

**MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
APRIL 21, 2016**

The regular meeting of April 21, 2016, of the Northlake Public Library District Board of Trustees was called to order at 6:31 p.m. by President Orlando Rivera. Present were Board members: Glowinski, Wason, Biddle, Rivera. Absent Board members: Herrera, Gutierrez, Sampson. Also present were: Sharon L. Highler, Library Director; and Mary Jane Garrett, Head of Technical Services.

The regular Board meeting scheduled for March 17, 2016, was cancelled due to lack of a quorum.

The Board agreed to amend the agenda so that #2b, Sexual Harassment Policy, and #2d, Board Regulations, would be tabled until a future Board meeting. An Executive Session would not be needed for the present meeting. The agenda, as amended above, was approved by the Board on a motion by Wason with a second by Glowinski.

AYES: All.

Minutes of the Board meeting of February 18, 2016, and the statement of the cancellation of the meeting of March 17, 2016, were approved on a motion by Biddle with a second by Glowinski.

AYES: All.

The Library Fund Profit and Loss Reports of February 29 and March 31, 2016, were approved on a motion by Biddle with a second by Wason.

AYES: All

The Bills Paid Report for March 17, 2016; and the Bills Paid/Payable Report for April 21, 2016; were accepted by the Board on a motion by Glowinski with a second by Wason.
Roll call vote:

AYES: Biddle, Glowinski, Wason, Rivera.

NAYS: None

ABSENT: Herrera, Gutierrez, Sampson.

Bills paid, March 17, 2016: \$44,291.58.

Bills paid, April 21, 2016: \$24,189.14.

Bills payable, April 21, 2016: \$36,732.65.

The Statistical Circulation and Acquisitions Reports for February and March of 2016 were accepted by the Board on a motion by Biddle with a second by Wason.

AYES: All.

The Board read and discussed the librarians' reports for February through part of April of 2016. Highler spoke about her report in more detail, including an update on repairing flood damage and the hiring of Jo Ann Green as Business Office Senior Associate.

Highler reported on recently discovered misallocations to the Personal Property Replacement Tax Fund, which resulted in overpayment of funds to about 6,500 government districts, including our library district. Trustees each received a copy of an article about this from CapitolFax.com, plus a table showing the allocation error estimate for the local public library districts. Arrangements will need to be made by the district to return the overpayment.

6:47 p.m., Gutierrez arrived.

We have received a \$1,000.00 memorial donation in honor of Grace and Leonard Roy.

A copy of the legal calendar and dates handout was given to each Board member. Highler reminded Trustees that it is extremely important that we have a quorum for the June Board meeting.

Each Board member received a copy of the revised "Person in Charge" (of the building) list.

Trustees each received a copy of the confirmation letter for our FY 2016 Illinois Per Capita Grant. Highler estimated that the district will receive the grant near the end of 2016.

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

The President and Vice President had nothing additional to report.

Highler reported on the current state of the HVAC system. Board members received copies of letters from Ed DiCristofano of National Heat & Power Corp., plus copies of the photographs illustrating current problems. Repairs are due to begin on April 22nd.

The Board read and discussed proposed revisions to the Insurance and the Tuition Reimbursement portions of the Personnel Policy, and to the Safety of the Children in the Library Policy. The library district will also be reinstating tuition reimbursement as a

line in the budget. The policy revisions in the documents mentioned above were adopted by the Board on a motion by Wason with a second by Glowinski.

AYES: All.

Highler, after meeting with Kelly Zabinski, the district's financial consultant, recommends changing banking institutions and accounts. Our current bank has been difficult to work with, especially when not making requested changes in a timely manner. Online access to the account has resulted in an increase in fees. Another banking arrangement is not being used and has recently changed to provide less access to our accounts. Ms. Zabinski recommends consolidating accounts and changing to Wintrust, which has a local branch. After discussion, the Board authorized Highler to change banking institutions and accounts according to Ms. Zabinski's recommendations, on a motion by Biddle with a second by Gutierrez. Roll call vote:

AYES: Biddle, Gutierrez, Glowinski, Wason, Rivera.

NAYS: None

ABSENT: Herrera, Sampson.

Board members were each given a copy of the table on Content and Collections of the working draft of membership standards for the RAILS library system. Highler pointed out that currently the percentage of our budget dedicated to collections and content is below that of the lowest, or Basic, level of 8%. This area of the budget also includes such things as ebooks in addition to physical formats. In order to reach the Basic level of 8%, Highler will be reapportioning the upcoming budget.

Highler gave a brief report to the Board on the Open House, held on April 16.

No members of the public were present.

The next regular Board meeting is scheduled for May 19, 2016.

Having gone through the agenda, and with no further items before the Board, President Rivera declared the meeting adjourned at 7:15 p.m.

Elizabeth Biddle, Secretary
