

**Prairie Trails Public Library District  
October 12, 2017  
REGULAR BOARD MEETING MINUTES**

1. The Board President called the meeting to order at 7:31 p.m.

**2. ROLL CALL/PLEDGE**

TRUSTEES PRESENT:	SCOTT BATZEL CLAUDIA ROBUCK ANN TROVATO ANITA BYRNE DAVID VIVERITO MIKE VALERIO
TRUSTEES ABSENT:	DIANE SHIELDS
DIRECTOR PRESENT:	MARY ANN LEMA
ALSO PRESENT:	REAVIS H.S. STUDENTS

**3. REGULAR MINUTES**

MOTION TO APPROVE THE BUDGET AND APPROPRIATIONS, CLOSED SESSION AND POLICY COMMITTEE MEETINGS ALL AT ONCE WAS MADE BY TRUSTEE TROVATO, SECONDED BY TRUSTEE VALERIO WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: ROBUCK, VIVERITO, TROVATO, BATZEL, BYRNE

ABSENT: SHIELDS

ABSTAIN: VALERIO

MOTION TO APPROVE THE REGULAR MEETING OF SEPTEMBER 14, 2017 MEETING WAS MADE BY TRUSTEE BATZEL, SECONDED BY TRUSTEE TROVATO WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: ROBUCK, VIVERITO, TROVATO, BATZEL, BYRNE

ABSENT: SHIELDS

ABSTAIN: VALERIO

**4. AGENDA REVIEW**

- 1. Correspondence – letter from Trustee Valerio.

**5. LIBRARIAN'S REPORT**

- Director Lema spent the past few days at the ILA conference at Tinley Park Library.
- Director Lema is working on Veteran’s Day programs with Donna Dukes in Adult Services; Senator Viverito will attend as well as the Reavis band.
- A window broke in youth service on a hot day; parts on the condenser are not ready yet.
- Director Lema filed the Budget and Appropriations and Maintenance Levy.
- We interviewed for a part time position for youth services.
- Staff member Shannon Fuhrman resigned for a full time position in Indiana.
- The new phone system is in and working well.
- Adult Services and Youth Services are working on Halloween programming.
- Neena Nagpal did school visits at Reavis, Maddock, and Fry and would like to do a Family Literacy program in November.

## **6. FINANCIAL REPORTING**

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

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

NAYS: NONE

ABSENT: SHIELDS

## **7. CORRESPONDENCE**

- The Klein, Thorpe, Jenkins monthly newsletter was distributed.
- We received the property tax repeal letter from the Department of Revenue.
- We received a letter of retirement from Trustee Valerio.
- We received a letter from the State of Illinois regarding audit practices and changes in submitting reports which we will give to our Auditor.

## **8. COMMITTEE REPORTS**

- Trustees Valerio spoke about the air conditioner and windows being replaced.

## **9. OLD BUSINESS**

- We meet all the core requirements for RAILS.
- The Auditor will be here Monday for our annual audit.

## **10. NEW BUSINESS**

- We have a list of all items updated for Industrial Appraisal.
- We will have early voting at the library on March 11 & 18, 2018 from 10am-4pm.

MOTION TO APPROVE EARLY VOTING FOR MARCH 2018 WAS MADE BY TRUSTEE BATZEL, SECONDED BY TRUSTEE VIVERITO WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: BATZEL, ROBUCK, TROVATO, BYRNE, VIVERITO, VALERIO  
 NAYS: NONE  
 ABSENT: SHIELDS

MOTION TO APPROVE TOM'S SNOW PLOWING CONTRACT WAS MADE BY TRUSTEE VALERIO, SECONDED BY TRUSTEE VIVERITO WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: BATZEL, ROBUCK, TROVATO, BYRNE, VIVERITO, VALERIO  
 NAYS: NONE  
 ABSENT: SHIELDS

MOTION TO APPROVE CLOSING OF THE LIBRARY FOR IN-SERVICE DAY ON DECEMBER 1, 2017 WAS MADE BY TRUSTEE TROVATO, SECONDED BY TRUSTEE BATZEL WITH A ROLL CALL VOTE AS FOLLOWS:

AYES: BATZEL, ROBUCK, TROVATO, BYRNE, VIVERITO, VALERIO  
 NAYS: NONE  
 ABSENT: SHIELDS

- This is the 1<sup>st</sup> reading of the policy manual revisions including addition of homebound services; and changes to DVD limits.
- Dorothy Adgent has been on the Board of the Burbank Chamber of Commerce and would like to no longer be the staff member representing the library; Director Lema will ask the Chamber if she can take her place.

**11. MISCELLANEOUS**

- None.

**12. ADA REVIEW**

- None

**13. CLOSED SESSION**

- None

**14. PUBLIC PARTICIPATION**

- None

## **15. ADJOURNMENT**

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

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

NAYS: NONE

ABSENT: SHIELDS