

**Prairie Trails Public Library District  
September 14, 2017  
REGULAR BOARD MEETING MINUTES**

1. The Board President called the meeting to order at 7:32 p.m.

**2. ROLL CALL/PLEDGE**

TRUSTEES PRESENT:	SCOTT BATZEL CLAUDIA ROBUCK ANN TROVATO ANITA BYRNE DIANE SHIELDS DAVID VIVERITO @ 7:47 P.M.
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TRUSTEES ABSENT:	MIKE VALERIO
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DIRECTOR PRESENT:	MARY ANN LEMA
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ALSO PRESENT:	REAVIS H.S. STUDENTS
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**3. REGULAR MINUTES**

MOTION TO APPROVE THE REGULAR MEETING OF AUGUST 10, 2017 MEETING WAS MADE BY TRUSTEE SHIELDS, SECONDED BY TRUSTEE ROBUCK WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: ROBUCK, SHIELDS, TROVATO, BATZEL, BYRNE

ABSENT: VALERIO, VIVERITO

ABSTAIN: NONE

**4. AGENDA REVIEW**

- None.

**5. LIBRARIAN'S REPORT**

- Director Lema and Assistant Director Starr attended a SWAN quarterly meeting last week; we are going to have a credit card swipe for circulation.
- The phones are being worked on for the new system by Gerardo and Marcin.
- Neena Nagpal has done outreach, school visits, and attended a back to school rally at Liberty School for youth services department.

**6. FINANCIAL REPORTING**

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

AYES: BATZEL, ROBUCK, TROVATO, BYRNE, SHIELDS

NAYS: NONE

ABSENT: VALERIO, VIVERITO

## **7. CORRESPONDENCE**

- The Klein, Thorpe, Jenkins Property Tax Exemption Certificate was distributed; we did not receive any tax bills this year.

## **8. COMMITTEE REPORTS**

- Trustees Valerio and Batzel spoke by phone about the air unit condenser and the options for fixing it.

MOTION TO GO WITH OPTION ONE FROM AMBER MECHANICAL WAS MADE BY TRUSTEE SHIELDS, SECONDED BY TRUSTEE TROVATO WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: BATZEL, ROBUCK, TROVATO, BYRNE, SHIELDS

NAYS: NONE

ABSENT: VALERIO, VIVERITO

- We have to do the Backflow Certification annual inspection with Stickney Township Water District which we will make an appointment for.
- The server room air conditioner inspection was done.
- We are requesting a date to meet for the policy committee to review the policy.

## **9. OLD BUSINESS**

MOTION TO APPROVE THE BUDGET AND APPROPRIATIONS WAS MADE BY TRUSTEE TROVATO, SECONDED BY TRUSTEE BATZEL WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: BATZEL, ROBUCK, TROVATO, BYRNE, SHIELDS

NAYS: NONE

ABSENT: VALERIO, VIVERITO

MOTION TO APPROVE THE MAINTENANCE LEVY WAS MADE BY TRUSTEE TROVATO, SECONDED BY TRUSTEE BATZEL WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: BATZEL, ROBUCK, TROVATO, BYRNE, SHIELDS

NAYS: NONE

ABSENT: VALERIO, VIVERITO

MOTION TO APPROVE THE ESTIMATE OF REVENUES WAS MADE BY TRUSTEE ROBUCK, SECONDED BY TRUSTEE SHIELDS WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: BATZEL, ROBUCK, TROVATO, BYRNE, SHIELDS

NAYS: NONE

ABSENT: VALERIO, VIVERITO

- Director Lema discussed reaching out to patrons by outreach program.
- At 7:47 p.m., Trustee Viverito arrived to the meeting.
- Director Lema contacted Knutte and Associates who will be here on October 16, 2017 for the audit.
- The rate went up for our Blue Cross/Blue Shield insurance policy.
- No one will be attending the ILA conference this year.

#### **10. NEW BUSINESS**

MOTION TO RENEW THE BLUE CROSS BLUE SHIELD INSURANCE POLICY WAS MADE BY TRUSTEE ROBUCK, SECONDED BY TRUSTEE VIVERITO WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: BATZEL, ROBUCK, TROVATO, BYRNE, VIVERITO, SHIELDS

NAYS: NONE

ABSENT: VALERIO

- Director Lema distributed the Illinois State Library per capita grant requirements.

MOTION TO APPROVE DIRECTOR LEMA TO ATTEND THE PLA CONFERENCE IN PHILADELPHIA IN MARCH 2018 WAS MADE BY TRUSTEE SHIELDS, SECONDED BY TRUSTEE BATZEL WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: BATZEL, ROBUCK, TROVATO, BYRNE, VIVERITO, SHIELDS

NAYS: NONE

ABSENT: VALERIO

#### **11. MISCELLANEOUS**

- None.

#### **12. ADA REVIEW**

- None

#### **13. CLOSED SESSION**

- We entered into closed session at 7:55 p.m.

#### **14. PUBLIC PARTICIPATION**

- None

#### **15. ADJOURNMENT**

MOTION TO ADJOURN MEETING AT 8:05 P.M., WAS MADE BY TRUSTEE BATZEL; SECONDED BY TRUSTEE TROVATO WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: BATZEL, ROBUCK, TROVATO, BYRNE, VIVERITO, SHIELDS

NAYS: NONE

ABSENT: VALERIO