

**Prairie Trails Public Library District
March 13, 2008
REGULAR BOARD MEETING MINUTES**

Trustee Rokaitis called the regular board meeting to order at 7:29 p.m.

1. ROLL CALL

TRUSTEES PRESENT:	KEN TWADELL JIM ROKAITIS CLAUDIA ROBUCK MIKE VALERIO ANN TROVATO ANITA BYRNE DIANE SHIELDS
LIBRARIAN PRESENT:	RUTH FAKLIS
ALSO PRESENT:	REAVIS STUDENTS MARY JANE O'BRIEN

2. PLEDGE OF ALLEGIANCE

3. MINUTES OF THE MEETING

MOTION WAS MADE BY TRUSTEE VALERIO TO APPROVE THE MINUTES OF THE FEBRUARY 14, 2008 MEETING; SECONDED BY TRUSTEE BYRNE. MOTION PASSED UNANIMOUSLY WITH A ROLL CALL OF 7 AYES; 0 NAYS; 0 ABSENT.

4. AGENDA REVIEW

We will go into executive session over the Policy Proposal. Also, add G. New Business - Burbank Chamber of Commerce

5. LIBRARIAN'S REPORT

Director Faklis reviewed the following:

- We had our department head meeting today discussing working on staff job descriptions.
- We are getting the most circulation on Tuesday and Thursday according to library statistics.
- We have collected over \$3,000 for overdue fines for the library from our collection service.
- Jackie is planning for upcoming summer programs for youth services.
- Our library hosted the teacher in-service day for Burbank schools.
- Mary Jane O'Brien's program with author John Ruane was successful with over 100 patrons in attendance.

6. FINANCIAL REPORTING

MOTION TO PAY BILLS AND PLACE ON FILE WAS MADE BY TRUSTEE TROVATO AND SECONDED BY TRUSTEE SHIELDS WITH A ROLL CALL VOTE OF 7 AYES; 0 NAYS; 0 ABSENT.

7. CORRESPONDENCE

- We received a letter of thanks from Gerber/Hart Library.
- Green Hills Library will be having a dedication on April 5, 2008 which all trustees are invited to attend.
- Klein, Thorpe & Jenkins responded to the two questions Director Faklis had regarding service dog usage in the library.

8. COMMITTEE REPORTS

We had a visit from Brodart to get an estimate on proposed furniture purchases.

MOTION WAS MADE BY TRUSTEE TROVATO AND SECONDED BY TRUSTEE BYRNE TO WAIT FOR EXECUTIVE CLOSED SESSION TO HAVE A POLICY COMMITTEE DISCUSSION WITH A ROLL CALL VOTE OF 7 AYES; 0 NAYS; 0 ABSENT.

9. OLD BUSINESS

MLS has a board vacancy if any trustee would like to run for the MLS Board.

10. NEW BUSINESS

- We recently had an adult expelled from the library for use of profanity.
- On June 6, 2008 we will be attending a staff in-service day hosted by Chicago Ridge Library.

MOTION OF ACTION WAS MADE BY TRUSTEE BYRNE AND SECONDED BY TRUSTEE ROBUCK FOR STAFF REIMBURSEMENT OF IN-SERVICE DAY AT CHICAGO RIDGE LIBRARY WITH A ROLL CALL VOTE OF 7 AYES; 0 NAYS; 0 ABSENT.

- An updated sex offender list was passed out
- Please vote for the Burbank Cultural Art League
- We had a Burbank Chamber of Commerce meeting on March 11, 2008; we will be putting together bags for the chamber. Trustee Shields spoke asking Director Faklis to write a letter to put together a "Business After Hours" party at our library in which the Chamber of Commerce will pay the cost.

11. PUBLIC PARTICIPATION

None

(#8) COMMITTEE REPORT – BY MOTION

MOTION TO GO INTO EXECUTIVE SESSION FOR THE PURPOSE OF: C-8 SECURITY PROCEDURES AND THE USE OF PERSONNEL AND EQUIPMENT TO RESPOND TO AN ACTUAL, A THREATENED, OR A REASONABLY POTENTIAL DANGER TO THE SAFETY OF EMPLOYEES, STUDENTS, STAFF OR PUBLIC PROPERTY; WAS MADE BY TRUSTEE VALERIO AND SECONDED BY TRUSTEE ROBUCK WITH A ROLL CALL VOTE OF 7 AYES; 0 NAYS; 0 ABSENT.

Executive Minutes in sealed envelope

THE BOARD EXITED EXECUTIVE SESSION AT 8:10 P.M. WITH A MOTION MADE BY TRUSTEE SHIELDS AND SECONDED BY TRUSTEE BYRNE WITH A ROLL CALL VOTE OF 7 AYES; 0 NAYS; 0 ABSENT.

MOTION TO APPROVE FIRST READING OF THE PROPOSED POLICY WAS MADE BY TRUSTEE ROBUCK AND SECONDED BY TRUSTEE BYRNE WITH A ROLL CALL VOTE OF 7 AYES; 0 NAYS; 0 ABSENT.

12. ADJOURNMENT

MOTION TO ADJOURN AT 8:12 P.M. WAS MADE BY TRUSTEE TROVATO AND SECONDED BY TRUSTEE VALERIO WITH A ROLL CALL VOTE OF 7 AYES; 0 NAYS; 0 ABSENT.