

**MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
April 18, 2019**

The regular meeting of April 18, 2019, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:35 p.m..

Present board members: Glowinski, Wason, Biddle, Gutierrez, Tews, Cassidy-Hatchet.

Absent board members: None.

Also present were: Sharon Highler, Library Director.

The board approved the agenda with the change that the Executive Session was not needed, on a motion by Gutierrez with a second by Cassidy-Hatchet.

AYES: All NAYES: None ABSTAIN: None

Minutes of the Regular Board Meeting of March 21, 2019 were approved on a motion by Glowinski with a second by Biddle.

AYES: All NAYES: None ABSTAIN: None

The Board thanked the accountant for the new banking information. The Library Fund Profit and Loss Report of March 31, 2019 was approved on a motion by Glowinski with a second by Gutierrez. Roll call vote:

AYES: Glowinski, Wason, Biddle, Gutierrez, Tews, Cassidy-Hatchet.
NAYS: None
ABSENT: None

Acceptance of the Bills Paid Report for April 18 2019 was approved on a motion by Gutierrez with a second by Cassidy-Hatchet. Roll Call Vote:

AYES: Glowinski, Wason, Biddle, Gutierrez, Tews, Cassidy-Hatchet
NAYS: None
ABSENT: None

Acceptance of the Bills Payable Report for April 18, 2019 was approved on a motion by Glowinski with a second by Tews. Roll Call Vote:

AYES: Glowinski, Wason, Biddle, Gutierrez, Tews, Cassidy-Hatchet

NAYS: None

ABSENT: None

Bills paid, March-April 2019: \$26,207.23 .

Bills payable, April 18, 2019: \$39,554.39 .

Highler Reported on:

Building Issues:

HVAC problems continue with silt clogging a filter and shutting down part of the system. Garrett, Laura and I were trained to drain and clean the filter. It is expected to get better with this attention since the chemical levels are fine.

Anchor Electric is still waiting for parts to complete the lighting project. We will also ask them to fix other electrical problems we have discovered.

Long Range Planning Process:

Board Strategic Replies are being used with the staff replies as a beginning point for the management team to begin setting goals and objectives.

Library Patron Survey is now available online from our website. Responses will be used with the other gathered data. Please encourage family, friends and others to fill one out.

Guest Services has been our focus this month with a move and new guidelines.

Transition Plan (To be discussed)

New Services:

Laundromat Storytime

In an effort to offer library service to populations not coming to the library, our Youth Services department will be offering storytime at the Super Bubble Laundromat in Stone Park, starting 4/27/19 at 10am. They plan to make this a regular program once or twice a month, reaching previously underserved populations by bringing storytimes directly to parents and children. They provide a chance for children to interact with books as well as an opportunity for librarians to model book sharing for parents and caregivers.

If any of you are not yet familiar with the new(er) idea of presenting storytimes in laundromats, [this story](#) should bring you up to speed.

(Go to <https://www.pbs.org/newshour/show/when-a-laundromat-becomes-a-library> to learn more about the idea.)

Passport Services

Now that training has been completed, Raleigh reached out again to the agency that monitors Passport service. Success at last! Passport service will begin on May 6, 2019.

Staff Changes:

The Guest Services Department had three changes:

Christie Chaidez, Guest Services Clerk, resigned her position after 13 years. She will be moving.

We have the pending retirement of Cathy Murray, Guest Services Clerk, at the beginning of May.

The old Circ and Tech Services departments are on their way to being reshaped into the new Guest Services department. New desk units and chairs were purchased, a wall was painted and other old furniture and shelving was appropriated and used to create the refreshed space. The chairs were such an improvement over the old ones that other departments are ordering them as well.

MISC.

- Please note the new Guest Services item limits and loan periods
- Guest services: March 2019 Stats

Interlibrary Loans/Reciprocal Borrowing

ILL for Our Patrons: 947

ILL to Other Libraries: 1,146

NLS at Other Libraries: 325

Other Patrons at NLS: 903

Out of System Borrowing Requests (ALA/OCLC): 9

Out of System Lending Requests (ALA/OCLC): 103

Total: 3433

- Letter: From: Maryellen Bilek

Message Body:

I want to thank you for the Home bound Book Delivery Service. My family member lived at Concord Place and participated in your program for the last 5 years. She recently passed away. Visits from your staff were often the highlight of her month. Unable to browse your shelves, your staff assisted in finding great authors. Her reading list was always a conversation starter for family members who visited, The program enriched her life. Thank you for bringing her DVDs, books and many hours of adventure via books.

The board accepted the librarians' reports for March-April 2019 with their thanks.

President Wason report: None

Vice President Glowinski report: None

Old Business:

- 1) Trustee Election Results (Informational) – Trustees Cassidy-Hatchet, Biddle, and Tews were all re-elected to four year terms.
- 2) Review and Adopt Policy Revisions (Action)
 - a. Internet Access Policy- Change in wording was approved by all Trustees present on a motion from Glowinski and a second by Cassidy-Hatchet.
 - b. Personnel- FSA Policy – New section for the personnel manual giving a brief explanation of this benefit was approved by all Trustees present on a motion from Glowinski and a second by Cassidy-Hatchet.
- 3) NIMEC Report (Informational) - There has been continued savings.

New Business:

- 1) 2020 Per Capita Grant Requirements (Informational) – Trustees were given this information
- 2) Tour of “Refresh” Areas (Informational) – The Board was walked through all potential refresh areas (except the new entrance) and shown the new Guest Services Department space.

There were no members of the public present.

The next regular Board meeting is scheduled for May 23, 2019.

Having moved through the agenda the meeting was adjourned at 7:50 p.m. by President Wason.

Elizabeth Biddle, Secretary
