

**MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
APRIL 19, 2018**

The regular meeting of April 19, 2018, of the Northlake Public Library District Board of Trustees was called to order by Vice President Glowinski at 6:32 p.m.. Present were Board members: Biddle, Glowinski, Carver. Absent Board members: Wason, Werba, Gutierrez, Tews. Also present were: Sharon L. Highler, Library Director; Marianne Ryczek, Head of Youth Services; Stephanie Carlile, Head of Circulation; Christie Chaidez, Technical Services Clerk, Norm Phoenix, IEEE Science Group; Rick McCarthy and Darren Schretter, Studio GC Architecture and Interiors.

6:33 p.m., President Wason arrived and took over running the meeting with thanks to Glowinski.

The Board approved the agenda, with the change that an Executive Session will not be needed and new business item 1 be brought to the beginning of the agenda, on a motion by Biddle with a second by Glowinski.

AYES: All.

Marianne Ryczek, Head of Youth Services, accepted the first check toward a science grant awarded to our Youth Department by IEEE Science Group. The check was presented by Norm Phoenix and he told the Board about their group and about the science kits the Youth Department would be receiving with this grant.

Minutes of the Regular Board Meeting of March 15, 2018 were approved on a motion by Glowinski with a second by Biddle.

AYES: All.

The Library Fund Profit and Loss Report of March 31, 2018 was approved on a motion by Glowinski with a second by Carver. Roll Call Vote:

AYES: Biddle, Glowinski, Carver, Wason.

NAYS: None.

ABSENT: Gutierrez, Tews, Werba.

The Bills Paid Reports for March 2018-April 2018 were accepted on a motion by Glowinski with a second by Biddle. Roll call vote:

AYES: Biddle, Glowinski, Carver, Wason.

NAYS: None.

ABSENT: Gutierrez, Tews, Werba.

The Bills Payable Report for April 19, 2018 was accepted on a motion by Glowinski with a second by Carver. Roll call vote:

AYES: Biddle, Glowinski, Carver, Wason.

NAYS: None.

ABSENT: Gutierrez, Tews, Werba.

Bills paid, March 2018-April 2018: \$16,296.32.

Bills payable, April 19, 2018: \$40,914.96.

Highler reported on-

Building Issues:

The front door needed service again. Occurrences are getting to be more frequent.

Even though the Fire Department list has been whittled down, we are still waiting for the electric items to be completed. We have tried another batch of companies, getting mixed results.

Once again we had to have an HVAC service call. This time a roof fan was reported as smoking. The Fire dept. responded and turned off the unit. The next day the unit was inspected but no problems were detected nor could the situation be replicated. A leak from the upstairs hot water heater was noted.

Our sump pump was fixed with work to the check valves and the discharge pipe. The plumber also replaced the leaky water heater.

Finally, the cabinets have been built and installation is nearly complete. The kitchen should be available by the middle of next week.

Grant Opportunities:

Our season for grants continues:

- We were notified that our 2017 Per Capita Grant funds should be released by the end of May 2018 and must be encumbered by June 30, 2018. We have used the bulk of these funds to purchase materials for our collections. We were also notified that the 2018 PCG would be fully funded. Since it is time to upgrade our

technology, the bulk of the funds will be spent on that. We probably won't receive these funds until spring of 2019.

- We were notified that we had received the State Library offered "Back to Books" grant. The funds provide for all of the titles on the summer reading list from the middle and high schools in the district. \$4999 for books
- We are done working on the application for another State grant that will allow us to digitize the historical collection from here and those held by the Villages. We are keeping our fingers crossed. Approx. \$65,000 for the project

Long Range Plan Preparation:

The library staff has completed developing a patron survey. It has been translated into Spanish and is now available. We will use paper and electronic formats for distribution and collection.

As a follow-up to our visit to Stickney-Forest View Public Library, we met with the representatives from Studio GC. They are visiting again tonight to hopefully jump-start our visioning for our library future.

-At this time the Board was given a presentation by Rick McCarthy and Darren Schretter from Studio GC Architecture and Interiors, who worked on the Stickney-Forest View Public Library refresh project and they also explained what they could do for the Northlake Public Library District, both in the short term and long term. The Board thanked McCarthy and Schretter for their information and they left.-

Personnel:

Stephanie has returned to work.

Security System update:

The new cameras have been installed and tweaked. The pictures are sharp and will be very useful if they need to be reviewed or copied for the Police.

The new door access system is nearly complete. Unfortunately more of the door strikes failed so they have all been replaced. We are waiting for the last installation of camera and strike on the rear staff door.

CTC installed the additional Barracuda hardware that now allows us to filter our computers. So far, so good. Staff has run some sample searches and have not had their legitimate research blocked. There have been no complaints.

Telephone System Update:

There have been no major problems with the new telephones to report. Staff is mostly able to self-train using the supplied training materials.

MISC.

We completed another FOIA request this week.

Laura submitted an application to ILA to do a program at the annual conference. It was accepted so she and I will present in Oct. in Peoria, talking about our Library of Things.

We know that patrons from other libraries like what we do and what we have but it is nice to hear directly from them. I have enclosed an e-mail from Marion, our Teen Librarian.

I have submitted our survey to RAILS concerning their strategic plan.

I have completed and submitted our survey to the Management Association. This one covers library data and salary/staffing info.

The Board accepted the librarians' reports for March 2018 - April 2018, with their thanks.

President Wason reported that she will be unable to attend the next Board meeting scheduled for May 17, 2018. Vice President Glowinski will run the meeting in her absence.

The Vice President had nothing to report.

Highler still needs to receive the required State FOIA Trustee Training from Trustee Werba.

SEI filing for 2018 emails were sent out and Highler informed the Board that they were due in one week. Highler has received them back from Wason, Biddle and Glowinski. Still needs to receive Carver, Tews, Gutierrez and Werba.

Acceptance of the Personnel Policy Revisions was on a motion by Glowinski with a second by Carver.

AYES: All.

Highler made the Board aware of the upcoming area parade in Stone Park on Monday, May 28, 2018, and welcomed them to attend.

Acceptance of staff salaries for 2018-19 were accepted on a motion by Biddle with a second by Glowinski. Roll call vote:

AYES: Biddle, Glowinski, Carver, Wason.

NAYS: None.

ABSENT: Gutierrez, Tews, Werba.

Highler provided a copy of *Serving Our Public, Chapter 5 - Technology*, to the Board for review.

Executive Session was not needed.

There were no members of the public present.

The next regular Board meeting is scheduled for May 17, 2018.

Having moved through the agenda, the meeting was adjourned at 8:30 p.m., by President Wason.

Elizabeth Biddle, Secretary
