

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
FEBRUARY 15, 2018**

The regular meeting of February 15, 2018, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:32 p.m.. Present were Board members: Biddle, Wason, Tews, Gutierrez. Absent Board members: Glowinski, Carver, Werba. Also present were: Sharon L. Highler, Library Director; Laura Bartnik, Head of Adult Services; Marianne Ryczek, Head of Youth Services; Christie Chaidez, Technical Services Clerk; and Deborah Kadin, Reporter representing the Pioneer Press.

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.

Minutes of the Regular Board Meeting of January 18, 2018 were approved on a motion by Gutierrez with a second by Tews.

AYES: All.

The Library Fund Profit and Loss Report of January 31, 2018 was approved on a motion by Biddle with a second by Gutierrez. Roll Call Vote:

AYES: Tews, Biddle, Gutierrez, Wason.

NAYS: None.

ABSENT: Glowinski, Werba, Carver.

The Bills Paid Reports for January 2018-February 2018, and the Bills Payable Report for February 15, 2018 were accepted on a motion by Biddle with a second by Tews. Roll call vote:

AYES: Tews, Biddle, Gutierrez, Wason.

NAYS: None.

ABSENT: Glowinski, Werba, Carver.

Bills paid, January 2018-February 2018: \$44,772.41.

Bills payable, February 15, 2018: \$25,873.08.

Highler reported that the Fire Department came and did an inspection/ training for their staff. They found no huge issues. The list has been whittled down and we should be able to address everything within the 90 day timeframe.

Ed, from NHP has responded to the Board's question about the coils. We had one minor call to NHP to adjust temperatures in two areas of the building. While here the tech detected a problem with our sump pumps by accident and alerted us. We called the plumber, who sent someone out. They were able to provide a temporary solution but needed to contract with a pump specialist to change the pump switches. We are awaiting final resolution.

Nearly all of the repairs have been completed involving the frozen coil. New cabinets were installed in the staff kitchen this week. We are still awaiting a decision about the Public Kitchen doors. Now that they are dry they have warped. This has resulted in the door lamination chipping or peeling off.

Stephanie is out on maternity leave starting on February 2nd. Her son was born on Feb. 4<sup>th</sup> and is doing well. He's a real cutie!

On Feb. 1<sup>st</sup> staff observed a patron viewing inappropriate material on an adult computer. Upon further observation they discovered that it was actually child porn. The Police were called and the man was arrested. As a result of this incident, the following has happened:

- Staff had to go give testimony to the Police.
- The incident was fully discussed and suggestions were made about how the incident was handled. All in all, I commend the staff for handling a very difficult situation.
- Barracuda Security system has been suggested by IT. Other libraries are using products such as Cybersitter and Web Titan Cloud. We will investigate products and make a recommendation.
- We are already proposing an upgrade to our security system (cameras, access and notification).
- The management team has taken a look at our Internet policy and some suggested changes will be requested.

Highler commended the staff on their handling of a difficult situation.

Following another walk through for the telephone system and many emails, we reached the point where technicians came to install wiring and the telephones and turn it on.

Training soon followed and continues.

Work continues on the development of a new long range plan. Next week we will meet with some community elected officials. We are also working on a community survey.

The Board accepted the librarians' reports for January 2018 - February 2018, with their thanks.

The President had nothing to report.

The Vice President had nothing to report.

Highler still needs to receive the required State FOIA Trustee Training from Werba.

The SWOT exercise results were provided to the Board.

Highler advised the Board that the email for the SEI filing for 2018 would soon be coming from Cook County and that they would not have much time to complete it. She asked them to watch for it and to copy her saying they had completed it.

Highler advised the Board that she would be attending the ILA luncheon the following day where legislative issues would be discussed.

Adoption of IMRF Resolution to Include Cash Payments Related to Health Insurance as IMRF Earnings was on a motion by Biddle with a second by Gutierrez. Roll Call Vote:

AYES: Tews, Biddle, Gutierrez, Wason.

NAYS: None.

ABSENT: Glowinski, Werba, Carver.

The Board accepted Highler's Delivery Door Camera/Access System Recommendations, Security Camera System Recommendations and Access Swipe Card System Recommendations on a motion by Biddle with a second by Gutierrez. Roll Call Vote:

AYES: Tews, Biddle, Gutierrez, Wason.

NAYS: None.

ABSENT: Glowinski, Werba, Carver.

The Board accepted the bid for Blue Point Alert Solutions on a motion by Biddle with a second by Tews. Roll Call Vote:

AYES: Tews, Biddle, Gutierrez, Wason.

NAYS: None.

ABSENT: Glowinski, Werba, Carver.

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

AYES: All.

Executive Session was not needed.

Deborah Kadin stated she would send any follow-up questions she had to Highler.

The next regular Board meeting is scheduled for March 15, 2018.

Having moved through the agenda, the meeting was adjourned at 7:46 p.m., by President Wason.

*Elizabeth Biddle*, Secretary

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