

**MINUTES  
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE PARK RIDGE PUBLIC LIBRARY HELD  
TUESDAY, JULY 19, 2016 AT 7:00 P.M. IN THE  
CITY HALL COUNCIL CHAMBERS, 505 BUTLER PLACE, PARK RIDGE, IL**

**CALL TO ORDER**

Mr. Egan called the meeting to order at 7:05 p.m.

**ROLL CALL**

**TRUSTEES PRESENT:** Joseph Egan, President; Robert Trizna, Vice-President; Patrick Lamb, Secretary; Karen Burkum, Michael Reardon, Judith Rayborn

**TRUSTEES ABSENT:** Stevan Dobrilovic, Charlene Foss-Eggemann, Berardino Parisi

**OTHERS PRESENT:** Janet Van De Carr, Library Director; Jodi Bemis Whitney, Angela Berger, Anastasia Daskalos, Linda Egebrecht, Gretchen Kottkamp, Parry Rigney, Laura Scott, Library Staff; Alderman Dan Knight, Park Ridge; Betty Henneman, Park Ridge City Clerk; Anne Lunde, Park Ridge Journal; Joshua Kiem, Richard Van Metre, Park Ridge residents

**ELECTION OF OFFICERS**

Mr. Egan made a

**MOTION:** to nominate Mr. Reardon, as President Pro-tem.

Mr. Trizna SECONDED the motion.

Voice vote.

MOTION CARRIED UNANIMOUSLY.

Mr. Egan reported that the Nominating Committee, of which he was a member with Mrs. Foss-Eggemann and Mr. Parisi, met on July 7, 2016 to discuss which trustees volunteered to serve as officers for the 2016-17 term. He explained that two officers have served two years so their time is up and one officer was not reappointed. The Committee agreed on the following slate of nominees for officers for the 2016-17 term:

President:	Robert Trizna
Vice President:	Berardino Parisi
Secretary:	Charlene Foss-Eggemann
Treasurer:	Michael Reardon

Mr. Egan made a

**MOTION:** to close the nominations for the slate of officers for the Library Board of Trustees for the 2016-2017 term.

Mr. Trizna SECONDED the motion.

Mr. Reardon asked if there were other nominations or comments from the floor. There being no other nominations from the floor, nor any comments from the public nor Board,

Roll call vote.

MOTION CARRIED UNANIMOUSLY.

Mr. Reardon solicited comments from the Board and public. Mr. Lamb stated he feels all of the nominees are all well qualified and will contribute administratively to the Board's effectiveness. There being no other nominations from the floor, nor any comments from the public nor Board,

Mr. Reardon made a

**MOTION:** to elect the following slate of officers for the 2016-2017 term:

President:	Robert Trizna
Vice President:	Berardino Parisi
Secretary:	Charlene Foss-Eggemann
Treasurer:	Michael Reardon

Mr. Lamb SECONDED the motion.

Roll call vote.

MOTION CARRIED UNANIMOUSLY.

Mrs. Van De Carr announced that Mrs. Henneman, Park Ridge City Clerk, is present this evening to swear in new Library Board Trustee, Karen Burkum. Mrs. Henneman performed the swearing in and the audience applauded and Mrs. Van De Carr welcomed Mrs. Burkum to the Board.

#### **CONSENT AGENDA**

Mr. Reardon MOVED to approve the Consent Agenda.

Mr. Egan SECONDED the motion

Roll call vote

MOTION CARRIED UNANIMOUSLY

#### **COMMENTS FROM THE GENERAL PUBLIC**

Mr. Trizna solicited questions from the general public on non-agenda items. There were no comments.

#### **SECRETARY'S REPORT**

Mr. Lamb circulated two folders of correspondence and reviewed the contents:

- Copy of the June 2016 issue of The Voice magazine, geared toward "Library Trustees, Advocates, Friends, and Foundations", an ALA (American Library Association) publication.\
- Copy of a July 14, 2016 article from the Park Ridge Herald Advocate, Park Ridge Library Renovation Plans Advance to Next Stage and gave a brief summary of the actions being undertaken.

#### **TREASURER'S REPORT**

Mrs. Van De Carr reviewed the Treasurer's report and reported that the Year-to-Date Budget Report indicates that as of June 30 with 16% of FY16/17 completed, the Library has expended 13% of the operating budget and 14% overall. In regard to the Year-to-Date Budget Report, Mr. Trizna asked what she attributes the 12% over-budget in "Recruiting and Testing", to which Mrs. Van De Carr replied that this budget line item is for placing ads for positions as well as background checks and drug screening for all new hires. She added it is a matter of timing and what time of year there is turnover; and typically the Library stays below the \$2,500 budget.

In regard to page 35, Mr. Trizna asked where the \$22,856.52 in Per Capita Grant Funds is kept. Mrs. Van De Carr and Ms. Berger explained the management of Library funds.

Mr. Trizna stated the next item on the Agenda is the Per Capita Grant, to which Mrs. Van De Carr replied that the Per Capita Grant is part of the Consent Agenda, adding that page 35 shows the entire FY14/15 Per Capita Grant Fund as well as the balance as the Library expends funds from that account. Mrs. Van De Carr informed the Board that the Library recently received the check from the State for the FY15/16 Per Capita Grant, which is about \$22,000, and staff doesn't present a budget to the Board for that grant until all of the funds from the prior grant (FY14/15) are fully spent. In response to Mr. Trizna's question, Mrs. Van De Carr confirmed that the State provides the funds in the Per Capita Grant, which are based on the population of Park Ridge (per person/per capita) in the 2010 Census. Mr. Lamb asked if the \$22,856.52 on page 35 includes the new check just received, to which Mrs. Van De Carr stated no. The Board asked to have the new funds included in the next report.

In regard to the Technology Replacement Fund point on the agenda, Mrs. Van De Carr explained that every year the Library budgets funds for the Technology Fund so that when there are technology needs the Library has the funds available, like in the case of the current project of upgrading the local area network. Mrs. Van De Carr added that this year the transfer of \$100,000 will occur soon. Ms. Berger confirmed that the City hasn't transferred the \$100,000 as yet. In response to Mr. Trizna's question, Mrs. Van De Carr explained that in the late 1990's when the City and Library began adding a lot of technology the City decided that the best way to manage upgrades would be to proactively put money aside to be prepared for technology expenditures and every year the Library puts aside an amount into the Fund, adding that the City also has the same type of fund although theirs is much larger than the Library's. She added that last year \$75,000 was budgeted for the Technology Replacement Fund, but looking toward the future with the Library improvements, the LAN upgrade, and possible RFID (Radio Frequency Identification System) technology, it was decided to budget \$100,000 this year so that sufficient funds will be in the account. Mrs. Van De Carr explained that typically the City conducts the budget transfer after the City closes the fiscal year and the audit of the previous year is complete. Mr. Trizna stated his concern is some average citizen may look at this report, we see that we have \$323,997.48 when in fact should have \$423,997.48. Alderman Knight stated that the timing of making an accounting entry is no big deal. Mr. Egan stated however it assists the Board in knowing where the Library sits in regard to the budget. Mr. Trizna asked that a footnote be added to this report to indicate that there will be \$100,000 coming from the City.

Acknowledged in the packet were gifts to the Library Restricted Fund by Pfenninger, Ross, Twentieth Century Club, and Villacci, a Buy-A-Brick donation by MacMahon, and an anonymous donation to the Endowment Gift Fund.

Mrs. Van De Carr reported that on page 42 is the Fines and Fees Revenue History report which, at two months into the year, indicates that year to date \$12,696.50 has been collected, which is down 16% from last year. Mr. Trizna stated he believes that not only should the Library track the amount of fines collected, but how much in fines is outstanding, adding that he believes the Library doesn't want to collect fines as much as it wants to get the borrowed materials back in the door so that more people can use them. Mr. Trizna added he would like to see more detail in this report and solicited input from the other Trustees.

Mrs. Van De Carr added that there are several factors that are impacting the declining revenue: circulation declined 1.3% and the Library is seeing a decline specifically in the circulation of DVDs and video games – because these incur a fine of one dollar a day and fewer are circulating, this has a significant impact on the amount of late fees received. In addition, the Library has added additional email reminders to our patrons to encourage the prompt return of their borrowed materials – an email is sent two days before an item is due and then another email is sent on the day the item is due – these reminders are working and the result is fewer late fees incurred compared to the past. Mrs. Van De Carr added that additionally, the Library circulates a small but significant number of digital materials that automatically return themselves and they incur no late fees at all, unlike the physical materials they have replaced. She added she believes these are the contributing factors to

the decrease in fines and fees revenue. Mr. Lamb stated that in regard to Mrs. Van De Carr's email, only certain staff have the ability to waive fines and only under special circumstance.

Mrs. Van De Carr stated staff have been looking at the system to see what kind of reports are available and added that, as she understands it the Board would like us to add to this report what amount of outstanding fines are indicated by the system. Mr. Trizna suggested: amount of fees incurred, fees paid, and fees forgiven, since as far as he knows the amounts forgiven aren't being tracked and maybe this decline can be explained in part by the amount of fines forgiven.

### **LIBRARY DIRECTOR'S REPORT**

Mrs. Van De Carr stated that the statistical reports begin on page 43 of the packet. June circulation was up over last year by approximately 3,300 items, and year-to-date circulation for June 2016 was higher than year to date as of June 2015 by approximately 2,500 items. Mr. Trizna noted that page 43 indicates that circulation is up for the third year in a row for June and the year-to-date circulation is higher than both of the last two years and he asked Mrs. Van De Carr if she has any reason for this increased circulation because he'd like to commend somebody for managing against the curve.

Mrs. Van De Carr replied that she believes there are several factors, one of which is the successful referendum which allowed the Library to restore the budget for purchasing materials. Staff have returned to purchasing more of the popular materials in response to patron input via the customer surveys; also staff have added additional e-books to our collections. With the growth of the collections in response to specific patron requests, the Library has more of the popular items people are looking for. Also, the Library has seen a significant increase in the circulation of juvenile fiction, which coincides with the merchandising that the children's department is doing with their *Books On The Go* program, among other initiatives they've implemented in the last year.

Mr. Trizna stated that when he and Mrs. Foss-Eggemann manned the Library table at the recent *Canopies on Courtland* business event during the Taste of Park Ridge, at least two people said that they wondered why we didn't have more copies of books on the New York Times bestsellers list. He added that when asked, that was the only thing that they indicated was something that they thought would improve the Library. Mrs. Van De Carr stated that one of Mr. Egan's friends was at the Nominating Committee meeting and she also mentioned that we don't have any of the New York Times best sellers and what she meant was we don't have them on the shelf when she wants to read them. Mrs. Van De Carr asked Ms. Scott, Reader Services Manager, for the New York Times list from July 17 and the Library has a good number all the titles, and in multiple formats. Ms. Scott reported that she ran a list of the top 20 fiction and non-fiction titles on the New York Times list and the Library owns copies of every single book. Patrons may not realize that if they put a "hold" on the book it may have been recently returned and may be on its way back to being placed on the shelves. Ms. Scott explained that staff monitor the "hold"/waiting lists and if the number of people waiting on a book gets lengthy staff will purchase additional copies; adding that staff want patrons to find what they are looking for. Mrs. Van De Carr explained the process of holds and added that one of the comments she heard was that the person 'can always find these books on the shelf at neighboring libraries' and Mrs. Van De Carr explained that may be a reflection of different reading habits in other communities and the fact that both Niles and Des Plaines libraries have significantly larger budgets than Park Ridge for materials. Mr. Trizna added that ironically, a number of people who said they were from Des Plaines or Niles stated that they specifically come to this Library because they find the selections are better, they find the service is better, etc. and we were delighted about that – it was great to hear. Ms. Scott explained how staff determine how many copies of best-seller books are purchased.

Mr. Josh Kiem, Park Ridge resident – commented that it very interesting to hear about hold ratios, etc. He suggested putting it in an article in the Library newsletter regarding how staff choose titles to purchase for the collections, etc.

Mr. Richard Van Metre, Park Ridge resident, former Library Board member – stated that Mr. Trizna was referring to the idea that there might be a rule of thumb that libraries use to decide what titles to purchase that appear on the New York Times Bestseller List. He stated that weekly the Chicago Tribune publishes the New York Times Bestseller List and the Chicago Bestseller List, and they're quite different. He suggested the Park Ridge Public Library key their purchasing to the Chicago Bestseller List to better reflect the reading habits of Park Ridge residents. Mr. Van Metre stated that it might be best to rely on the professional abilities of the Library professionals that are on staff to make the determination of what items to put on the shelves.

Mr. Trizna replied that the people he spoke with at the *Canopies on Courtland* didn't ask about titles on the Chicago Bestseller List, they specifically asked about titles on the New York Times Bestseller List, and since this is library science not library art he assumed there is a scientific component to the process and that's the only reason he asked the question.

Mrs. Van De Carr directed the Board to page 49, and reported that virtual visits to the Library in June were down 8% for the month compared to June 2015; in-house computer use had 35 more uses compared to June 2015, and Wi-Fi sessions went up 14% in June. Mrs. Van De Carr explained that many people bringing their own devices to the Library and use the Library's Wi-Fi system.

The charts on page 47 show that Library visits were higher than June in each of the last two years, Year-to-Date Library visits were also higher than year-to-date for each of the last two years, as was June program attendance. Mr. Trizna noted that on page 47, this year's program attendance was 1,000 visits higher than last year and asked specifically why that was, to which Mrs. Van De Carr replied that the Library held a Block Party on Sunday, June 26 at which there were 921 people. Mrs. Van De Carr stated that it was a fun event, and the Library will definitely host another again; everyone had a great time. She stated that there are some photographs from that day in her written report. Mrs. Van De Carr added there were a number of programs in June with large attendance.

In regard to the "Business Use Fees" chart on page 49, Mr. Trizna asked that the chart indicate the number of individual "uses" in addition to the total fees collected, in order to see if the number is increasing or decreasing.

Mr. Van Metre – made some comments regarding the tutor policy and tutors in the Library. He stated his belief that in regard to "results" of the Park Ridge Library's tutoring policy, it is that tutoring in other libraries has increased significantly. Mr. Van Metre spoke at length about the importance of tutors being able to use libraries.

Mr. Lamb responded to Mr. Van Metre's comment, stating that he agrees with some of Mr. Van Metre's comments but it is time to move on from this subject; it's not on the table at this time. Mr. Lamb told Mr. Van Metre that he appreciates his comments, adding there are other issues that directed us and moved us to make the decision that was made.

Ms. Burkum noted that looking at the chart on page 49 for "Business Use Fees" and the number of users, the chart shows March through June, this would be the end of a school year and it would be better to look at the numbers beginning in August, September and going forward.

Mrs. Van De Carr reported that in regard to the outreach statistics on page 51, the difference between June 2015 and June 2016 is that this year the summer reading clubs started earlier than they did in the 2015 and staff started their school visits in May. Looking at the year-to-date statistics will give a more accurate picture of what staff did this fiscal year; they actually saw 6,950 individuals in groups outside of the Library.

Mrs. Van De Carr reviewed the personnel report, stating three people departed the Library, three joined the Library, and two new volunteers began assisting in Reader Services.

Mrs. Van De Carr noted that rather than giving the Board a calendar with attendance numbers on it, page 55 and 56 shows the chart of attendance at each program held in the Library during the month.

She explained that going forward this will be the format of this information, which is generated directly from the room reservation/program registration software rather than placing them on a calendar. The chart shows all of the same information, and in fact gives further details in regard to the type of event.

Mr. Trizna asked if the government reps pay to use the space they use for their constituent visits at the Library when their attendance is one or two people. Considerable discussion ensued regarding whether this is a “good idea”, what is the benefit and purpose of their visits, etc. Mr. Lamb stated his belief that, the library being a community library and they being part of the representative our community, it is more than appropriate place for them to occasionally be someplace it’s convenient for them. It provides access in general to the community to know that a representative will be there once a month in a neutral location. Mr. Lamb added that providing these government representatives a venue is certainly more than appropriate – and they are not a program. Mr. Trizna stated he’s looking at maximizing the use of the facility and use by the community. Mr. Lamb voiced his disagreement and stated he expects staff to monitor what rooms are available and to make a judicious decision regarding the best use of the space as opposed to in a blanket way saying “this is inappropriate”. Mr. Egan stated he doesn’t view these office times as a program, and there is no staff time to develop this. Ms. Kottkamp stated that the Government representatives are using study rooms, not program rooms, just like other patrons use those rooms. The representatives tend to use the rooms in the morning and it hasn’t been an issue. Mr. Egan stated he views this as an opportunity for our citizens to get the ear of our politicians, so he views it as a nice service and is in favor of continuing it even with this limited use. Mrs. Rayborn and Mr. Reardon stated that they concur with Mr. Egan. Ms. Burkum stated she concurs and she sees this as a public service for residents. Mr. Egan stated if they’re in there politicking that’s a different matter. Mrs. Van De Carr stated that they are bound legally to not be politicking and they wouldn’t be permitted to do that. She added that it’s not even the politicians themselves who are in the Library, it is staff from their office. Ms. Kottkamp added that they put out brochures regarding consumer interest items.

In regard to the program attendance chart on pages 55-56, Mr. Egan asked if a column with the day of the week can be added, as well as the time and that the header row be repeated on each page. Someone else asked for the times to be indicated. Mr. Trizna asked for the total number of available seats for each program in order to compare with the actual number attended. Mrs. Van De Carr explained that since staff are expected to work more efficiently, this chart is in lieu of the month-at-a-glance calendar that used to be provided in the packet. It is much easier for staff to generate the statistics from the room reservation and program registration software rather than placing them on a month-at-a-glance calendar. Having Ms. Bemis-Whitney create the calendar and insert the attendance and program data into the calendar took a significant amount of time. This new chart shows all the exact same information that was on the calendar and actually breaks it down in greater detail than what used to be seen. Mrs. Van De Carr added that she doesn’t want to go back to generating this calendar. Mrs. Van De Carr added she’s not sure how much the program can be tweaked or columns added, to which Ms. Berger explained that this detailed chart on pages 55-56 is a direct output from the program reservation system. She added that this detailed information is consolidated to create the “Library program attendance” summary and Daily Statistics chart on page 48. Mrs. Van De Carr added that staff isn’t creating that calendar for patrons in the old format either; in its place another program-generated calendar is printed directly from eEvents as well – which will be included in the packet starting in August. It includes the program titles and times along with the chart appearing on 55-56.

Mrs. Van De Carr reviewed the photos from the Block Party and of “World Knitting Day” which appear in her written report.

Mrs. Van De Carr announced to the trustees that the Annual Report is available at their seats and online. She encouraged them to review it, and bring any questions to the next Committee meetings. Mrs. Van De Carr explained that on page 7 is a pie graph of the circulation of library materials and in what proportion they have circulated over the years. Ten years ago 68% of what was circulated was books, five years ago 59% was books, and 61% was books in 2016. Mr. Trizna stated that at *Canopies on Courtland* every single youth that they asked ‘what’s your favorite thing about the

Library' and every single one without exception said "the books". Mrs. Van De Carr reported that on page 11 of the annual report is a report showing the different kinds of collections and how the numbers have shifted over the years.

Mr. Trizna stated that he was told by a patron that they weren't able to obtain the Board agenda and packets and they couldn't find them. Mrs. Van De Carr stated that was correct; after the new website launched staff discovered that anything new that was added was accessible, and the links for everything prior to June was not accessible, the links were broken. She put in a work ticket to American Eagle and they said they fixed the issue, but when she checked, the current items were inaccessible and the links were broken, so a new ticket was submitted this morning and they are working on correcting it. Mrs. Van De Carr stated that if you go to the Board Videos page the packets and agendas were placed there temporarily so that they could be accessed.

## **COMMITTEE REPORTS**

### **Planning & Operations:**

Mr. Trizna reported that the Committee discussed three items and the minutes in the packet speak for themselves. The Committee discussed Library Cards for Teachers, Revision of Policy IA17, Meeting Attendance via Electronic Means, and Update on Business Policy.

In regard to point #7 in Policy IA17, *Meeting Attendance via Electronic Means* Mr. Reardon made a suggestion to strike the word "absent" in two places where it appears since that implies, and to add the phrase "attending electronically" after the two appearances of the word "Trustee(s)" in the same paragraph. Mr. Lamb voiced his agreement.

Mr. Reardon made a

**MOTION:** to amend Policy IA17, *Meeting Attendance via Electronic Means* as explained.

Mr. Trizna seconded the motion.

Roll call vote: 6 Yay: Burkum, Egan, Lamb, Rayborn, Reardon, Trizna  
3 Absent: Dobrilovic, Foss-Eggemann, Parisi,

**MOTION PASSED UNANIMOUSLY**

In regard to point #2b in Policy IA17, *Meeting Attendance via Electronic Means* Mrs. Burkum stated she was absent from the Committee meeting and she takes issue with #2b "employment purposes or business of the Library" being changed to "public body". She stated she believes the reason for allowable attendance by electronic means should remain specific to business of the "Library" and not to any other public body; if you are a member of the Library Board and you can't make it to this Library Board meeting electronically or in person, then you are absent. Discussion ensued regarding the verbiage and Mrs. Van De Carr explained that the discussion at the Committee meeting was regarding whether it was "any" public body or that it had to be "a" public body. Mrs. Van De Carr explained that the wording in #2 is verbatim statutory language. Mrs. Burkum thanked Mrs. Van De Carr for the clarification.

Mr. Trizna solicited further comments or questions about the policy as it is now amended. Mr. Trizna invited Mr. Kiem to comment.

Mr. Kiem – commented that he believes it was good strategy to put the verbiage of this policy in line with the Statute. He added that this Board recently went through the nomination process for a seat on the Library Board, and he was a nominee; one of the questions was 'will you be able attend 75% of the Board meetings' and in his view that means physically being present at the meetings. The commitment to be on a local library board is a local commitment and while he appreciates that there are emergencies and illness and business trips, he believes if the Board finds that there are trustees who cannot

generally make the majority of the meetings there should be some discussion that they should be here. He added that ironically the Board spent time discussing constituent services in the Library but when you are doing something local and speaking to constituents here, you owe it to your constituents to be in the community. That's my only comment it's just an observation that although telepresence and telecommunications are great please remember that we are part of tight community here and for the public to see (the trustees) here in person is valuable. He thanked the Board for allowing him to comment.

Mr. Trizna commented on his ability to have greater control over his business schedule as opposed to other Trustees, such as Mr. Egan. On other boards he has served where many of the members were retirees which skews the board in a way that may not be representative of the people for whom they represent.

Mr. Van Metre – commented about virtual attendance and added that when he worked in data processing, any sentence that includes the word “virtual” can use the word “imaginary” and the sentence still works. He asked the Board to consider what would happen if everyone called in rather than attended in person.

Mr. Lamb clarified that the policy requires that a quorum of Trustees or Committee must be physically present throughout the scheduled meeting.

Mr. Trizna made a

**MOTION:** to approve Policy IA17, Meeting Attendance via Electronic Means as amended.

Mr. Egan seconded the motion.

Roll call vote: 6 Yay: Burkum, Egan, Lamb, Rayborn, Reardon, Trizna  
3 Absent: Dobrilovic, Foss-Eggemann, Parisi,

MOTION PASSED UNANIMOUSLY

#### **Communications & Development:**

Mr. Trizna reported that the Communications & Development Committee met however there are no action items. He solicited questions or comments about the minutes of that meeting. There were none.

#### **Building & Grounds:**

Mr. Trizna reported that the Building & Grounds Committee met however there were also no action items in that meeting. He solicited questions or comments about the minutes of that meeting.

Mr. Lamb asked Mrs. Van De Carr if the HVAC compressor is working. Mrs. Van De Carr replied that the one stage of the compressor that keeps the Children's Services department cool has failed and has to be replaced. In response to Mr. Egan, Mrs. Van De Carr added that it is keeping up with the heat so far but there is concern with the extreme heat this coming week.

#### **Personnel Committee**

Mr. Trizna reported that there are no action items from the Personnel Committee meeting. He solicited questions or comments about the minutes of that meeting. Mr. Egan stated he will be making a motion to move into Executive Session, to which Mr. Trizna stated that he would entertain that motion under the “new business” portion of the agenda.

## **FRIENDS OF THE LIBRARY**

Mrs. Van De Carr reported that the Friends had intended to hold a sidewalk book sale during the Taste of Park Ridge but they were unable to get enough volunteers so they were unable to hold that book sale.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

Mr. Egan stated he would like to make motion to go into executive session, pursuant to the Illinois Open Meetings Act 5 ILCS 122C1 to discuss a personnel matter, and then would adjourn from the executive session and resume the regular meeting solely for the purpose of the adjourning this meeting. The personal matter will be to continue the Board's discussion of the Library Director's performance review to finalize that.

Mr. Egan made a motion

**MOTION:** for the Board to move into Executive/Closed Session at the end of the current Board meeting to discuss a personnel matter.

Mr. Reardon **SECONDED** the motion.

Mr. Trizna solicited discussion by the Board. Mr. Trizna stated he will be voting "no" on the basis that as he understands it, the reason the Committee went into closed session, and he assumes the reason for this motion, is the opinion of the Library's attorney that section 11 of the Personal Records Review Act mandates this. He expressed his opinion that the language of section 11 of the Personal Records Review Act only protects written evaluations from disclosure in response to a FOIA (Freedom of Information Act) request and that going into closed session hides from the public how the trustees view the Director's employment and performance.

Mr. Lamb stated that he found that the language where it basically indicated that if a FOIA request was made one cannot disclose it, therefore he wonders why someone would need a FOIA request if it was a matter of public record. Mr. Trizna responded that it's a public record but you don't get public records simply by asking for them. The public record is available to someone only through a FOIA request unless it is published by the public body. Mr. Lamb stated he disagrees with the contradiction and so he will be voting "yes" if for no other reason than the Library attorney suggested that the Board is required to keep this matter private and until that is worked out further he believes it's prudent to do so.

There being no further discussion nor comments from the audience, Mr. Trizna requested a vote be taken on the **MOTION** on the table:

**MOTION:** for the Board to move into Executive/Closed Session at the end of the current Board meeting to discuss a personnel matter.

Mr. Reardon having **SECONDED** the motion.

## **ROLL CALL VOTE**

**MOTION PASSED** with vote:   5 Yay:   Burkum, Egan, Lamb, Rayborn, Reardon  
  1 Nay:   Trizna  
  3 Absent:   Dobrilovic, Foss-Eggemann, Parisi

Regular meeting **ADJOURNED TO CLOSED SESSION AT 8:45 p.m.**

Mrs. Van De Carr stated that at this point the camera and recorder will be turned off.

**CLOSED SESSION**

Closed Session CALLED TO ORDER at 8:53 p.m.

**ADJOURNMENT – CLOSED SESSION**

Mr. Egan MOVED to come out of Closed Session.

Mr. Trizna SECONDED the motion.

Voice vote. MOTION CARRIED UNANIMOUSLY.

Closed Session adjourned at 9:30 p.m.

**ADJOURNMENT**

Mrs. Rayborn MOVED to adjourn the Board meeting.

Mrs. Burkum SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 9:35 p.m.