

**MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
JANUARY 18, 2018**

The regular meeting of January 18, 2018, 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: Biddle, Wason, Carver, Tews. Absent Board members: Glowinski, Gutierrez, Werba. Also present were: Sharon L. Highler, Library Director; Laura Bartnik, Head of Adult Services; Christie Chaidez, Technical Services Clerk; and member of the public Anders Hallstrom.

The Board approved the agenda, with the change of a secretary's report in place of the Vice President's report, on a motion by Biddle with a second by Carver.

AYES: All.

Minutes of the Regular Board Meeting of November 16, 2017 were approved on a motion by Carver with a second by Tews.

AYES: All.

6:32 p.m. Gutierrez arrived.

The Library Fund Profit and Loss Report of November 30, 2017 and December 31, 2017 was approved on a motion by Biddle with a second by Gutierrez. Roll Call Vote:

AYES: Tews, Carver, Biddle, Gutierrez, Wason.

NAYS: None.

ABSENT: Glowinski, Werba.

The Bills Paid Reports for November 2017-January, 2018, and the Bills Payable Report for January 18, 2018 were accepted on a motion by Carver with a second by Biddle. Roll call vote:

AYES: Tews, Carver, Biddle, Gutierrez, Wason.

NAYS: None.

ABSENT: Glowinski, Werba.

Bills paid, November 2017 - January 2018: \$62,888.73.

Bills payable, January 18, 2018: \$33,328.61.

Highler reported that the cold once again took its toll on our HVAC system this year. On Jan. 2nd, we received notice that water was being released in the building. It was discovered when the running water tripped a motion sensor. The Fire Department had entered the building and turned off the main water supply by the time staff arrived to check out the alarm. Since the water was hot it was determined that the HVAC was the problem. Staff spoke with the HVAC people and learned how to turn off another water source that fed directly from the boiler. These quick actions minimized the damage to the building. We had damage and cleanup on the first and lower level floors. Affected areas included the Youth Services desk area, the lower level foyer, the staff break-room, the public kitchen and the community room. Most of the spaces were cleaned the same day and allowed to dry overnight. This was no problem since we were already closed for the holiday. Next day a barrier was erected in the Youth department and most of the space was open to the public including most of the computers. The biggest loss there was the custom bookcase and a security camera. Both levels needed wall repairs, ceiling tiles and the carpet cleaned. (The carpets were due to be cleaned as part of our semi-annual service.) On the lower level there was also damage to the kitchen cabinets in both kitchens. Replacements have been ordered and should be installed by mid-February (at the latest). The remainder of the work will be done at that time. (It turns out we were not the only library that had cold-related problems.)

The first planning meeting for the telephone system was held. Extension numbers have been provided and basic operational set-up was discussed. We should be fully operational and trained by April 2018.

The first phase of the lighting program project has been completed. The parking lot is completely lit. It is hoped that we can continue this conversion work by going floor by floor until completed.

Per Capita Grant funds have not been received for 2017.

Marianne has received a \$5000.00 grant. The Board can refer to her report for details. Stephanie will be out on maternity leave starting in mid-February. The staff took the opportunity of the staff in-service to hold a baby shower for her during our lunch break. She still claims to have been totally surprised! At any rate, she loved all the items and especially liked the stuffed animal with her son's name and all of the Batman related decorations, food and gift items.

Trustee Carver would like to submit a nomination for "Library of the Year" for NPLD. The management staff is very flattered by the suggestion.

Some new items have been suggested and purchased for this collection. We have been asked for more things for "men". Meanwhile, items are gaining in popularity and holds are building for certain items like the sewing machine.

During our staff in-service we demoed various items throughout the day and encouraged staff to use and talk about the collection with patrons.

The Board accepted the librarians' reports for November 2017-January 2018, with their thanks.

The President had nothing to report.

The Secretary wished a very happy birthday to Treasurer Tews.

Anders Hallstrom, a member of the public and new library patron who moved to the area recently from Arkansas, came to observe the meeting. He wanted to let the Board know that he feels Northlake Public Library District is a great library and that the staff does a wonderful job. He was particularly happy with the Library of Things and had already checked out a Pom-Pom maker for his daughter. He made the suggestion that we could, perhaps, have more items of interest to men such as jumper cables and a portable car tire pump. (These items are already being added to the collection. We will try to keep expanding.)

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

Acceptance of the Per Capita Grant Application-2018 and Financial Report-2016 was on a motion by Carver with a second by Tews.

AYES: All.

A report on Staff In-Service Day, January, 12, 2018, was given to the Board.

Acceptance of the Sexual Harrassment Prohibition Policy Revision was accepted on a motion by Carver with a second by Biddle. Roll Call Vote:

AYES: Tews, Carver, Biddle, Gutierrez, Wason.

NAYS: None.

ABSENT: Glowinski, Werba.

Adoption of Ordinance #18-579 of the Northlake Public Library District was made on a motion by Biddle with a second by Gutierrez.

AYES: All.

SEI Filing for 2018 information was checked by all Trustees and corrected where necessary.

Copies of the Annual Library Certification for FY 2018 were given to the Board.

All Trustees were ask to participate in the SWOT exercise that employees completed at In-Service. The Board recorded their answers and turned them in to Highler.

Executive Session was not needed.

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

Having moved through the agenda, the meeting was adjourned at 8:21 p.m., by President Wason.

Elizabeth Biddle, Secretary
