

**Prairie Trails Public Library District
August 13, 2009
REGULAR BOARD MEETING MINUTES**

Trustee Rokaitis called the regular board meeting to order at 7:30 p.m.

1. ROLL CALL

TRUSTEES PRESENT:	JAMES ROKAITIS KEN TWADDELL CLAUDIA ROBUCK ANITA BYRNE ANN TROVATO MICHAEL VALERIO DIANE SHIELDS
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DIRECTOR PRESENT:	RUTH FAKLIS
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2. PLEDGE OF ALLEGIANCE

3. MINUTES OF THE MEETING

MOTION WAS MADE BY TRUSTEE BYRNE TO APPROVE THE MINUTES OF THE JULY 9, 2009 MEETING; SECONDED BY TRUSTEE ROBUCK WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: TWADDELL, ROKAITIS, ROBUCK, BYRNE, VALERIO, TROVATO, SHIELDS

NAYS: NONE

4. AGENDA REVIEW

Add C. Employee List; and D. Illinois Official Commission Cards under Old Business. Under New Business add C. Board member introductions; D. Criminal background checks; and E. New employee physicals.

5. LIBRARIAN'S REPORT

Director Faklis reviewed the following:

- The construction is occupying a lot of staff time so far. Some of the soundboard panels were not matching. The Board thanks Trustee Valerio for helping with overseeing the construction project.
- We are interviewing for Youth Services Assistants (2/PT), Circulation Clerk (1/PT), and Page (1/PT) position.

- Circulation is 180,504; which means we were up the entire year even during construction.
- Mary Ann Reho had 40 people signed up in her adult reading program – a record!
- Kim Scott broke records with 500 in attendance for summer reading with over 120 volunteers and 9,300 books read between the adult and children’s programs.
- The Illinois State Library informed that all systems will take a 16% budget cut.
- Kim Scott was denied an LSTA grant due to the ISL budget cuts.

6. FINANCIAL REPORTING

MOTION TO PAY BILLS AND PLACE THEM ON FILE WAS MADE BY TRUSTEE TROVATO AND SECONDED BY TRUSTEE SHIELDS WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: TWADELL, ROKAITIS, ROBUCK, BYRNE, TROVATO, VALERIO, SHIELDS

NAYS: NONE

7. CORRESPONDENCE

- a. We are keeping Elyse Willis who was hired as a temporary summer employee in children’s until we get new hires.
- b. Past Trustee Jim Reeves sent the Board a thank you note.
- c. Ruth distributed a note from the sheriff’s office.
- d. We received a note from Magdalena Golec which the Board directed Ruth to respond back by saying ‘no thanks and wishing her well’.
(Trustee Twadell left the meeting at 7:53 p.m. and returned at 7:58 p.m.)

8. COMMITTEE REPORTS

- There were over 20 serious mistakes on this construction project which were handled by Ruth, Mike, and Flo.

9. OLD BUSINESS

- Trustee Rokaitis questioned our late policy for staff members, and our smoking, eating, and drinking policy for staff members.
- Trustee Robuck questioned our policy on library cards.
- IPLAR – Two trustees need to sign the cover sheet.
- Trustee Rokaitis would like the Board to receive the current salary and percentage list for staff.

10. NEW BUSINESS

1. Trustee Rokaitis requested that primary consideration of jobs be given to Burbank residents.
2. Trustee Rokaitis requested Ruth give us a brief biography on any new staff members if they are not able to come in and personally meet the Board to be introduced at a Board meeting following their start date.
3. a. Trustee Rokaitis requested every new person hired have a criminal background check before their hiring or offer of job to that individual. Ruth will have to work up a policy to that effect of hiring being contingent upon a criminal background check per Trustee Rokaitis.
b. Trustee Rokaitis also requested every new person hired have a TB skin-test and physical performed prior to hiring. Also have new employees sign and date their description to make sure they are in agreement with the job description they are hired for. Ruth will call our attorney and have his response prepared for the first reading in the September meeting.

11. MISCELLANEOUS

- A. An article regarding the Richton Park Library was distributed.

12. PUBLIC PARTICIPATION

None

13. ADJOURNMENT

MOTION TO ADJOURN AT 8:47 P.M. WAS MADE BY TRUSTEE TROVATO AND SECONDED BY TRUSTEE ROBUCK WITH A ROLL CALL VOTE AS FOLLOWS:
AYES: ROKAITIS, ROBUCK, TWADDELL, BYRNE, TROVATO, VALERIO, SHIELDS
NAYS: NONE