

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
AUGUST 16, 2018**

The regular meeting of August 16, 2018, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:31 p.m.. Present were Board members: Biddle, Tews, Wason, Gutierrez. Absent Board members: Glowinski. Also present were: Sharon L. Highler, Library Director; Laura Bartnik, Assistant Director; and Christie Chaidez, Technical Services Clerk.

The Board approved the agenda, with the change that an Executive Session will not be needed on a motion by Biddle with a second by Gutierrez.

AYES: All.

At 6:37 p.m., Karen Hughes, a member of the public interested in the Trustee position arrived.

Minutes of the Regular Board Meeting of June 21, 2018 were approved on a motion by Tews with a second by Gutierrez.

AYES: All.

The Library Fund Profit and Loss Reports of June 30, 2018 and July 31, 2018 were approved on a motion by Biddle with a second by Gutierrez. Roll Call Vote:

AYES: Tews, Biddle, Gutierrez, Wason.

NAYS: None.

ABSENT: Glowinski.

The Bills Paid Reports for April 2018-June 2018 were accepted on a motion by Tews with a second by Carver. Roll call vote:

AYES: Tews, Biddle, Gutierrez, Wason.

NAYS: None.

ABSENT: Glowinski.

The Bills Payable Report for August 16, 2018 was accepted on a motion by Gutierrez with a second by Tews. Roll call vote:

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

Bills paid, June - August, 2018: \$86,440.95.  
Bills payable, August 16, 2018: \$26,445.20.

Highler reported on-

### **Building Issues:**

Repairs were done on the HVAC last week. One rooftop unit had shut-down and the lower level was getting very warm. The filters were also changed as part of normal maintenance. Last week we were informed that the two main technicians that service our system were leaving NHP. Since our contract ends at the end of this month it was a good time to look at service.

The electrician from Dominion came out, and fixed some of our timing issues. Meanwhile, the larger light retrofit project has not begun again. They are still waiting for bulbs and parts.

Toshiba, our copier service, sent out new representatives. He evaluated our current needs and determined that we needed to make a few adjustments. Now instead of two bills we will have one flat rate, keeping our per-print pricing the same. We have extended our contract by 3 years, will lease 4 new copiers and own out-right the smaller printers.

### **FOIAs:**

We recently received two separate FOIA requests. One was for vendor information. This is now usually received two times a year and was supplied.

The second came from Channel 5, requesting info on sexual misconduct or sex/gender discrimination. We had no info to supply.

### **Grant Opportunities:**

- We have received the 2017 PCG funds. Orders have been placed for the needed hardware upgrades. Some new computers will be ordered later.
- We have submitted a letter of interest for grant funds from AgeOptions. Their focus is on senior services and programs. Many of our current offerings fit right in.
- Laura was awarded a grant to go to the annual book expo in Spain. It has been over five years since anyone from Northlake has been awarded this opportunity.

## **Library Legal Dates:**

We have managed to move our funding process ahead of where it has historically been done. This is a good thing for a couple of reasons. We can see how well we are doing with our budget much sooner. We also have an extra meeting to conduct this process if we don't have a quorum without worrying about violating a statutory deadline.

Since there will be no October Board meeting, our tax levy will need to be passed next month or will have to wait until the November meeting. Please be in attendance at the meeting.

## **Long Range Plan Preparation:**

The patron survey has finally ended. There were no great surprises.

Studio GC has begun their work. So far, there were no great surprises except a blown filter on the upper roof HVAC unit.

## **Personnel:**

We have had one resignation, but for a positive reason. Peter Jordan, one of our pages, has left to attend college at Notre Dame. We will be hiring someone for that vacated position.

The staff would like to thank the Board for the most recent salary increase.

A problem was detected in the spreadsheet that tracks staff accruals. All sheets were examined, info corrected/updated and staff notified.

## **Summer Rap Up:**

- **Summer Kid's Café Lunch Program:**

This program has come to an end. We had many delivery incidents this year. Attendance still continued to fluctuate. Thanks to a very generous donation, we were able to offer additional food to families. We will try to offer this lunch service again next year.

- **Reading programs:**

Participation seemed to be up in all reading programs.

- **Ice Cream Social:**

Our annual event was very well attended.

**MISC.**

- **Security System update:**

Laura obtained names of companies used by other libraries for intrusion detection. We have talked to two companies and hope to have a recommendation for the September meeting.

- I am continuing to update all job descriptions and policies.
- Preliminary work has begun on the FY2018-19 tax levy.
- Work will soon begin in preparation for the annual financial audit.
- The fall newsletter has undergone final revisions and will head to the printer soon.

The Board accepted the librarians' reports for June - August, 2018, with their thanks.

President Wason introduced Karen Hughes and welcomed her to the meeting. She informed the Board that Karen was interested in the vacant Trustee position and came to observe the Board meeting to see if it was something she would like to pursue.

Vice President Glowinski was not in attendance.

There were no changes to the Page Job Description and no action was needed.

Review and Adopt Policy Revisions to the Personnel Policy was tabled until a future meeting.

The Board officially declared a Board Trustee seat vacancy on a motion by Biddle with a second by Gutierrez. Trustee Carver has moved out of District and has resigned.

AYES: All.

There was a discussion on the procedure to fill the Board vacancy. The vacancy will be posted in the library along with the questionnaire sheet. The Board will review the

questionnaires/resumes to determine who they wish to interview for the position. Special meetings will be posted. There will be a Committee meeting September 6th at 6:30 p.m. for Wason, Biddle and Gutierrez to review the applications, which are due back on August 31st. The second Committee meeting will be September 13th for all Board members to interview potential new Trustees.

Highler provided information to the Board regarding a tax objection received from Aldi.

Acceptance of the Circulation Policy Revision was made on a motion by Tews with a second by Biddle.

AYES: All.

Audit of Secretary's Minutes was scheduled to take place after the current Board meeting and will be conducted by Wason and Tews.

Acceptance of the State Annual Report (IPLAR), FY 2017-18 was made on a motion by Gutierrez with a second by Tews.

AYES: All.

Acceptance of the Estimate of Revenues for Fiscal Year beginning July 1, 2018 and ending June 30, 2019 was made on a motion by Biddle with a second by Gutierrez. Roll call vote:

AYES: Tews, Biddle, Gutierrez, Wason.

NAYS: None.

ABSENT: Glowinski.

Budget and Appropriations Public hearing was held at 6:00 p.m., prior to the start of the Regular Board Meeting.

Adoption of the Budget and Appropriations Ordinance #18-583 of the Northlake Public Library District for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019 was made on a motion by Tews with a second by Gutierrez. Roll call vote:

AYES: Tews, Biddle, Gutierrez, Wason.

NAYS: None.

ABSENT: Glowinski.

Adoption of the following resolutions to Transfer funds from General Funds were made:

A. Resolution No. 2018-01 - Move \$47,000 to Public Liability Insurance Fund on a motion by Biddle with a second by Gutierrez. Roll call vote:

AYES: Tews, Biddle, Gutierrez, Wason.

NAYS: None.

ABSENT: Glowinski.

B. Resolution No. 2018-02- Move \$2,000 to Audit Fund on a motion by Tews with a second by Biddle. Roll call vote:

AYES: Tews, Biddle, Gutierrez, Wason.

NAYS: None.

ABSENT: Glowinski.

C. Resolution No. 2018-03- Move \$6,000 to FICA Fund on a motion by Gutierrez with a second by Tews. Roll call vote:

AYES: Tews, Biddle, Gutierrez, Wason.

NAYS: None.

ABSENT: Glowinski.

D. Resolution No. 2018-04- Move \$5,500 to IMRF Fund on a motion by Biddle with a second by Gutierrez. Roll call vote:

AYES: Tews, Biddle, Gutierrez, Wason.

NAYS: None.

ABSENT: Glowinski.

Approval of the Hearing Date for the 2018 Tax Levy to be on September 20th, 2018 at 6:00 p.m., prior to the Regular Board Meeting was made on a motion by Tews with a second by Gutierrez.

AYES: All

Approval of the HVAC Preventative Maintenance Agreement with F.E. Moran was made on a motion by Biddle with a second by Gutierrez. Roll call vote:

AYES: Tews, Biddle, Gutierrez, Wason.

NAYS: None.

ABSENT: Glowinski.

Executive Session was not needed.

The next regular Board meeting is scheduled for September 20, 2018.

Having moved through the agenda, the meeting was adjourned at 8:11 p.m., by President Wason.

*Elizabeth Biddle*, Secretary

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