

**MINUTES OF NOVEMBER 12, 2009
BUTTERFIELD PARK DISTRICT
MONTHLY BOARD MEETING**

President Kryger called the meeting to order at 7:05 p.m.

Upon roll call the following commissioners were present: Commissioner Jim Gavin, Lisa Saunderson , and Michael Kryger.

Commissioners excused: Commissioner Sandy Cosenza , Larry Montgomery.

Staff Present: Executive Director Harris, Deputy Executive Director Heitz, Superintendent of Recreation Savage, Recreation Program Manager Venuto, B/ASP Staff and Preschool Assistant Johnson, and Recording Secretary Holz.

Guests: N/A

OPEN COMMUNICATIONS/PUBLIC COMMENTS

N/A

RECOGNITION OF CARMINA JOHNSON

Commissioner Kryger recognized Carmina Johnson for her work at the district since 2006. She began as a lifeguard and swim instructor, continued on to be a B/ASP counselor, librarian, little explorers instructor, and teachers assistant in the preschool, and volunteers for many special events. Carmina was recognized for her talents and efforts in contributing to the success of our program, her enthusiasm, passion, dedication, and professionalism which makes the district what it is. To show appreciation Carmina was presented with a plaque, and a gift card.

ACCEPTANCE OF DISBURSEMENTS – OCTOBER 2009.

Commissioner Kryger made a motion to accept the Disbursements of October 2009; Seconded by Commissioner Gavin.

Discussion: N/A

Upon a roll call vote, the motion passed:

AYES: 3(Commissioners Gavin, Saunderson, Kryger)

EXCUSED: 2(Commissioner Cosenza, Montgomery)

ACCEPTANCE OF CHECK REGISTERS FOR OCTOBER 2009

Commissioner Kryger made a motion to accept the check registers for October 2009; Seconded by Commissioner Saunderson.

Discussion: N/A

Upon a roll call vote, the motion passed:

AYES: 3(Commissioners Gavin, Saunderson, Kryger)

EXCUSED: 2(Commissioner Cosenza, Montgomery)

APPROVAL OF CHECKS OVER \$2,500.00

Commissioner Saunderson made a motion to approve the checks over \$2,500.00; Seconded by Commissioner Kryger.

Discussion: Commissioner Kryger asked about our ADA funds. Deputy Executive Director Heitz explained we are implementing ADA Compliance to the Kensington improvement. A report on ADA improvement will be distributed at the January board meeting.

Upon a roll call vote, the motion passed:

AYES: 3(Commissioners Gavin, Saunderson, Kryger)

EXCUSED: 2(Commissioner Cosenza, Montgomery)

APPROVAL OF BOARD MEETING MINUTES

Table to approve the Board Minutes of October 8, 2009 at the January 14, 2010 Board Meeting.

APPROVAL OF EXECUTIVE SESSION MINUTES

Table to approve the Executive Session Minutes of October 8, 2009 at the January 14, 2010 Board Meeting.

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APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FOR PUBLIC VIEW- Nov. 15, 2007; March 13, 2008; Oct. 9, 2008; Nov. 13, 2008; April 16, 2009; May 14, 2009; May 28, 2009; June 4, 2009.

Commissioner Saunderson made a motion NOT to release the Executive Session Minutes for public view; Seconded by Commissioner Gavin.

Discussion: N/A

Upon a roll call vote, the motion passed:

AYES: 3(Commissioners Gavin, Saunderson, Kryger)
EXCUSED: 2(Commissioner Cosenza, Montgomery)

APPROVAL OF 2009 TAX LEVY

Commissioner Kryger made a motion to approve the 2009 Tax Levy; Seconded by Commissioner Gavin.

Discussion: Tentative Levy was discussed at October 8, 2009 meeting, no changes have been made.

Upon a roll call vote, the motion passed:

AYES: 3(Commissioners Gavin, Saunderson, Kryger)
EXCUSED: 2(Commissioner Cosenza, Montgomery)

STAFF REPORTS -

Recreation Superintendent Savage: Submitted a written report and gave a presentation recapping the summer camps and aquatic seasons of 2009.

Recreation Program Manager Venuto: Submitted her report in writing.

Preschool Director Murphy: Submitted her report in writing.

Maintenance Manager Nance: Submitted his report in writing.

Commissioner Kryger requested the maintenance report contain items of importance. Executive Director Harris stated we will be revising future reports to reflect significant items. Commissioner Saunderson would like to know the time frame for some of the tasks listed. Executive Director Harris stated we will be discussing the maintenance plan at the Building & Grounds Committee Meeting. Commissioner Saunderson asked if Maintenance Manager Nance attends the board meetings. Executive Director Harris explained that Maintenance Manager Nance will attend the Building and Grounds committee meetings but staff is not required to attend to Board Meetings.

ADOPTION OF BOARD CODE OF ETHICS

Commissioner Kryger made a motion to approve the Board Code of Ethics; Seconded by Commissioner Saunderson.

Discussion: Commissioner Saunderson discussed not engaging in private business and personal services between board members. In the past commissioners have hired staff and would like to make sure clarification is included. Deputy Executive Director Heitz said it is procedurally controlled. Commissioner Saunderson brought up the idea of hiring lifeguards to babysit board member children. Executive Director Harris stated that it needs to be handled on an individual basis, it can get complicated. Commissioner Saunderson would like it stipulated in writing that it is at the discretion of the director. Executive Director Harris explained that staff has to seek approval from the director to take on an additional part time job.

Commissioner Saunderson discussed a previous situation regarding the Cell Tower and conflicts of interest. Commissioner Kryger clarified conflict of interest has to have a legal conflict behind it. Deputy Executive Director Heitz inserted the words unavoidable and legal conflicts. Commissioner Saunderson brought up having our children work at the district. Commissioner Kryger clarified that board members cannot use their position to gain employment for their children.

Commissioner Kryger made a motion to approve the Board Code of Ethics with the revisions and edits; Seconded by Commissioner Saunderson.

Upon a roll call vote, the motion passed:

AYES: 3(Commissioners Gavin, Saunderson, Kryger)
EXCUSED: 2(Commissioner Cosenza, Montgomery)

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BOARD POLICY REVIEW/BOARD MANUAL

Commissioner Kryger made a motion to approve the policy board manual edits to section 1500, 1600; Seconded by Commissioner Gavin.

Discussion: Deputy Executive Director Heitz stated this is to approve the comments and adjustments from the prior meeting. Additional sections are Tabled to January 14, 2010.

Upon voice vote, the motion passed.

COMMITTEE REPORTS

Pool & Recreation – N/A. Next meeting scheduled for January 6th, 2010 @ 7:00 pm

Building & Grounds – N/A. Next meeting scheduled for January 6th, 2010 @ 6:00 pm

Finance/ Personnel– Submitted a report in writing. Next meeting scheduled for February 11th, 2010 @ 6:00 pm

NEDSRA – N/A

NEW BUSINESS

Executive Director Harris brought up outsourcing the Snack Bar Concession to a local community member. He has had a lot of experience with food service and concessions. He thinks it is worth looking into, it will free up staff to work on other areas. We would want him to stay at least a year and try this out. Executive Director Harris recommended not charging him rent otherwise he will be losing money, we want this to be successful. There will be limites do to our space and equipment. This will be discussed further at the Pool and Recreation Meeting. Executive Director Harris discussed our Cooperative basketball partnership. We would like to offer our gym as part of the program. Commissioner Saunderson stated that she is familiar with this matter and questioned how many participants would be involved. If it is a limited number of participants then we can go through with offering this. Originally the gym was to be kept for the resident's usage and not large rentals. Executive Director Harris will be table a request to purchase a quick cupler to water a large area; the cost would be \$4,000. We can table this until we can afford it.

EXECUTIVE SESSION

Commissioner Kryger made a motion to open executive session for purposes of personnel matters pursuant to 5 ILCS 120/2 (c) (1); Seconded by Commissioner Saunderson.

On Voice Vote, motion passed.

Executive session called to order at 8:16 pm.

Kryger made a motion to adjourn Executive Session and return to regular meeting; Seconded by Commissioner Saunderson.

On Voice Vote, motion passed.

Executive session ended at 9:20 pm.

ADJOURNMENT

At 9:20 p.m. Commissioner Kryger moved to adjourn; seconded by Commissioner Gavin.

On voice vote, motion passed.

PRESIDENT _____

BOARD SECRETARY _____

Respectfully submitted by Recording Secretary Karin Holz