

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

1. The Board President called the meeting to order at 7:30 p.m.

2. ROLL CALL/PLEDGE

TRUSTEES PRESENT:	CLAUDIA ROBUCK ANN TROVATO MIKE VALERIO ANITA BYRNE SCOTT BATZEL
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TRUSTEES ABSENT:	DIANE SHIELDS DAVID VIVERITO
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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 NOVEMBER 9, 2017 MEETING WAS MADE BY TRUSTEE TROVATO, SECONDED BY TRUSTEE VALERIO WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: BYRNE, TROVATO, VALERIO

ABSENT: SHIELDS, VIVERITO

ABSTAIN: BATZEL & ROBUCK

4. AGENDA REVIEW

- Under Correspondence, add Newsletter from Klein, Thorpe and Jenkins; and Cook County Board of Review letter.

5. LIBRARIAN'S REPORT

- Director Lema filed the Levy.
- We had our annual in-service day and did a CPR training and a Webinar. We met with Detective Hernandez for active shooter training.
- Dorothy, Sheri and Mary Ann will attend the Chamber Installation Dinner in February. Director Lema will be sworn in on the Chamber Board to represent the library.
- We held a retirement party for Dan Kloepper.

- Neena Nagpal started an outreach program at Panera and does story time at the Oak Lawn Panera Bread; and staff member Haley Sabo does 'Anime' club.
- Marcin Truty and Gerardo Castorena are working on the phone network.
- Sheri Starr has been working with a website designer; which Director Lema showed an A/V presentation to demonstrate.

6. FINANCIAL REPORTING

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

AYES: ROBUCK, TROVATO, VALERIO, BYRNE, BATZEL

NAYS: NONE

ABSENT: SHIELDS, VIVERITO

7. CORRESPONDENCE

- We received a letter of intent to be a Trustee from R. Naser, and A. Dominguez.
- We received an email requesting filming to be done in our library from a filmmaker/Burbank resident C. Kurkowski on a Sunday for around 10 hours. Director Lema will see if the filmmaker is available to attend the next meeting. Trustee Batzel did request for a small amount of staff to be on duty if approval is given.
- We received a letter from the Cook County Board of Review regarding Best Buy appealing the taxes, which we gave our attorney.
- The monthly newsletter from Klein, Thorpe and Jenkins was distributed.

8. COMMITTEE REPORTS

- The actuator was replaced in the heating system. We need to update the electronic thermostat.

MOTION TO APPROVE THE PURCHASE OF A PANEL CONTROL WAS MADE BY TRUSTEE VALERIO, SECONDED BY TRUSTEE BATZEL WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: ROBUCK, TROVATO, VALERIO, BYRNE, BATZEL

NAYS: NONE

ABSENT: SHIELDS, VIVERITO

9. OLD BUSINESS

- The auditor submitted the final draft of the audit which was distributed and the proof of audit was filed.

- We meet all of the core requirements for RAILS.

MOTION TO APPROVE THE POLICY MANUAL WAS MADE BY TRUSTEE ROBUCK, SECONDED BY TRUSTEE BATZEL WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: ROBUCK, TROVATO, BYRNE, BATZEL, VALERIO

NAYS: NONE

ABSENT: SHIELDS, VIVERITO

10. NEW BUSINESS

MOTION TO APPROVE THE 2018 BOARD MEETING DATES WAS MADE BY TRUSTEE TROVATO, SECONDED BY TRUSTEE VALERIO WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: ROBUCK, TROVATO, BYRNE, VALERIO, BATZEL

NAYS: NONE

ABSENT: VIVERITO, SHIELDS

- We will conduct trustee interviews on January 4, 2018 at 7:00 p.m.

MOTION TO APPROVE A RESOLUTION ADOPTING A REVISED NON-DISCRIMINATORY AND ANTI-HARASSMENT POLICY INCLUDING SEXUAL HARASSMENT WAS MADE BY TRUSTEE ROBUCK, SECONDED BY TRUSTEE BATZEL WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: ROBUCK, TROVATO, BYRNE, VALERIO, BATZEL

NAYS: NONE

ABSENT: VIVERITO, SHIELDS

MOTION TO APPROVE THE ATTENDANCE OF CHAMBER INSTALLATION DINNER WAS MADE BY TRUSTEE VALERIO, SECONDED BY TRUSTEE TROVATO WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: ROBUCK, TROVATO, BYRNE, VALERIO, BATZEL

NAYS: NONE

ABSENT: VIVERITO, SHIELDS

11. MISCELLANEOUS

- Articles about Net Neutrality were distributed.

12. ADA REVIEW

- None

13. CLOSED SESSION

- None

14. PUBLIC PARTICIPATION

- None

15. ADJOURNMENT

MOTION TO ADJOURN MEETING AT 8:03 P.M., WAS MADE BY TRUSTEE TROVATO; SECONDED BY TRUSTEE VIVERITO WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: ROBUCK, TROVATO, BYRNE, BATZEL, VALERIO,

NAYS: NONE

ABSENT: VIVERITO, SHIELDS