

**MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
AUGUST 20, 2015**

The regular meeting of August 20, 2015, 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: Gutierrez, Wason, Herrera, Sampson, Glowinski, Biddle, Rivera. Absent Board members: None. Also present were: Stephanie Carlile, Head of Circulation Services; Sharon L. Highler, Library Director; and Mary Jane Garrett, Head of Technical Services.

The Board approved the agenda, with the exception of moving New Business #6, "Circulation Department Presentation," to just before Unfinished Business. An Executive Session will be needed. Approval was on a motion by Sampson with a second by Gutierrez.

AYES: All.

The minutes of the regular Board meeting of June 18, 2015, were read and accepted on a motion by Wason with a second by Herrera.

AYES: All.

The Board read and accepted the following: the Treasurer's Reports of June 30-July 31, 2015; the Bills Payable/Paid Report for August 20, 2015; and the Revenue and Expense Reports for June and July of 2015. Acceptance was on a motion by Sampson with a second by Glowinski. Roll call vote:

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

NAYS: None.

ABSENT: None.

Bills payable: \$21,200.25.

Bills paid: \$111,797.01.

The Board read the Statistical Circulation and Acquisitions Reports for June and July of 2015. Not all of the Circulation statistics are available through SirsiDynix SWAN yet. The Board accepted the Statistical Circulation and Acquisitions Reports for June and July of 2015 on a motion by Biddle with a second by Sampson.

AYES: All.

The Board read and discussed the librarians' reports for June-August 2015. Highler discussed the Director's Report in more detail with the Board. The HVAC service suspects that the frequent

outages may be caused by an old software system. They are looking at upgrading the software. President Rivera did the replacement work for automatic faucets throughout the building. Light bulb replacements have been done. The upgrading of our Internet connections has been done; we have not had patron complaints since then. The Summer Reading Program concluded well. Highler gave a brief report on the summer Kids Cafe Lunch Program. The library is planning to host the program again next summer. Laura Bartnik, Head of Adult Services, has been featured in a webinar and resulting article about our Hulk crowdfunding project. Each Board member received a copy of the article. The library district's annual audit begins on September 8. After the annual audit is completed, the library district can do a complete change to the QuickBooks program. Marion Olea has started as Outreach Librarian. She is visiting local organizations and making contacts in the community. The library is in the process of filling a page position. Our new newsletter will go out to the community around Labor Day. There are several FOIA requests that have been received by libraries in our area. We have not received them yet, but if we do we are required by law to comply with them. The librarians' reports were accepted with the appreciation of the Board on a motion by Wason with a second by Herrera.

AYES: All.

In his President's Report, Rivera expressed the Board's condolences regarding the deaths of Highler's daughter Alicia and of Rich Stronczek, the library's recently-retired bookkeeper. Rivera has met Marion Olea, our new Outreach Librarian, and was impressed by her customer service attitude. He has tried the online Library Value Calculator, and highly recommends it. It shows the user the money saved through using library services.

Stephanie Carlile, Head of Circulation Services, gave her presentation on the department to the Board. Each Trustee received a handout of the copy of her PowerPoint presentation. She described Circulation's responsibilities in both their own department and to the library as a whole. Records management in relation to library cards and the procedures for interlibrary loan were explained in more detail. During question-and-answer, the Board asked about who was admitted to library programs. Were programs limited to NPLD patrons? Carlile and Highler answered that it depended on the program and the department presenting it. Programs that are very popular are limited to NPLD card-holders, but if there is extra space remaining before a program, other people are usually welcome to attend. Some services, such as Museum Passes and circulating iPads, are limited to NPLD card-holders. Rivera asked about the library's use of a collection agency. Carlile reported that only patrons with fines over \$25.00 are sent to the collection agency. She estimated that the return on our investment in the collection agency's fee is about three to one. The library district's decision to begin using a collection agency was motivated by our ongoing task of being responsible with the taxpayer's money that is being spent on library materials.

At 7:45 p.m., Carlile was thanked for her presentation and she left.

Trustees were each given an additional copy of Chapter 5, "Technology," from *Serving Our Public 2.0: Standards for Illinois Public Libraries* (Illinois Library Association, 2009). Review of the technology chapter by Trustees is one requirement of the upcoming Per Capita Grant

application to the state. The Board voted to table the review until the regular September meeting, on a motion by Wason with a second by Herrera.

AYES: All.

The state suggests that a Board review library policies every few years. A copy of the Board regulations (i.e., by-laws) was given to each Trustee, with highlighted portions indicating suggested areas needing revision. A copy of Fountaindale Public Library District's "Rules for Public Comments" was also given to Trustees as an example. The Board voted to table discussion of the Board regulations until the regular September meeting, on a motion by Biddle with a second by Wason.

AYES: All.

Each Board member received a copy of the library district's Personnel Policy. Sections for suggested deletion were in red type; sections highlighted in gray were those for suggested addition. Suggested changes were on page 27, "Grievance Procedures," and page 29, "Professional and Other Membership Dues." The department heads will meet to discuss any suggestions they wish to make regarding page 29, "Travel Allowances," in light of the current economy. Highler added that the departments are already fiscally responsible in this area, but we may need to show this more formally in the Personnel Policy. The Board voted to approve the current suggestions to the Personnel Policy, on a motion by Gutierrez with a second by Wason.

AYES: All.

Copies of the current Board contact list were given to the Trustees to check for any corrections. Please let Highler know about any changes needed.

Each Trustee was given an additional copy of the May 14, 2015, edition of *Library Law e-News*, which gives the regulations for Open Meetings Act (OMA) online training, which is required to be completed by trustees within 90 days after their taking the oath of office. Freedom of Information Act (FOIA) training regulations are also included in this issue. Highler reminded the Trustees about the training deadline. Please send Highler a copy of your certificate of completion when you are finished.

Highler suggested setting the Fall Trustee Orientation for Saturday, September 19, from 9:00 a.m. until noon. If any Board members cannot attend, handouts will be made available. The Board voted to set the Fall Trustee Orientation for Saturday, September 19, from 9:00 a.m. until noon, on a motion by Sampson with a second by Herrera.

AYES: All.

Trustees each received a copy of the suggested Vulnerable Adults in the Library Policy. Vulnerable adults are individuals 18 years old or older who are unable to care for themselves in an emergency situation. This includes adults who are intellectually or physically disabled. After

discussion, the Board voted to accept the policy on a motion by Glowinski with a second by Sampson.

AYES: All.

At least two Trustees are needed to audit the Secretary's minutes for the 2014-15 fiscal year, as required by the state annual report. Highler suggested having at least one new Trustee participate in the audit. Gutierrez, Wason, and Rivera volunteered to be available. The audit will include agendas, signed minutes, and signed ordinances for the fiscal year. Put "Post-Its" on any sections on which you have questions. Highler would need this done by Monday, August 31, at the latest. The Board approved the Trustees who volunteered on a motion by Sampson with a second by Herrera.

AYES: All.

Highler is working on the Illinois Public Library Annual Report (IPLAR). The Board agreed to table approval of the IPLAR for the 2014-15 fiscal year until after it is completed, on a motion by Biddle with a second by Glowinski.

AYES: All.

The Board discussed the adoption of the Tentative Budget and Appropriations for the 2015-16 fiscal year. There are usually some changes made before the final budget approval in September. The payroll system is currently being established. Each Trustee received a copy of last year's ordinance passing the 2014-15 Tentative Budget and Appropriations, plus the Trial Balance as of July 31, 2015. The Trial Balance included columns for "June 30, 2015, Actual," "June 30, 2016, Budget," and "June 30, 2016, Appropriation." After discussion, a vote was taken on passing the Tentative Budget and Appropriations, on a motion by Gutierrez with a second by Wason. Roll call vote:

AYES: Gutierrez, Rivera.

NAYS: Wason, Herrera, Glowinski, Sampson, Biddle.

ABSENT: None.

Therefore, the Tentative Budget and Appropriations for the 2015-16 fiscal year was not passed. Since it was not passed, a Special Meeting needs to be set to discuss and pass the Tentative Budget and Appropriations. A quorum of at least four people is needed at the Special Meeting.

8:55 p.m., Herrera left the meeting.

Because the Special Meeting will be at a later date, we may have to reschedule the Public Hearing and final approval of the Budget as well. Highler will check with the library district's attorney to see what happens if the Board is out of compliance.

Unless this will make legal problems, the Board voted to schedule a Special Meeting for the Tentative Approval of the Budget and Appropriations for August 27, 2015, at 6:30 p.m., on a motion by Biddle with a second by Wason.

AYES: All.

At least two trustees must be present at a Public Hearing. After adoption of a Tentative Budget and Appropriations, there must be thirty days' time when the public may inspect the document prior to the Public Hearing and the passage of the final Budget and Appropriations, and for the published notice of the Public Hearing.

As long as there is no legal problem, the Board set the Public Hearing for September 21, 2015, at 6:00 p.m., and set the Special Meeting on the Budget and Appropriations for September 21, 2015, at 6:30 p.m., on a motion by Sampson with a second by Glowinski.

AYES: All.

Board members also received copies of the library district's "Community Relations Guidelines," "Employee General Guidelines," "Code of Ethics," and current organizational chart.

President Rivera adjourned the regular open meeting to go into Executive Session at 9:12 p.m. as per 5 ILCS 120/2 (c)(1): "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel, including hearing testimony on a complaint lodged against an employee or against legal counsel to determine its validity."

Elizabeth Biddle, Secretary
