

**MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
AUGUST 18, 2016**

The regular meeting of August 18, 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: Wason, Glowinski, Biddle, Rivera. Absent Board members: Herrera, Gutierrez, Sampson. Also present were: Sharon L. Highler, Library Director; Mary Jane Garrett, Head of Technical Services; and Christie Chaidez, Technical Services Clerk.

The Board approved the agenda on a motion by Biddle with a second by Wason.

AYES: All.

Minutes of the Board meeting of June 16, 2016, were approved on a motion by Wason with a second by Glowinski.

AYES: All.

The Library Fund Profit and Loss Reports of June 30, 2016, and July 31, 2016; and the Bills Paid/Payable Report for August 18, 2016, were accepted on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYES: Wason, Glowinski, Biddle, Rivera.

NAYS: None.

ABSENT: Gutierrez, Herrera, Sampson.

Bills paid, June to August, 2016: \$83,263.20.

Bills payable, August 18, 2016: \$38,902.12.

The Statistical Circulation and Acquisitions Reports for June and July of 2016 were accepted by the Board on a motion by Glowinski with a second by Wason.

AYES: All.

The Board read and discussed the librarians' reports for June-August, 2016. Highler discussed her report in more detail with the Board. Bank updating is nearly complete and the new account will be ready for use on September 1, 2016. Building cleaning and maintenance began July 1, 2016 and so far has been working out well. As always, they

are responsive and very helpful. The computer furniture for the upstairs area has finally arrived and was installed. We discovered a hornet's nest in the tree by the book-drop and had to have it removed, which was safely completed. HVAC upgrades to the software have been completed. Once remote access is established we will have better control over the system and a savings should be realized since not everything will run 24/7. Also, the work on the roof was completed. To eliminate the growing and expensive need for crane rental to lift equipment onto the roof, we purchased a gantry. Safety related inspections were completed for the fire alarms and sprinklers. Elevators will be inspected this coming Monday.

A date has been set to begin next month for the Financial Audit.

Our Friends group held a fundraiser at Chipotle in Elmhurst and more are planned for the future.

There seem to be constant changes to laws and regulations dealing with employees. Jo Ann Green, Business Office Senior Associate, and Highler have been attending as many classes, HR meetings, webinars and workshops as possible. Some policies and procedures are being evaluated and updated. Job descriptions will need to be reviewed. An on-boarding program will be developed to work on staff training problems.

The Kids Cafe summer lunch program, through the Greater Chicago Food Depository (GCFD), was mostly a success, but we did have more delivery related issues this summer. A different company was supplying meals, and portions and quality were an obstacle. We also need a new refrigerator as ours is not keeping a consistent temperature.

Copies of legislative changes were given to all Board Members regarding travel reimbursement, overtime eligibility, and liquor in libraries, along with a letter from Representative Kathleen Willis.

Outreach staff will be present at the Stone Park "Back-to-School" event on August 19, 2016, and at the Stone Park annual Rodeo on September 4, 2016.

With the increase in temperature, we have experienced an increase of patron issues ranging from homeless issues (hygiene and alcohol) to excessive complaining. Most have been resolved.

Jackie Ceron began her employment in the Youth Services Department on June 28, 2016, and jumped right into the summer reading program. Resignations were received from three of our pages: Everly Ortiz, Deyaneria Garriga, and Naomi Martinez, who have all accepted jobs elsewhere. Erica has been conducting interviews and hopes to fill the positions soon. Mary Jane Garrett, Head of Technical Services, will be retiring from

Northlake Public Library District this Fall. She will spend September and October on vacation with her last official day being October 31, 2016.

Copies of a letter regarding SWAN updates were made available to all Board members. The letter details the interest of 22 new libraries in being added to our consortium.

Our coin towers furnished by TBS will be replaced with ones that accept credit cards next week. There will be no additional cost to us with the extension of our contract for an additional two years. Our shortened days with CTC support seem to be mainly working. We have the option to schedule additional hours if needed.

Copies of the Legal Calendar were given to each Board member, outlining obligatory items that have been noted for the next few meeting dates.

Upcoming projects include: changing to Google for staff email and other uses; returning to camera project, adding access points and time-clock if possible; finalization of spending for 2015 Per Capita Grant; work on 2016 Per Capita Grant requirements; continued work on next year's budget; and continued policy review and required additions.

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

President Rivera personally thanked Mary Jane Garrett for her years of service and for her help when he was new to the Board. She will be missed.

The Board voted to approve the Personnel Policy holiday time revisions on a motion by Wason with a second by Glowinski.

AYES: All.

Reviewing and adopting Board Regulations and the Disposal of Surplus Materials Policy were both tabled until a future meeting.

It was decided that the audit of Secretary's Minutes would be conducted by Wason and Glowinski. This must be completed by the end of next week. Auditing may be done any time that the library is open.

The Board approved the State Annual Report (IPLAR) for FY 2015-16 on a motion by Biddle with a second by Wason.

AYES: All.

Highler summarized the Tentative Budget for the Board.

After discussion, the Board adopted the Tentative Budget and Appropriations of the Northlake Public Library District for the Fiscal Year beginning July 1, 2016, and ending June 30, 2017, on a motion by Glowinski with a second by Biddle. Roll call vote:

AYES: Wason, Glowinski, Biddle, Rivera.

NAYS: None.

ABSENT: Gutierrez, Herrera, Sampson.

The Board approved setting the date for the Budget and Appropriations Public Hearing for September 15, 2016, at 6:00 p.m. on a motion by Wason with a second by Glowinski.

AYES: All.

Executive Session was not needed.

No members of the public were present.

The next regular Board meeting is scheduled for September 15, 2016.

The Board voted to adjourn the meeting at 7:35 p.m., on a motion by Biddle with a second by Wason.

AYES: All.

Elizabeth Biddle, Secretary
