

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
APRIL 16, 2015**

The regular meeting of the Northlake Public Library District Board of Trustees was called to order at 6:32 p.m. by President Orlando Rivera. Present were Board members: Salo, Wright, Efta, Rivera. Absent Board members: Gutierrez, Sydor. Also present were Sharon L. Highler, Library Director; and Mary Jane Garrett, Head of Technical Services.

The Board approved the agenda, with the exception of not needing an Executive Session, on a motion by Salo with a second by Efta.

AYES: All.

Minutes of the Board meeting of March 26, 2015, were read and approved on a motion by Wright with a second by Efta.

AYES: All.

6:36 p.m., Gutierrez arrived.

The Treasurer's Report of February 28, 2015, was read and accepted on a motion by Salo with a second by Wright. Roll call vote:

AYES: Salo, Gutierrez, Wright, Efta, Rivera.

NAYS: None.

ABSENT: Sydor.

President Rivera asked Highler where the library district has its savings. Highler reported that some of the accounts include those with Illinois Funds and with Illinois Institute Investors Trust.

The Board read and accepted the following: the Bills Paid/Payable Report for April 16, 2015; the Revenue and Expense Report for February of 2015; and the Statistical Circulation and Acquisitions Reports for March 2015. Bills Paid totaled \$0.00 this time because no bills were paid between March 26 and April 16. In a month with two payrolls, payroll expenses for the month are roughly \$50,000.00. In February, which included expenses for three pay periods, payroll, including insurance, etc., was \$75,993.13. The above reports were accepted on a motion by Salo with a second by Efta. Roll call vote:

AYES: Salo, Gutierrez, Wright, Efta, Rivera.  
NAYS: None.  
ABSENT: Sydor.

Bills paid: \$0.00.  
Bills payable: \$27,766.67.

The librarians' reports for March-April of 2015 were read by the Board. Highler described parts of her reports in more detail for the Board. The Edge assessment for our library district has just been sent in today (April 16). This measures our technology levels and knowledge, and how we are helping patrons to use technology. We will receive recommendations for improvement, plus data and marketing materials.

6:47 p.m., Susan Palos, a member of the public, arrived.

Highler reported that the HVAC pump has been repaired. This took much more time than expected, but we will not be charged for it, as we agreed in the contract. Several new gasket leaks were found and repaired.

The majority of Highler's time has been spent in evaluating and negotiating with the copier/printer companies about a rental contract. Toshiba was selected. Board members were each given a copy of the table summarizing the contract and equipment. The district is looking for someplace that will take the old machines (which are owned by the district) that are not being kept as backup.

The new financial software for the business office will be coming in. The SWAN catalog's migration to SirsiDynix had its "go-live" date on April 14. As expected with such a major change, there have been problems in most modules of the system. Although this causes more time to be needed for any work connected with the catalog now, Highler expects problems to slowly get resolved.

Staff vacancies and reorganization were discussed. Adult Services is doing well in the search for Digital Librarian, but is having more trouble finding qualified candidates for Outreach Librarian. Raleigh Ocampo, our former Digital Librarian, is now working at the library in Oak Park, but will also be working part-time as our Public Relations person. Erica Szkudlarek of Adult Services will begin supervising the pages the week of April 19. Each Board member was given a copy of the new organizational chart for the district.

The librarians' reports were accepted with the appreciation of the Board.

President Rivera reported that a patron had asked him about the regulations regarding children's library cards. Highler gave each Trustee a copy of the section of the Circulation Policy that covers rules about library cards. Highler and the Board discussed the policy about proof of residence. If someone wishes to apply for a library card who is not a resident of our library district, we ask them to go to their home library to get a

library card. After that, with that card they are eligible for most services at our library. The price for an out-of-district NPLD card is high, but it is set each year according to the state's formula. For a specific situation, the patron should talk to Stephanie Carlile, the Head of Circulation Services, as she is the person most familiar with the regulations. Card signup is also done at school and other functions, with residency being verified later through Circulation Services. The patrons then get their finished library cards at a later date.

Rivera reported on the results of the Director's Evaluation. He discussed the evaluation with Highler, and offered her a 1/2 of 1% (that is, 0.50%) pay raise, which she accepted. The Board approved the salary adjustment for the Director, on a motion by Salo with a second by Efta. Roll call vote:

AYES: Salo, Gutierrez, Wright, Efta, Rivera.

NAYS: None.

ABSENT: Sydor.

Highler thanked the Board for the raise, but respectfully declined to accept the raise at this time, due to the economic situation of the library.

Highler reminded the Trustees that the deadline for filing their Statements of Economic Interests is April 30, 2015. Be sure to send Highler a copy of the confirmation.

Trustees each received a copy of the March 31, 2015, issue of *Library Law e-News*. This issue covered a law that took effect on January 1, 2015, which states that Illinois employers (of more than 15 employees) can no longer ask about criminal convictions on job applications. Employers may ask, but in an approved way, about convictions later during the job interview. Highler reported that this requires that our personnel applications be changed. A Board decision on the revised applications and any related policies was tabled until a future meeting.

Board members each received a handout of statistics from the official April 2015 election results. Highler has sent the newly-elected Trustees congratulatory letters and invitations to attend Board meetings. She has also informed them that June 18, 2015, is the meeting at which they will be officially sworn in. Board members received a list of legal dates and deadlines for April 2015 and later.

Salaries for the 2015-16 fiscal year were discussed. Highler recommended a 1% pay increase, based on favorable staff evaluations by their supervisors. However, a decision by the government on a state minimum wage increase may still be pending. She needs to make provisions for a minimum wage increase in the budget. If an increase is passed, she wants it carried throughout the staff wages/salaries, and different salary levels will need to be created. The increase will need to be set within the budget line so that if the minimum wage increase passes, the budget can absorb it. Board members received handouts calculating new salary levels based on the basic 1% increase, and on the possible minimum wage increase. The Board asked Highler to do an alternate calculation for the

minimum wage increase based on 2014-15 fiscal year wages/salaries. The minimum wage increase will affect wages/salaries only if it is passed. The regular 1% pay raise will take place as close to July 1, 2015, as possible.

The Board voted to accept the proposed 1% staff merit pay increase beginning in the 2015-16 fiscal year, and requested a new budget calculation, based on 2014-15 wages/salaries, for a possible minimum wage increase, on a motion by Gutierrez with a second by Efta. Roll call vote:

AYES: Salo, Gutierrez, Wright, Efta, Rivera.

NAYS: None.

ABSENT: Sydor.

Trustees each received a copy of Chapter 5, "Technology," from *Serving Our Public 2.0: Standards for Illinois Public Libraries* (Illinois Library Association, 2009). The review of Chapter 5 by the Board is a requirement of the FY2016 Per Capita Grant application.

Each Board member received a copy of an article, "Two More Trustee Voices," from the April 2015 *ILA Reporter*.

Susan Palos, a member of the public, spoke to the Board. She is concerned about the library's policy of not censoring what different age levels of patrons check out. An eleven-year-old boy was allowed to check out a "Mature"-level videogame on his library card for his older brother. Highler confirmed that, even though the library does not restrict checkout, an individual parent may ask that their child be blocked from checking out certain ratings or formats of items. Mrs. Palos is willing to accept the blocking policy, but feels that many parents are not aware that the library does not restrict checkouts by the age of the patron. She would like some sort of bilingual statement posted to let parents know that the library does not restrict checkouts. The Board thanked her for her statement and told her that members of the public were always welcome to attend the regular Board meetings.

No other members of the public were present.

The next regular Board meeting is scheduled for May 14, 2015.

Having moved through the agenda, President Rivera adjourned the meeting at 8:20 p.m.

*Barbara Salo, Secretary*

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