

**MINUTES OF THE SPECIAL MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
FEBRUARY 26, 2015**

The regular Board meeting of the Northlake Public Library District on February 19, 2015, was cancelled when severe weather caused the library building to be closed. The special meeting of the Board was scheduled for February 26, 2015, to take care of the business originally scheduled for February 19.

The special meeting of February 26, 2015, of the Northlake Public Library District Board of Trustees was called to order at 6:32 p.m. by President Orlando Rivera. Present were Board members: Salo, Efta, Sydor, Rivera. Absent Board members: Gutierrez, Wright. Also present were Sharon L. Highler, Library Director; and Mary Jane Garrett, Head of Technical Services.

The agenda, with the exception of the Executive Session, was approved by the Board on a motion by Salo with a second by Efta.

AYES: All.

6:35 p.m., Gutierrez arrived.

6:38 p.m., Wright arrived.

The Board accepted the minutes of the regular meetings of November 20, 2014, and January 15, 2015; and the Treasurer's Reports of October 31, November 30, and December 31, 2014, and January 31, 2015; on a motion by Efta with a second by Salo.

AYES: All.

The Board accepted the Bills Paid Reports and the Bills Payable Reports for December 2014, January 2015, and February 26, 2015, on a motion by Salo with a second by Efta. Roll call vote:

AYES: Gutierrez, Efta, Wright, Sydor, Salo, Rivera.

NAYS: None.

ABSENT: None.

Bills paid: \$130,332.98.

Bills payable: \$4,053.94.

The Statistical Circulation and Acquisitions Reports for November 2014, December 2014, and January 2015 were accepted by the Board on a motion by Gutierrez with a second by Wright.

AYES: All.

The librarians' reports were accepted with the appreciation of the Board. Highler spoke with the Board in more detail about what has been happening in the library district. Trustees received copies of emails from Mark Chester of Johnson and Colmar as part of an overview of recent tax objections. Because of tax objections, the district will receive less funding, which will affect how expenses are paid. A temporary transfer of funds will be done to cover expenses, especially payroll. The transfer will be paid back before the end of the fiscal year. Trustees each received a copy of the Executive Summary of information and strategies to reduce annual utility costs, done from an evaluation by the Illinois Smart Energy Design Assistance Center (SEDAC). However, at least one source for energy grants is due to have its funds cut by the governor.

Each Board member received a copy of the email by Jim Sacino of CTC, reporting on IT work done by Sacino and George Boothe since Sacino has taken over the district's account. Highler reported that most of the district's printers and copiers are between five and ten years old. She is speaking with company representatives about bringing in units for trial periods. She is seriously considering leasing printers/copiers this time. President Rivera asked if there were any cost benefits in purchasing the equipment. Highler reported that she is only starting the search, but that maintenance costs of the equipment we own now is around \$400.00 - \$700.00 per month. If we lease and include maintenance, the first company that we tested would charge \$800.00 per month for much better equipment, and if a machine was not repairable we would be assigned a "loaner". After this, the next technology to be updated will include that which is related to security. In the building, some toilets have been repaired and about four need to be rebuilt.

Highler reported on the Friends' capital campaign which is going on now. Each Trustee received a copy of the letter sent to local businesses. It usually helps a campaign like this if those at the top of management (which includes the Board) are active participants, no matter what amount they donate. The only expenses that need to be covered for the campaign are those for such things as paper, envelopes and postage. Volunteers from the Friends have stuffed envelopes and will make follow-up calls.

The district has begun a community survey, which is needed for any strategic planning. Forms are available on paper or online through the district's website. The surveys are in English or Spanish. Trustees, who are also members of the community, are encouraged to fill out a survey.

Kelly Zabinski, who has been helping with finances and accounting, would like to come speak to the Board about changing the accounting system for the next fiscal year, which begins July 1, 2015. The Board agreed to speak with her.

Board members received a list of upcoming legal dates and deadlines. Highler reminded Board members about the Statement of Economic Interests, which must be completed online by May 1, 2015. She will let Board members know when online access is available. The information on the statement covers the previous year.

Each Board member received a copy of the article, "Fear Not: Board Wars and Power Plays: Resolving and Avoiding Them," by Julie A. Tappendorf, from *ILA Reporter*, February 2015.

Trustees each received a copy of *Ehlers' Market Commentary* for February 18, 2015, "Interest Rates Decline...to Continue Their Decline."

For the President's Report, President Rivera reported on the ILA Legislative Lunch that he and Highler attended on February 13, 2015. Legislators or their representatives expressed their interest in/support of libraries. State Representative Kathleen Willis spoke on her support as a former librarian.

Because of a schedule conflict, Highler proposed changing the May regular meeting date from May 21 to May 14. However, it will be too early to legally swear in newly-elected Trustees on May 14. Swearing-in will need to be at the next meeting on June 18, 2015. Outgoing Trustees need to attend meetings until the time the newly-elected Trustees are sworn in. After discussion, the Board approved rescheduling the May regular meeting to May 14, 2015, on a motion by Efta with a second by Gutierrez.

AYES: All.

President Rivera urged outgoing Board members to stay active and support the library district after their terms are completed. Status of candidates for the April 2015 election was discussed. The ballot will include Gutierrez and five new candidates. The objections to the candidacies of Sydor and Wright were upheld, so they will not be on the ballot.

The Director's Evaluation was discussed by the Board. Each department head plus one other person in each department filled out evaluation forms about Highler. These were turned in to the Board. Salo stressed that the Board's evaluation of the director should be completed before the present terms of the Trustees end. This is to make sure that an accurate evaluation is made by those who are familiar with the director's work. Wright volunteered to consolidate the information for the Director's Evaluation. The Board evaluation forms on Highler have already been completed. Wright will send the consolidated information to Board members via email. The Board members can submit comments on the consolidation through Google Docs. The Trustees need to be ready for the Director's Evaluation by the time of the March meeting.

Highler gave each Trustee a copy of the revised Personnel Policy to read for future discussion. The department heads will also discuss the revisions at their meeting on March 4, 2015. Board members may call Highler directly about parts of the policy.

Board members each received an updated copy of the Person In Charge list and the Organizational Chart.

The Board received copies of the Board Regulations (i.e., By-Laws) with proposed additions and deletions highlighted. Rivera volunteered to work on the Board Regulations. The email address for the Board needs to be stated in the Board Regulations.

The Board was asked to read "Fear Not: Best Practices for Dealing with FOIA Requests," by Rylie Roubal and Lori Pulliam, from *ILA Reporter*, February 2015. A copy was given to each Board member. The article includes a FOIA request made at the Orland Park Public Library as an example.

After discussion, the Board voted to accept the Northern Illinois Municipal Electric Collaborative (NIMEC) two-year contract through Dynegy Energy Services for electricity pricing, on a motion by Salo with a second by Efta. Roll call vote:

AYES: Gutierrez, Efta, Wright, Sydor, Salo, Rivera.

NAYS: None.

ABSENT: None.

After discussion about the NHP Service Company's proposal for HVAC system repairs, the Board agreed to accept the proposal to lock in the price, but asked Highler to ask NHP to delay repairs until warmer weather if possible. With this request, the Board accepted the proposal on a motion by Efta with a second by Wright. Roll call vote:

AYES: Gutierrez, Efta, Wright, Sydor, Salo, Rivera.

NAYS: None.

ABSENT: None.

Board members were given information on Per Capita Grant application requirements for FY 2016 and FY 2017. Date changes for deadlines were discussed by Highler.

Trustees were given information on proposed cuts by the governor to funding for the Department of Commerce and Economic Opportunity (DCEO)'s Energy Efficiency Portfolio Standard (EEPS), which the library district has just started using. Information and talking points for communicating with the governor were included.

No members of the public were present.

The next regular Board meeting was scheduled for March 19, 2015.

Having moved through the agenda, President Rivera adjourned the meeting at 8:18 p.m.

*Barbara Salo, Secretary*

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