

BRIDGEVIEW PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
January 14, 2019

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

Upon roll call the following Trustees were present: Trustee Alice Vilimek, Nick Lamnatos, Gary Lewis, Randy Carben and Marwan Al Safadi

Absent: Lila Marek and Vicki Choate were absent.

Attendees: Acting Director Chris Sebuck and Attorney Katherine Ellis

Trustee Al Safadi led the Board and audience in the Pledge of Allegiance.

2019-124 Motion by Trustee Randy Carben and seconded by Trustee Gary Lewis to approve the Agenda.

Upon roll call vote:

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

Nay: 0

Absent: 2 Marek and Choate

Motion Carried

2019-125 Motion by Trustee Gary Lewis and seconded by Randy Carben to approve open meeting minutes of December 10, 2018 with one objection to correct the spelling of Trustee Randy Carben's last in the minutes notes.

Upon roll call vote:

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

Nay: 0

Absent: 2 Marek and Choate

Motion Carried

2019-126 Motion by Trustee Randy Carben and seconded by Trustee Nick Lamnatos to approve the three consent Agenda Items as Listed.

a) Approval of Treasurer's Report – December 2018

b) Prepaid Bills in the Amount of \$13,819.20

c) Bills in the Amount \$8,32.14

Upon roll call vote:

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

Nay: 0

Absent: 2 Marek and Choate

Motion Carried

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Acting Updated Report

- Chris Sebuck had several updates on the Library including leaking roof due heavy rain for two days in late December. Chris (Acting Director) provided the Trustee's with pictures in packet. She also stated they may have to potentially caulked higher up the wall in the areas who are causing the leaks. The project requires a rental of a scissor lift to access & fix the matter. However right now it's in the beginning discussions and Chris will provide updates and a proposal to the Trustees once provided by contractor.
- Boiler went out in end of December, Chris Sebuck stated the library was cold when she came in on Sunday the 30th of December to process payroll. She attempted to reset the boiler like she's done in the past however the boiler wouldn't ignite due to the bad sensor wire. Chris called service upon returning to the office, who was able to replace the sensor on January 2nd.
- The humidifier connected HVACC system hasn't been replaced since 2014. The humidifier at this point needs to be replaced because it's not working properly due to buildup of limescale. The service proposal is for more than two thousand dollars for service, maintenance and two humidifiers.
- No Finance updates for January.
- No Closed Meeting Minutes from December 10th due to Trustee Lewis absence.

Unfinished Business:

- Attorney Katherine Ellis worked diligently with the Policy Committee to update the bylaws to reflect only current bylaws. The Policy Committee reviewed the outdated binders which included every bylaw, amended bylaws, outdated Library rules, policies, etc. with the sole purpose of reorganization. Katherine advised the Trustees to review the summary together during board meeting or to read the summary before next Board meeting, so the Trustees may vote on the reorganization of the bylaws in February. Trustee Lewis recommends three distinct separate entities comprised with personnel, Board, employee handbook. Trustee Nick Lamnatos also attests to the in-depth process of reviewing all the bylaws with Trustee Vilimek, Trustee Choate, Acting Director Chris and Attorney Katherine. Chris will include the motion in next month's agenda.
- Chris Sebuck states four closed meetings minutes possibly five closed meeting minutes dates that will need to be transcribed. Attorney Katherine states the Trustees will need to reapprove the Closed Session Minutes.
- Chris Sebuck will have the same agenda for the following month.

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2019-127 Motion by Trustee Gary Lewis and seconded by Trustee Randy Carben to approve Carrier quote bid for the service humidifiers, fan and parts of \$2,668.00 as outlined in proposal.

Upon roll call vote:

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

Nay: 0

Absent: 2 Marek and Choate

Motion Carried

- Trustee Alice Vilimek shared Thank You cards for Chris Sebuck, Alice Vilimek and Katherine Ellis from the Village of Bridgeview and Bridgeview Business Commerce for their volunteering and toy drive contributions and Bridgeview of Business Commerce for toy and gift drive.
- Chris Sebuck provided Trustees an updated on revising the window washing schedule to no longer reflect Winter dates and moved up to early Spring and Fall.

2019-128 Motion by Trustee Gary Lewis and seconded by Trustee Alice Vilimek to move to closed session to discuss personnel contracts.

Upon roll call vote:

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

Nay: 0

Absent: 2 Marek and Choate

Motion Carried

2019-129 Motion by Trustee Gary Lewis and seconded by Trustee Alice Vilimek to move to closed session to discuss personnel contracts.

Upon roll call vote:

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

Nay: 0

Absent: 2 Marek and Choate

Motion Carried

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President Al Safadi called the Open meeting back in order at 8:26p.m. (reconvened)

Upon roll call the following Trustees were present: Trustee Alice Vilimek, Nick Lamnatos, Gary Lewis, Randy Carben and Marwan Al Safadi.

Absent: Lila Marek and Vicki Choate were absent.

Attendees: Acting Director Chris Sebuck and Attorney Katherine Ellis

2019-130 Motion by Trustee Gary Lewis and seconded by Trustee Alice Vilimek to appoint Chris Sebuck as permanent Director of Village of Bridgeview Public Library.

Upon roll call vote:

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

Nay: 0

Absent: 2 Marek and Choate

Motion Carried

The Trustees congratulated Chris.

2019-131 Motion by Trustee Gary Lewis and seconded by Trustee Randy Carben to approve 2019 budget as discussed and amended in Closed session meeting.

Upon roll call vote:

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

Nay: 0

Absent: 2 Marek and Choate

Motion Carried

Items to discuss:

Trustee Lewis asked newly appointed Chris about Audit schedule, Chris stated will provide dates once she receives paperwork. Trustee Lewis recommends Jeff to come in March after the audit to go through the budget.

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2019-132 Motion by Trustee Gary Lewis and seconded by Trustee Nick Lamnatos to adjourn.

Upon roll call vote:

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


Nay: 0

Absent: 2 Marek and Choate

Motion Carried


Meeting adjourned at 8:30p.m

Respectfully Submitted,


Jalilah N. Ahmad, Recording Secretary

Approved:

2/11/19
Date


Marwan Al Safadi, President


Alice Vilimek, Secretary

