

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
FEBRUARY 16, 2017**

The regular meeting of February 16, 2017, of the Northlake Public Library District Board of Trustees was called to order at 6:35 p.m. by Secretary Elizabeth Biddle. Present were Board members: Gutierrez, Glowinski, Wason, Biddle. Absent Board members: Herrera, Sampson. Also present were: Sharon L. Highler, Library Director; and Christie Chaidez, Technical Services Clerk.

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

AYES: All.

Minutes of the Regular Board Meeting of January 19, 2016 were approved on a motion by Glowinski with a second by Wason.

AYES: All.

The Library Fund Profit and Loss Report of January 31, 2017, was accepted on a motion by Wason with a second by Gutierrez. Roll Call Vote:

AYES: Gutierrez, Glowinski, Wason, Biddle.

NAYS: None.

ABSENT: Herrera, Sampson.

The Bills Paid/Payable Reports for February 16, 2017, were accepted on a motion by Glowinski with a second by Gutierrez. Roll call vote:

AYES: Gutierrez, Glowinski, Wason, Biddle.

NAYS: None.

ABSENT: Herrera, Sampson.

Bills paid, January - February 2017: \$12,895.94.

Bills payable, February 16, 2017: \$22,861.41.

Highler reported that we had two instances with the HVAC. An upgrade to the 2nd floor unit was needed to allow for proper timing related to outside air in-take. This will help with more efficient temperature control on the second floor. We also had a blade on one of the motors for the second floor unit break due to the age of the unit. It will have to be replaced.

We had one of our annual inspections done for the fire alarms and are having another inspection on the 27th.

Juan will be asked to make a list of all of the ballasts that need to be replaced in the building. When the electrician comes to replace the parking lot lights and the lights in the front sign, we will ask him work on the ballasts as well.

We did receive a FOIA request from LocalLabs Media Services: Cook County District Consolidated Elections Candidate Filings requesting information regarding the upcoming election and our financials.

Highler attended the legislative luncheon with Laura Bartnik, Head of Adult Services, where state and federal issues affecting libraries were discussed. Highler and Bartnik were able to sit at the table for Representative Kathleen Willis and got to chat with her and other library directors.

Beginning this month, HR will start supplying a separate report which will be included with the departmental reports.

We have a request from an employee asking us to offer Flex Spending Dependent Care. This benefit allows staff to set aside "pre-tax" dollars to pay for eligible day care expenses, such as costs for babysitter, day camps or child care centers, for dependents under the age of 13 or tax dependents who are mentally or physically incapable of caring for themselves. Their annual contribution must be between \$25 and \$5,000. Highler will provide more information at the next Board meeting.

We were finally able to have Laura Bartnik's baby shower and it was a success. She is due at the end of March.

The Board accepted the librarians' reports for January - February 2017, with their thanks.

There were no reports from the President or Vice-President.

The sick leave portion of the personnel policy is being revised to make a change to the maximum hours that can be accrued in sick time for IMRF. After review, the Board agreed to adopt the Policy Revision to the Personnel Policy: Sick Time on a motion by Glowinski with a second by Gutierrez.

AYES: All.

The NIMEC pricing contract for electricity has not yet been bid on and pricing should be available by the next Board meeting.

With the resignation of Orlando Rivera, it was necessary to discuss Board reorganization.

Wason was chosen to preside as the Board President on a motion by Glowinski and a second by Gutierrez.

AYES: All.

Glowinski was chosen to preside as the Board Vice-President on a motion by Wason with a second by Gutierrez.

AYES: All.

Executive Session was not needed.

No members of the public were present.

The next regular Board meeting is scheduled for March 16, 2017.

Having moved through the agenda, the meeting was adjourned at 7:10 p.m., by Secretary Biddle.

*Elizabeth Biddle*, Secretary

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