

**MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
FEBRUARY 21, 2019**

The regular meeting of February 21, 2019, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:30 p.m. Present were board members: Cassidy-Hatchet, Glowinski, Wason, Biddle, Gutierrez, Tews. Absent board members: None. Also present were: Sharon Highler, Library Director; Laura Bartnik, Assistant Director; and Christie Chaidez, Guest Services Clerk.

The board approved the agenda with the change that the Executive Session was not needed on a motion by Biddle with a second by Gutierrez.

AYES: All

Minutes of the Regular Board Meeting of January 17, 2019 were approved with the change of date from the 19th to the 17th in the header on a motion by Glowinski with a second by Cassidy-Hatchet.

AYES: All

The Library Fund Profit and Loss Report of January 31, 2019 was approved on a motion by Glowinski with a second by Tews. Roll call vote:

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

Acceptance of the Bills Paid Report for January - February, 2019 was approved on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

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

Acceptance of the Bills Payable Report for February 19, 2019 was approved on a motion by Gutierrez with a second by Cassidy-Hatchet. Roll Call Vote:

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

Bills paid, January - February, 2019: \$23,903.28.
Bills payable, February 19, 2019: \$32,496.05.

Highler Reported on:

Building Issues:

FE Moran has been training Laura on observing and correcting minor temperature changes in the HVAC system. With the crazy weather, we have been keeping a close eye on temperature variations and watching for leaks. We survived January with no major problems as in the past years.

We observed a leak in the Guest Services staff area, but it stopped within a couple of hours. Since it was along the line where the addition begins, we assumed that ice got under the joint and thawed. We will watch for other problems.

The lighting project is mostly done. We will be working with Anchor Electric to complete the emergency light project.

The alarm system and backup generator both passed their annual maintenance inspections.

Raleigh will be working with T-Jay Door Co. to get the motor changed as recommended.

Closing for Weather:

We had to close early at 5pm on 1/22/19, 1/29/19 and 2/5/19 due to bad weather conditions. On one of the occasions the parking lot was a complete sheet of ice.

We also closed all day on 1/30/19 and 1/31/19 due to weather conditions, per our personnel policy. The decision to close is never taken lightly and is based upon school closings, college closings, weather predictions and actual staff observations.

FOIA:

Another request was received regarding spending and our vendors. Annette was able to generate the requested information and submit it in a timely manner.

Library Service Plan Reorganization:

Guest Services staff has begun cross-training. We are hoping to relocate the old TS department upstairs by June, depending upon furniture availability.

Long Range Planning Process:

We are awaiting further information from Studio GC on furniture for the staff area in Guest Services.

I attended a workshop that focused on Long Range strategic planning. It is time for us to undertake this process and effectively use the information obtained from Studio GC.

Staff Changes:

None

MISC.

After the last Board meeting, Annette and I took a closer look at the Funds report. Lines that appeared to be way out of an acceptable spending range were looked at very closely. By doing this, we were able to better code certain bills and the result has been a fund report with nearly all lines at about 60% expended. The only exceptions are those bills that are paid annually, like the audit, most periodicals, e-books, etc.

We will need to complete our system membership requirements survey by March 31st.

We have begun to notice more issues with ProData, our payroll service. HR is in the process of digitizing all available time sheets (old and new).

Raleigh has contacted the government office that processes the Passport program. We will attempt to get our status “unstuck” so that we can begin offering processing of Passports.

- We are continuing to update policies.
- We will continue to implement our service plan.
- We will start comparing payroll services.
- We will plan to start the strategic planning process. (See peach homework sheet.)

Meetings and Webinars Attended:

Date	Event	Time	Cost
1/24/19	SAIL Meeting- Bolingbrook	3 hrs.	None

2/5/19	SWAN meeting- Oak Brook - Committee of the Whole	3 hrs.	None
2/15/19	LACONI Meeting- Woodridge - Strategic Planning	3 hrs.	\$20
2/18/19	PLA Webinar Serving Multi-Lingual Communities	1.5 hrs.	None
2/20/19	RAILs Webinar Critical Conversation Delivery	1.5 hrs.	None
2/21/19	BRIT: Employee Privacy Rights -Webinar	1 hr.	None

The board accepted the librarians' reports for January - February 2019 with their thanks.

President Wason had nothing to report on.

Vice President Glowinski had nothing to report on.

The Policy Revisions for Room Usage were reviewed and adopted on a motion by Biddle with a second by Gutierrez.

AYES: All

A handout of the fines schedule was provided to all Board Members.

A handout regarding the Minimum Wage Increase was provided to all Board Members.

Acceptance of the Salary Scale Adjustments was approved on a motion by Biddle with a second from Gutierrez. Roll Call Vote:

AYES: Cassidy-Hatchet, Tews, Glowinski, Biddle, Gutierrez, Wason.

NAYS: None.

ABSENT: None.

There were no members of the public present.

The next regular Board meeting is scheduled for March 21, 2019.

Having moved through the agenda the meeting was adjourned at 7:20 p.m. by President Wason.

Elizabeth Biddle, Secretary
