

**MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
JANUARY 15, 2015**

The regular meeting of January 15, 2015, of the Northlake Public Library District Board of Trustees, was called to order at 6:35 p.m. by President Orlando Rivera. Present were Board members: Salo, Gutierrez, Rivera.

Absent Board members: Efta, Wright, Sydor. Also present were Mark Lawton, reporter for Franklin Park Herald-Journal; Sonya Teets, citizen; Loretta Teets, citizen; Sharon L. Highler, Library Director; and Mary Jane Garrett, Head of Technical Services.

As there need to be four trustees present for a quorum, no voting could take place with only three trustees attending. Trustees limited themselves to "information-only" sections of the meeting. Discussion of subjects was allowed, but trustees could take no official action unless at least one additional trustee arrived during the meeting.

Agenda of the meeting was accepted with the above limits, including an Executive Session.

The librarians' reports were accepted with the appreciation of the Board. Highler discussed some subjects of her report with the Board. As of this week, all vacant positions in the public services departments have been filled. She hopes to fill a clerical position in Administration by the beginning of the new fiscal year, that is, by around July of 2015. Lighting issues are being handled, and minor repairs are beginning this month. The walls have been repaired in the staff lounge, and the floor near the wall repair has been tiled. Canopies have been installed over the outside item-return area. Alarm systems have been inspected and upgrades for other areas of the library have been recommended.

State Senator Don Harmon has sent a donation to the library district on behalf of the mayors of Northlake and Stone Park.

As per library policy, the building was closed for two days in January due to extreme weather.

A community survey is scheduled for later this winter through early spring.

The Friends of the Library are also meeting on January 15. The staff Fund Development Committee met on January 14, and made recommendations about the planned capital campaign that the Friends will be starting, and about additional funding project ideas. Vending machines will be installed soon; a percentage of the profits from the machines will go to the Friends.

Two of the department heads have respectfully declined the proposed salary adjustment, because of the library district's current economic situation.

Circulation for December 2014 has increased over that of December 2013.

For his report, President Rivera asked if our backup generator has been recently confirmed to be working. Highler reported that all parts have been checked.

Personnel policy revisions have been tabled until the February regular meeting. A change in computers has caused the revision process to take longer than planned.

The main portion of the Staff In-Service Day on December 5 consisted of a presentation on the library and its community by Carmen Patlan of the Waukegan library, who directed the Promotoras Ambassador Program there. We have based part of our "Eliminate the Digital Divide" grant programs on this. Upcoming FY2015 Per Capita Grant funds have been earmarked for safety and security projects. Staff training will be one of the uses of the funds. Within the restrictions of the grant, we will also be updating security systems within the library.

Highler and the Board discussed the status of the candidates for the trustee election on April 7, 2015. Board members received copies of the Certificate of Ballot, which is not the final ballot. The asterisk by a person's name indicates that the candidate's validity is being contested. The same citizen had contested all three candidates. The objection to Gutierrez has since been withdrawn, so she will remain on the ballot. We believe that Sydor has not attended the hearings on the objections, so she will probably not be on the final ballot. Wright has been attending the hearings, and her status had not been decided as of the date of this Board meeting. Efta did not file as a candidate. Salo will be retiring when her term is completed in 2015.

The refinancing of the building bonds was completed as of December 30, 2014. Trustees received copies of the confirming email sent to Highler by Robert W. Baird & Co. The Board is to be commended for making this decision, which will save the taxpayers a significant amount of money.

The Director's Evaluation will be discussed at a later date.

Highler will be working on the Annual Library Certification for FY2015 next week.

Information on the annual contract with the Northern Illinois Municipal Electric Collaborative (NIMEC) for electricity pricing was given to the Board.

Board members received copies of the letter sent to Highler by the Secretary of State, which confirmed that the library district will be awarded its FY2015 Per Capita Grant.

Each trustee received a copy of the current requirements for the FY2016 and FY2017 Per Capita Grant applications. Some requirements may be changed by the State Library as the time for the application gets closer, but such basic requirements as the library's annual report will not change.

Mr. Lawton, the reporter from the Franklin Park Herald-Journal, asked about how many trustees were leaving. As of this time, Salo is retiring and Efta will not be running. Added to the vacancy that the Board already had, this will leave a total of three vacancies.

Sonya Teets and Loretta Teets did not have any additional comments for the Board meeting.

The next regular Board meeting is scheduled for February 19, 2015.

Being without a quorum, and having moved through the informational portions of the agenda, President Rivera adjourned the meeting at 7:40 p.m.

Barbara Salo, Secretary
