Nays: 0

Absent: 2 Marek and Jaguszewski.

**Motion Carried.**

A request was made to attach the LK Properties and Construction LLC proposal to the minutes. Copy attached.

**2016 – 102** Motion by Trustee Lewis and seconded by Trustee Vilimek to pass the Resolution to Comply with the Government Travel Expense Control Act.

Upon roll call vote:

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

Nays: 0

Absent: 2 Marek and Jaguszewski.

**Motion Carried.**

**2016 - 103** Motion by Trustee Lewis and seconded by Trustee Carben to approve Service Master mold quarantine and removal not to exceed \$1,018.00.

Upon roll call vote:

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

Nays: 0

Absent: 2 Marek and Jaguszewski.

**Motion Carried.**



# LK Properties And Construction LLC

**Estimate No:** 1269  
**Date:** November 10, 2016

## Estimate

8558 S. 77th Ave  
Bridgeview, IL 60455

lk3properties@gmail.com

**For:** Bridgeview Public Library  
7840 W. 79th Street  
Bridgeview, IL 60455

Description	Quantity	Rate	Amount
Manually dig 9" of dirt and clay to avoid electrical and plumbing lines, install 4" of CA-6 and concrete to owners specifications. Price includes concrete.	1	\$5,800.00	\$5,800.00
Manually dig 9" of dirt and clay to avoid electrical and plumbing lines, install 4" of CA-6 and concrete to owners specifications. Price is for labor and stone material-owner is responsible for obtaining concrete.	1	\$4,300.00	\$4,300.00

**Total** ~~\$10,100.00~~

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
November 14, 2016  
Page four

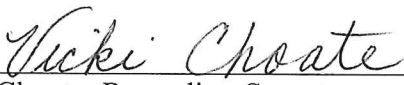
**2016 - 104** Motion by Trustee Lewis and seconded by Trustee Vilimek to go into closed session for matters of personnel and litigation.  
Upon roll call vote:  
**9:06 p.m.**

President Carben reconvened the meeting at **9:36 p.m.**

**2016 -105** Motion by Trustee Lewis and seconded by Trustee Lamnatos to adjourn.  
Upon voice vote with all ayes and no nays, **Motion Carried.**

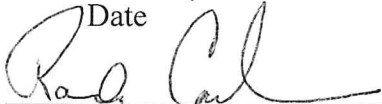
The meeting adjourned at **9:38 p.m.**


Respectfully submitted,

  
\_\_\_\_\_  
Vicki Choate, Recording Secretary

APPROVED:

DEC 12, 2016

Date  
  
\_\_\_\_\_  
Randy Carben, President

  
\_\_\_\_\_  
Alice Vilimek, Secretary

RESOLUTION No. 2

**A RESOLUTION TO COMPLY WITH THE GOVERNMENT TRAVEL EXPENSE CONTROL ACT**

**WHEREAS**, the Illinois legislature recently enacted the *Local Government Travel and Expense Control Act* as a response to local governmental officials improperly passing on private entertainment expenses to the taxpayers to become effective January 1, 2017; and

**WHEREAS**, the Bridgeview Public Library (“Library”) is committed to being fiscally responsible with taxpayer dollars and following the mandates of state lawmakers;

**NOW, THEREFORE, BE IT RESOLVED by the President and Board of Library Trustees of the Library** as follows:

**Section 1. Adoption:** The following Library Reimbursement Policy shall be adopted and added to the Library Policies and shall state as follows:

**“GENERAL POLICY:** It is the policy of the Library to comply with the Local Government Travel and Expense Control Act through the promulgation of these regulations.

**1. DEFINITIONS:**

“Entertainment” includes , but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

“Travel expense” means any expenditure directly incident to official travel by employees, members of the governing board, and officers of the Library for a specific Library purpose.

**2. TYPES OF TRAVEL FOR WHICH TRAVEL EXPENSES WILL BE ALLOWED:** The Library will only approve travel expenses for employees or officers if the travel is necessary to complete official Library business, for the education of employees or officers, or necessary to obtain information for the betterment of the Library in some capacity.

**3: TYPES of EXPENSES ALLOWED and PROHIBITED:**

1. The actual cost of transportation is allowed (for example, airline tickets, train tickets, taxi fare and the like), as well as personal vehicle costs reimbursed at the current IRS mileage rate for business.

2. The costs of lodging at a hotel or motel are allowed if an overnight stay is necessary.

3. The costs of meals while traveling are allowed.

4. The costs of conference fees, supplies and books for educational purposes are allowed.

5. Entertainment expenses, as defined above, are NOT allowed and must be paid for personally by the traveler, and no costs for alcohol or liquor are permitted.

**4. MAXIMUM ALLOWABLE REIMBURSEMENT without BOARD ACTION:** Library employees and officers may receive reimbursement for travel expenses without specific

Board Action as long as the expenses are under the Maximum Allowable Reimbursement as stated herein and the Procedure for Reimbursement below is followed.

1. The Board will post the maximum allowable reimbursement for food, lodging, and transportation in the office of the Library Director which shall change from time to time at the direction of the Board. The Board shall use the following overriding principals to determine the maximums:

a. Cost of travel shall be the actual expense incurred. Only coach flight expenses will be approved, any upgrades to first or business class will be at the expense of the traveler. Any personal automobile expenses will always be approved at the IRS rate for business travel if the traveler uses their own automobile (as opposed to a Library automobile).

b. Cost of food shall not include the cost of alcoholic beverages and should be reasonable and customary for the area.

c. Cost of lodging should be reasonable and customary for the area where the traveler is staying.

2. The total maximum for any travel for Library purposes allowed is \$3,000.

3. In the event of an emergency or extraordinary circumstance, reimbursement may be approved over the \$3,000 maximum reimbursement limit if approved by a majority of the Board at a properly noticed and regularly scheduled board meeting subject to a roll call vote.

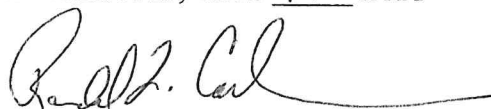
**5. PROCEDURE FOR REIMBURSEMENT:** No expenses shall be reimbursed without a reimbursement request form (as included here) that is completely filled out with receipts or estimates (with reservations and confirmation numbers) attached. In the event that travel expense is *prepaid*, actual receipts must be turned in and attached to the reimbursement request form within 30 days of the completion of travel. Any amount paid in excess of the actual receipts filed must be repaid to the Library within 30 days.

**6. EXPENSES INCURRED BY BOARD MEMBERS:** Expenses may only be approved for reimbursement by the Board as a whole at a normally scheduled Board Meeting subject to a roll call vote.

**Section 2:** Should any portion of this Resolution be declared invalid, the remaining, severable portions, shall, nonetheless, remain in full force and effect.


**Section 3:** This Resolution shall be in full force and effect from and after 10 days following its passage, approval, and publication as required by law.

PASSED BY THE BOARD OF LIBRARY TRUSTEES OF THE BRIDGEVIEW PUBLIC LIBRARY, OF COOK COUNTY, STATE OF ILLINOIS, THIS 14 DAY OF November, 2016.



\_\_\_\_\_  
President, Board of Library Trustees

(ATTEST)



\_\_\_\_\_  
Secretary



Travel/Expense Reimbursement Request Form

Library

Requestor: \_\_\_\_\_

Job  
Title/Position: \_\_\_\_\_

Dates/Nature of  
Business: \_\_\_\_\_

(Please describe  
the reason for  
the travel and/or  
expense and  
justify how this  
is public  
business relating  
to or for the  
Library.)

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Attach all receipts. If you have not yet incurred the expense, attach the supporting documents that verify your cost estimate. All expenses pre-paid must be equal to or less than actual costs and the receipts must be turned in within 30 days of the trip.

ATTACH  
RECEIPTS/INVOICES  
HERE

**Total Reimbursement amount requested: \$** \_\_\_\_\_

Approved on: \_\_\_\_\_

By: \_\_\_\_\_

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
December 12, 2016

President Carben called the meeting to order at 7:09 p.m.

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

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

**2016 - 106** Motion by Trustee Lewis and seconded by Trustee Lamnatos to approve the agenda.

Upon roll call vote:

Ayes: 4 Lamnatos, Vilimek, Lewis and Carben.

Nays: 0

Absent: 3 Marek, Jaguszewski and Al Safadi.

**Motion Carried.**

Trustee Al Safadi arrived at 7:10 p.m.

Ms. Julie Soto gave a brief report and then discussed her concerns regarding the FSLA over time law now that the court has put it on hold. She was also concerned about the Board's expectations of her position's overtime.

**2016 –107** Motion by Trustee Al Safadi and seconded by Trustee Lamnatos to approve the Regular Meeting minutes of November 14, 2016.

Upon roll call vote:

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

Nays: 0

Absent: 2 Marek and Jaguszewski.

**Motion Carried.**

**2016 – 108** Motion by Trustee Al Safadi and seconded by Trustee Lamnatos to approve the Closed Session Meeting minutes of November 14, 2016.

Upon roll call vote:

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

Nays: 0

Absent: 2 Marek and Jaguszewski.

**Motion Carried.**

**2016 - 109** Motion by Trustee Lewis and seconded by Trustee Al Safadi to approve the 3 Consent Agenda items as listed and read: 9A Approve the Treasurer's Report dated November 2016; 9B Prepaid bills in the amount of \$14,143.21; and 9C Bills in the amount of \$12,549.44.

Upon roll call vote:

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

Nays: 0

Absent: 2 Marek and Jaguszewski.

**Motion Carried.**

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
December 12, 2016  
Page two

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

Attorney Report: There was no report.

Committee Reports: There were no reports.

New Business: 14A. 2017 Board of Trustees Meeting Dates were reviewed. 14B 2017 Holiday Closings will be discussed at next month's meeting.

**2016 – 110** Motion by Trustee Lewis and seconded by Trustee Al Safadi to accept as written the 2017 Board of Trustees Meeting Dates. (Copy attached to the minutes)

Upon roll call vote:

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

Nays: 0

Absent: 2 Marek and Jaguszewski.

**Motion Carried.**

Unfinished Business: 13A 2017 Salary Budget; 13B 2017 Line Item Budget. Personnel issues need to be discussed in closed session prior to discussion during the open meeting.

**2016 - 111** Motion by Trustee Lewis and seconded by Trustee Vilimek to go into closed session for matters of personnel and budget.

Upon roll call vote:

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

Nays: 0

Absent: 2 Marek and Jaguszewski.

**Motion Carried.**

**7:45 p.m.**

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

**2016 – 112** Motion by Trustee Lewis and seconded by Trustee Lamnatos to Table the 2017 Salary Budget discussion until the next regular meeting on January 9, 2017.

Upon roll call vote:

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

Nays: 0

Absent: 2 Marek and Jaguszewski.

**Motion Carried.**

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
December 12, 2016  
Page three

**2016 -113** Motion by Trustee Lewis and seconded by Trustee Al Safadi to adjourn.  
Upon voice vote with all ayes and no nays, **Motion Carried.**

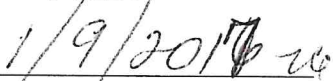
The meeting adjourned at **9:30 p.m.**

Respectfully submitted,

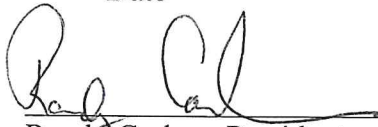


\_\_\_\_\_  
Vicki Choate, Recording Secretary

APPROVED:



\_\_\_\_\_  
Date



\_\_\_\_\_  
Randy Carben, President



\_\_\_\_\_  
Alice Vilimek, Secretary



BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF CLOSED SESSION  
December 12, 2016

Open  
ARV  
5/14/18

President Carben called the meeting to order at 7:55 p.m.

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

President Carben asked that Ms. Julie Soto, Ms. Lori Kinzel and Ms. Chris Sebuck leave the closed session meeting.

President Carben opened discussion regarding disciplinary action taken against 2 employees by Acting Director Kinzel. He explained to the Board that he had received a phone call from Ms. Kinzel which was followed up by numerous e-mails. The issue pertained to the time clock and that the 2 employees had told their supervisor they were going to assist in punching the other out due to the other employee having her hands full. She was advised by President Carben to make a verbal warning. After several more phone calls from Ms. Kinzel she sent an additional e-mail stating she did not agree with his recommendation and that she had terminated the 2 employees.

Ms. Soto was requested to join the closed session. Ms. Soto explained to the Board what she said to Ms. Kinzel regarding the timeclock issue and that she did not agree with the termination of the 2 employees by Ms. Kinzel.

Ms. Kinzel was requested to join the meeting regarding the disciplinary action taken against the 2 employees. She explained to the Board what her interpretation of the handbook meant. The misguided decision was discussed.

The Board further discussed expanding the hours of the library within 6 days not including any Sundays. The budget will have to be discussed to include these extra hours.

There was further discussion regarding the termination or suspension status of the 2 employees previously discussed whether they would be paid or not. Information on their schedules would need to be provided before reaching a decision.

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

The meeting adjourned at **9:24 p.m.**

Respectfully submitted,

*Vicki Choate*  
Vicki Choate, Recording Secretary

APPROVED:

1/9/2017  
Date

*Randy Carben*  
Randy Carben, President

*Alice L. Vilimek*  
Alice Vilimek, Secretary