

**PRAIRIE TRAILS PUBLIC LIBRARY DISTRICT
JANUARY 10, 2008
REGULAR BOARD MEETING
MINUTES**

President Rokaitis called the meeting to order at 7:30PM

1. ROLL CALL

TRUSTEES PRESENT

ANITA BYRNE
ANN TROVATO
KENNETH TWADDELL
MICHAEL VALERIO
CLAUDIA ROBUCK
DIANE SHIELDS
JAMES ROKAITIS

LIBRARIAN PRESENT

RUTH FAKLIS

ALSO PRESENT:

REAVIS STUDENTS

2. PLEDGE OF ALLEGIANCE

The Board, led by President Rokaitis, recited the Pledge.

3. MINUTES

MOTION WAS MADE BY TRUSTEE SHIELDS TO APPROVE AND PLACE ON FILE THE MINUTES OF THE REGULAR BOARD MEETING AND TRUTH IN TAXATION PUBLIC HEARING FROM DECEMBER 13, 2007. MOTION WAS SECONDED BY TRUSTEE ROBUCK

CORRECTION:

Page 3 #12 correct spelling of *adjournment*.

MOTION PASSED UNANIMOUSLY WITH A ROLL CALL OF 7 AYES, VALERIO, TWADDELL, SHIELDS, TROVATO, ROBUCK, BYRNE and ROKAITIS. 0 NAYS.





4. AGENDA REVIEW

ADD

#7 Correspondence
Seratoma/Mardi Gras
Chamber of Commerce/Installation

5. LIBRARIAN'S REPORT

Director Faklis reported the following:

-  A list of Board meetings was sent to the newspapers for publication. The Director will not be present at the October 9, 2008 meeting; Sherri Starr will represent the Director. It was the pleasure of the Board to accept this proposal.
-  A report on the fines and fees received by the Library will be given to the Board at the February meeting. Credit cards can now be used to pay library fines. To date \$13,000 has been collected in fines.
-  It was noted that the Director has been with Prairie Trails Public Library eighteen (18) years, this year.
-  The maintenance levy and corporate levy have been filed at the County Building.

6. FINANCIAL REPORT

A. Payroll and Operating Expenditures

MOTION WAS MADE BY TRUSTEE SHIELDS TO ACCEPT AND PLACE ON FILE THE FINANCIAL REPORT AND PAY THE BILLS. MOTION WAS SECONDED BY TRUSTEE TWADELL.

MOTION WAS PASSED UNANIMOUSLY WITH A ROLL CALL OF 7 AYES, ROBUCK, VALERIO, TWADELL, TROVATO, BYRNE, SHIELDS, AND ROKAITIS. 0 NAYS.

7. CORRESPONDENCE

A. Klein, Thorpe and Jenkins, LTD.

Letter announcing new members of the firm.

B. MLS Legislator's Breakfast-2/18/08

Michael Giometti, staff, will represent the Library at this breakfast.

Senators Mike Madigan and Louis Viverito have been invited as well as Mr. Flowers and Mr. Collins.

The Library Board was extended the invitation to attend the breakfast by the Director of PTPLD.

C. MLS Board President-response

A letter from MLS Board President was sent in response to PTPLD indicating that the MLS board shares the priorities as listed by the Director and Board of PTPLD

D. OLPL Board President-IMRF election

A congratulatory letter was received from the Oak Lawn Library Board President on the recent election of Ruth Faklis as Trustee to IMRF.

E. Seratoma/Mardi Gras

The Board was invited to attend the Mardi Gras, Saturday, Feb. 9, 2008 hosted by the Seratoma Club.

F. Burbank Chamber of Commerce/Installation of Officers

The Board was invited to attend the Installation of Officers to be held February 1, 2008.

Trustees Shield, Byrne and Robuck will attend.

8. COMMITTEE REPORTS

Building Committee-ACTION ITEM

A. Cleaning Services-Review of Proposals

Trustee Valerio reviewed and summarized the proposals and gave this information to the rest of the Board. There was a recommendation to consider Imperial Service. This company had all the requirements that the Board requested of a cleaning company.

MOTION WAS MADE BY TRUSTEE VALERIO TO ACCEPT THE PROPOSAL AND HIRE *IMPERIAL SERVICE* AS THE CLEANING SERVICE FOR THE LIBRARY. MOTION WAS SECONDED BY TRUSTEE SHIELDS.

In further discussion, it was recommended to keep log sheets on all work completed and not completed to be reviewed at the end of the contract year, and used for renegotiation of next year's contract.

A copy of the proposal will be supplied to all Board members.

MOTION WAS PASSED UNANIMOUSLY BY A ROLL CALL OF 7 AYES, TWADELL, VALERIO, ROBUCK, TROVATO, BYRNE, SHIELDS AND ROKAITIS. 0 NAYS.

B. Frank J. Kainrath, Building Commissioner

Payment sent for invoice received from the City of Burbank for Frank Novotny & Associates, Inc.

C. Frank Novotny & Associates, Inc.

Payment for invoice #2, project #04298, \$484.

9. OLD BUSINESS

A.

10. NEW BUSINESS

A. Audit Report-1st reading/review

The audit report was given to the Board for reading/review. The second reading and placing the report on file will be done at the February Board meeting.

A number of suggestions were made by the auditors and will be implemented by the Library staff.

B. PTPLD invitation for Legislator's Breakfast

See Correspondence.

C. ILA updates/workshop

It was noted that the husband of the Director of the Bridgeview Library, has passed away. A card of condolence was sent by PTPLD.

D. Miscellaneous and/or news articles of interest

A current list of sex offenders living in Burbank was given to the Board.

E. Burbank Cultural Art League-voting

The Board was encouraged to vote for their favorite paintings.

11. PUBLIC PARTICIPATION

Reavis High School government class-students observed the Board meeting. They did not actively participate in the meeting.

12. ADJOURNMENT

MOTION WAS MADE BY TRUSTEE BYRNE ADJOURN THE BOARD MEETING AT 8:00PM. MOTION WAS SECONDED BY TRUSTEE ROBUCK.

MOTION WAS PASSED UNANIMOUSLY WITH 7AYES, 0 NAYS.