

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

The regular meeting of February 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, Sampson, Rivera. Absent Board members: Gutierrez, Biddle, Herrera. Also present were: Ed DiCristofano, to speak on the current HVAC system; Sharon L. Highler, Library Director; and Mary Jane Garrett, Head of Technical Services.

The regular Board meeting scheduled for January 21, 2016, was cancelled due to lack of a quorum.

The Board agreed to amend the agenda so that #4, "Report on state of HVAC system," will be moved to just before the librarians' reports. The agenda with the above change was approved on a motion by Glowinski with a second by Wason.

AYES: All.

Minutes of the regular Board meeting of November 19, 2015, were approved on a motion by Glowinski with a second by Wason.

AYES: All.

6:34 p.m., Gutierrez arrived.

The Board discussed and accepted the following: the Library Fund Profit and Loss Reports of November 30 and December 31, 2015, and January 31, 2016; Bills Paid/Paid Reports for December 2015 and January 21, 2016; and the Bills Paid/Payable Report for February 18, 2016. "Bills Paid/Paid" indicates that these bills had already been paid before the current meeting. Acceptance of the above was on a motion by Sampson with a second by Wason. Roll call vote:

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

NAYS: None.

ABSENT: Biddle, Herrera.

December 2015 and January 21, 2016: **Bills Paid:** \$97,277.93; **Bills Paid:** \$9,793.56.

February 18, 2016, **Bills Paid:** \$39,402.73; **Bills Payable:** \$29,682.91.

Statistical Circulation and Acquisitions Reports for November 2015, December 2015, and January 2016 were read and accepted by the Board on a motion by Wason with a second by Glowinski.

AYES: All.

Ed DiCristofano reported to the Board on the HVAC system and the flooding in the building during January of 2016. In the unit serving the second floor, there was a coil failure that caused the failure of other parts, then the flooding. The transducer was changed and the unit was inspected. There was a second break and second flooding, so they forced a valve open to keep water flow going to prevent it from freezing and causing another break. Even the insurance company's specialist could not tell what had caused the failures. The HVAC system is aging, with "newer" components being eight to nine years old. A computer upgrade of the automation in the system is estimated to be around \$12,000.00.

Rivera requested that the Board be given prices for ranges of recommendations by the HVAC company, from "top-of-the-line" to "economical." Ed DiCristofano will give the recommendations to Highler. Rivera would also like regular maintenance recommendations, including those for the gaskets that have been failing throughout the building.

7:03 p.m., Mr. DiCristofano was thanked for his report and he left.

The Board read and discussed the librarians' reports, November 2015 through part of February 2016. Highler spoke about her report in more detail. Fire Chief Hjelmgren presented the library with a copy of the book, *Northlake Fire Protection District*, which will be added to our collection. The HVAC flooding caused the library building to be closed for a week and a day. The insurance company has stated that it will cover costs, minus the deductible. Highler and the Board discussed future options for repair or replacement of the HVAC system. Board members should email any additional questions to Highler so that she can ask Mr. DiCristofano. Plumbing and electricity issues were discussed. Testing was completed on fire alarms, smoke detectors and sprinklers. The newly-reorganized staff committees have started meeting, and Highler reported briefly on their current projects.

Changes in Illinois Funds regulations have caused the library district's administration department to review banking options. The district's Investment Policy also needs to be reviewed. Copies of the Investment Policy were given to the Board. Kelli Zabinski will make some recommendations next month about these current financial issues.

Board members received copies of the legal calendar, and of the Illinois Library Association's recommendations regarding current library-related legislation.

Highler reported on upcoming staff changes.

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

President Rivera had nothing additional to report.

Highler gave a brief report on the Staff In-Service Day, January 8, 2016.

The Board read and accepted the Per Capita Grant Application for 2016, and the Per Capita Grant Expenditures Report for 2014, on a motion by Wason with a second by Glowinski. Roll call vote:

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

NAYS: None.

ABSENT: Biddle, Herrera.

The Board reviewed the personnel policy on Emergency/Weather Related Closing. An additional statement has been added regarding full-time staff work after an emergency lasts beyond two days. The Notary Public Service Policy was also reviewed. In the second set of bullet points, second item, the Board requested that each type of document for which we do not provide notary service should have its own bullet point statement. The library will start with two staff members as notary public staff. The fees for notary public training will be paid by the library district. The personnel policy on Emergency/Weather Related Closing and the Notary Public Service Policy were accepted as revised by the Board on a motion by Glowinski with a second by Sampson.

AYES: All.

The Board Regulations need to be reviewed. The last time they were reviewed was in 2010, by a Board committee. Copies of the regulations were given to the Board. Parts highlighted in yellow are recommended additions; parts highlighted in grey are recommended deletions. Trustees should also review the rest of the regulations to see if they are still appropriate. For example, the Board should establish a process for determining a trustee's intent for remaining on the Board. Highler would prefer that the Board examine its own regulations. Sampson, Gutierrez, and Glowinski agreed to be on the committee to look over the Board Regulations. Board members should send emails to Highler about sections of the regulations not already mentioned.

Board members were given copies of the Annual Library Certification data for the 2016 fiscal year.

Highler and the Board discussed the upcoming contract with the Northern Illinois Municipal Electric Collaborative (NIMEC). NIMEC has negotiated significant savings for the library district in electricity prices. When the contract needs to be signed, there is only a limited time allowed for signing. The Board authorized Highler to sign the contract with NIMEC on a motion by Gutierrez with a second by Sampson. Roll call vote:

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

NAYS: None.

ABSENT: Biddle, Herrera.

No members of the public were present.

The next regular Board meeting is scheduled for March 17, 2016.

Having gone through the agenda, and with no further items before the Board, President Rivera declared the meeting adjourned at 8:12 p.m.

*Elizabeth Biddle, Secretary*

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