

January Minutes

PALOS HEIGHTS PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
January 12, 2006

Call to Order:

President Beth Barista called the meeting to order at 7:00 p.m. in the Library, 12501 S. 71st Avenue, Palos Heights, Illinois. Present were Trustees: Timothy Murney, Pat Eden, Beverly Meyer, Julie Lawler, Pat Muller and Beth Barista. Also present were Administrative Librarian Elaine Savage and Administrative Assistant Donna Ondriska. Trustee Frank Petrosino arrived at 7:08 pm. Trustee Diana Roscich arrived at 7:23 pm. Trustee Bill Poore was absent.

Welcome:

Insurance agent, Rod Orr from G.A. Crandell was present. Employees and Directors Insurance under New Business was discussed at this point. He reviewed deductible and coverages with the Board.

Minutes:

Trustee Meyer moved, Trustee Eden seconded, to approve the minutes of December 8, 2005. On a voice vote, the motion carried unanimously.

Treasurer's Report:

Trustee Eden moved, Trustee Muller seconded, to approve the additional December bills in the amount of \$44,998.97. On a roll call vote the motion carried unanimously. Trustee Eden moved, Trustee Petrosino seconded to approve the January bills of \$38,969.30. On a roll call vote, the motion carried unanimously.

President's Report:

None.

Librarian's Report:

Administrative Librarian Savage presented her written report. She discussed available trustee courses necessary for per capita grant and credit given for attendance at Illinois Library Legislative Day in Springfield. Administrative Librarian Savage distributed copies of the HAPLAR Report. Increasing staff coverage was also discussed.

Correspondence:

Administrative Librarian Savage passed out numerous copies of thank-you's from staff and a note from Mr. Charles Richards.

Budget & Finance:

None.

Policy:

Trustee Meyer moved, Trustee Roscich seconded, to accept and attach Addendum I: Slips, Trips and Falls & Addendum II: Manual Handling to the Personnel Policy as advised by the insurance company. On voice vote, the motion carried unanimously.

Publicity:

None.

Building and Grounds:

Report deferred to Old Business.

Personnel:

None.

Friends of the Library Liaison:

Trustee Eden reported the Friends met on January 11 and reviewed the "Christmastime in Palos" event. It was estimated they made approx. \$900. The Annual Magazine & Book Sale will be February 3rd & 4th. Country House Restaurant will donate 40% of the restaurant bill with coupon to the Friends of the Library. Trustee Eden mentioned they are looking for other fundraising ideas.

City Council Liaison:

None.

Local History:

None.

Long Range Planning:

None.

Old Business:

HVAC Demand Letters - Replies were received from Engberg Anderson Design Partnership and from Nicolas & Associates. Trustee Petrosino proposed a follow-up letter with a specific list of problems to all concerned parties. Further action was referred to the Building & Grounds Committee.

New Business:

Amnesty Day/Week - Administrative Librarian Savage discussed previous Amnesty times. Trustee Roscich moved, seconded by Trustee Petrosino, to hold an Amnesty Week in 2006, to be publicly announced later.

Non-Resident Program Attendance - The policy was clarified that library programs are for Palos Heights residents only, for both Adult and Youth Programs.

PLA Conference Request - Per Personnel Policy, Administrative Librarian Savage asked to attend the PLA Conference in Boston in March. Trustee Roscich moved, seconded by Trustee Murney, authorizing her attendance. On a voice vote, the motion carried unanimously.

Appointment of Ethics Officer - President Barista announced the appointment of Trustee Lawler as the Ethics Officer.

Executive Session:

Trustee Muller moved and Trustee Petrosino seconded, to go into executive session to discuss the Administrative Librarian's evaluation at 8:20 p.m. On a voice vote, the motion carried unanimously. Administrative Assistant Ondriska was asked to leave.

Return to Regular Session:

At 8:53 p.m., Trustee Meyer moved, Trustee Roscich seconded to return to regular session.

Adjournment:

Trustee Meyer moved, Trustee Lawler seconded to adjourn the meeting. On a voice vote, the motion carried unanimously. President Beth Barista adjourned the meeting at 8:54 pm.

Patricia Muller

Secretary