

BRIDGEVIEW PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
March 11, 2019

Trustee 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, Lila Marek and Marwan Al Safadi

**Absent:** Vicki Choate was absent.

**Attendees:** Director Chris Sebuck, Attorney Katherine

Attorney Katherine Ellis arrived at 7:10 p.m.

Trustee Randy Carben arrived at 7:24 p.m.

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

**2019-141** Motion by Trustee Gary Lewis and seconded by Trustee Vicki Vilimek to approve the Agenda.

Upon roll call vote:

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

Nay: 0

Absent: 2 Carben and Choate

*Motion Carried*

Jeff Bishop from CDK Accounting reported on Bridgeview Library's current finances. He covered in-depth the expenditures involving the budget. In addition, Jeff stated the overall budget was a favorable year.

Trustee Marwan Al Safadi asked Jeff to provide insight to understanding the financial statements transaction summary. Jeff covered the credit and debits activity for the current statement to aid the Trustees to understand the transaction summary.

Nael Shalabi Branch Sales Manager Republic Bank of Chicago (visitor) stopped by to introduce himself along with a proposal for the Bridgeview Library Board to review, he's hoping he can lend his services.

**2019-142** Motion by Trustee Gary Lewis and seconded by Trustee Randy Carben to approve Open meeting minutes of February 11, 2019.

Upon roll call vote:

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

Nay: 0

Absent: 1 Choate

*Motion Carried*

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2019-143 Motion by Trustee Gary Lewis and seconded by Trustee Lila Marek to approve Closed session Meeting Minutes of September 8, 2014 transcribed by Attorney Katherine Ellis.

Upon roll call vote:

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

Nay:

Abstain: 1 Lamnatos

Absent: 1 Choate

*Motion Carried*

2019-144 Motion by Trustee Lila Marek and seconded by Trustee Randy Carben to approve Closed Meeting Minutes of October 9, 2017 transcribed by Attorney Katherine Ellis.

Upon roll call vote:

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

Nay: 0

Absent: 1 Choate

*Motion Carried*

2019-145 Motion by Trustee Randy Carben and seconded by Trustee Nick Lamnatos to approve the Closed Meeting Minutes of October 23, 2017 transcribed by Attorney Katherine Ellis

Upon roll call vote:

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

Nay: 0

Absent: 1 Choate

*Motion Carried*

2019-146 Motion by Trustee Lila Marek and seconded by Trustee Randy Carben to approve the Closed Meeting Minutes of November 13, 2017 transcribed by Attorney Katherine Ellis.

Upon roll call vote:

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

Nay: 0

Absent: 1 Choate

*Motion Carried*

2019—147 Motion by Trustee Alice Vilimek and seconded by Trustee Randy Carben Motion to Approve the three consent Agenda Items as Listed:

- a. Approval of Treasurer's Report – February 2019
- b. Prepaid Bills in the Amount of \$14,355.40
- c. Bills in the Amount of \$12,688.18

Upon roll call vote:

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

Nay: 0

Abstain: 1 Marek

Absent: 1 Choate

*Motion Carried*

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- Directors Report:
  - Director Chris Sebuck stated Commercial Service Report was for the accrued for the HVACC and humidifier for last month. Chris stated for now, the humidifier gage in the lobby is aiding with condensation while working with Tremco on resolving the leaky roof matter.
  - Trustee Marwan asked Director Chris to elaborate on the Community Outreach Service and how they market the program in the community. Chris stated they currently have a monthly rotation of schools and daycares they visit, who includes MAS Blossoms, Aqsa School, Lyle Elementary, Wilkins Jr. High (on open house literacy program). Julie also utilizes Social Media platforms, in addition she's in contact with school administrators and passes out Library applications when visiting schools/day cares. The Library also hosted two field trips for MAS Blossoms daycare which included a morning session and afternoon session.
- There are no Attorney updates
- Finance updates. Trustee Gary Lewis stated he was pleased by Jeff's report and kudos to Director Chris and staff for their attention to budget details.
- There are no By-Law updates.
- Unfinished Business:

Employee Handbook Revision Discussion and Action. Director Chris Sebuck recapped the illness/tardy revision to the employee handbook. A supervisory distribution list via email has been setup to disburse any Voice Messages left in extension 103 Mailbox which will then be distributed to the supervisors' email.
- New Business:
  - ½ Day In-service Closing early March 20, 2019 to retrain staff on circulation area, shelf read, train staff on issuing Library cards, etc.
  - Tremco Window Repair proposal of \$13,870 with the scope to replace the five damaged windows throughout the Library. Trustee Marwan Al Safadi and Trustee Gary Lewis recommend Tremco WTI to come in next month to discuss preventative maintenance on the windows throughout the Library.

2019—148 Motion by Trustee Gary Lewis and seconded by Trustee Randy Carben Motion to Approve the Employee Handbook Revision as presented by administration.

Upon roll call vote:

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

Nay: 0

Absent: 1 Choate

*Motion Carried*

2019—149 Motion by Trustee Gary Lewis and seconded by Trustee Randy Carben Motion to Approve the ½ In-Service and Closing the Library early on March 20, 2019.

Upon roll call vote:

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

Nay: 0

Absent: 1 Choate

*Motion Carried*

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2019—150 Motion by Trustee Gary Lewis and seconded by Trustee Alice Vilimek to Approve Tremco Window Repair Proposal as presented.

Upon roll call vote:

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

Nay: 0

Absent: 1 Choate

*Motion Carried*

Trustee Gary Lewis reminded all attendees of election on April 2<sup>nd</sup>.

2019—151 Motion by Trustee Gary Lewis and seconded by Trustee Alice Vilimek to go to closed session meeting to discuss personnel matters.

Upon roll call vote:

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

Nay: 0

Absent: 1 Choate

*Motion Carried*

President Marwan Al Safadi reconvened the meeting at 8:43p.m.

2019—152 Motion by Trustee Gary Lewis and seconded by Trustee Randy Carben to adjourn.

Upon voice vote all ayes and no nays.

*Motion Carried*

Meeting adjourned at 8:44pm.

Respectfully Submitted,

  
Jalilah N. Ahmad, Recording Secretary

Approved:

4-8-2019

Date

  
Marwan Al Safadi, President

  
Alice Vilimek, Secretary