

**MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
JUNE 18, 2015**

The regular meeting of June 18, 2015, of the Northlake Public Library District Board of Trustees, was called to order at 6:31 p.m. by President Orlando Rivera. Present were Board members: Gutierrez, Wright, Salo, Rivera. Absent Board members: Efta, Sydor. Also present were: Diane Sampson, Toni A. Glowinski, Elizabeth Biddle, Judith M. Wason, and Jesus Herrera, newly-elected Trustees; guests and members of the public (eight signed on sheet); Laura Bartnik, Head of Adult Services; Stephanie Carlile, Head of Circulation Services; Mary Jane Garrett, Head of Technical Services; and Sharon L. Highler, Library Director.

The Board voted to approve the agenda on a motion by Wright with a second by Gutierrez.

AYES: All.

The Board voted to amend the agenda, to move New Business 1 and 2, "Swearing in of Trustees" and "Former Trustee Recognition," to the beginning of the meeting. The amending of the agenda was approved on a motion by Salo with a second by Wright.

AYES: All.

Five Trustees were newly-elected in April, and Aracely Gutierrez was re-elected at that time. Trustees being sworn in were: Diane Sampson, Elizabeth Biddle, Aracely Gutierrez, Toni A. Glowinski, Jesus Herrera, and Judith M. Wason. Salo read the text, which the Trustees repeated. Certificates were given to those who had just been sworn in.

After the new Trustees were sworn in, the terms of the former Trustees ended.

To honor the former Trustees, framed resolutions recognizing their service to the library district were presented to them. The former Trustees present, Renee Wright and Barbara Salo, were given their resolutions at the meeting.

A brief reception for new and former Trustees was held for about ten minutes.

Until the Board reorganization and election of officers, Orlando Rivera will remain as President and will run the meeting.

Minutes of the Board Meeting of May 14, 2015, were approved on a motion by Biddle with a second by Sampson.

AYES: All.

The Treasurer's Report of May 31, 2015, was accepted on a motion by Glowinski with a second by Wason. Roll call vote:

AYES: Gutierrez, Wason, Herrera, Glowinski, Sampson, Biddle, Rivera.

NAYS: None.

ABSENT: None.

The Bills Paid/Payable Report for June 16, 2015, was accepted on a motion by Herrera with a second by Wason. Roll call vote:

AYES: Gutierrez, Wason, Herrera, Glowinski, Sampson, Biddle, Rivera.

NAYS: None.

ABSENT: None.

Bills paid: \$37,198.58.

Bills payable: \$34,206.26.

6:55 p.m., Marianne Ryczek, Head of Youth Services, arrived.

The Revenue and Expense Report for May 2015 was accepted on a motion by Gutierrez with a second by Sampson. Roll call vote:

AYES: Gutierrez, Wason, Herrera, Glowinski, Sampson, Biddle, Rivera.

NAYS: None.

ABSENT: None.

The Statistical Circulation and Acquisitions Reports for May 2015 were accepted on a motion by Glowinski with a second by Wason.

AYES: All.

The Board read and discussed the librarians' reports for May-June 2015. Highler discussed the Director's Report in more detail with the Board. The Board was introduced to the heads of the library departments: Bartnik of Adult Services, Carlile of Circulation Services, Garrett of Technical Services, and Ryczek of Youth Services. Garrett is also the recorder of the Board meetings.

Highler is searching for a general handyman for the building. It will be a contract position rather than a staff position. The person must be bonded. If the Board has any suggestions, please let Highler know.

The HVAC system has a number of ongoing repairs. Herrera suggested a sealant that might be used for some leaks that have been reported. The landscaping contractor has been working on controlling the weeds, which have had increased growth from frequent rain. Most of the shrub beds have been mulched. A leak has returned along the joint line in the back hallway on the lower level. Additional roof repairs may be needed during the next fiscal year.

All people in the building had to be moved to the lower level during a tornado warning on June 15. Any people who do not wish to take shelter in the lower level are asked to leave the property.

A patron has offered to donate a window product called "Collide/Escape" because she is concerned about birds that accidentally strike our windows. The Board discussed her offer. There was concern that the product might damage the windows and/or invalidate any warranties. The Board agreed to respectfully decline the patron's offer.

All of the new copying/printing equipment we have received through our rental agreement with Toshiba is now operational. We owned our previous equipment, and will be disposing of it. A few pieces were sold during the Friends of the Library Rummage Sale. Remaining equipment will be sold for \$5.00 apiece until we send it to recycling. Sampson asked if the costs to patrons for printing are comparable to those

of printing businesses. Highler reported that they are either equal or less than what businesses charge. When we have policies/procedures set up, we plan to have a fee-based banner printing service for patrons.

We have found the reason why our Internet is so slow. People from Comcast have found out that our free connection was supposed to handle only a television and maybe one or two computers—we have around 75 computers in daily use. In July we will be upgraded to a business account (fee-based) that should solve the problems. We are also evaluating our other connection, which runs the SWAN online catalog.

Highler and Ryczek reported on the free summer lunch program, Kids Cafe, now in its second year. Free lunches are given to children 18 and under, Monday through Friday, from noon until 1:00 p.m. All food is provided by the Greater Chicago Food Depository (GCFD). The library district just has to provide staff time and follow the GCFD rules. During the week of the Board meeting, the program was giving out around forty meals per day. There are staff members who serve on a regular basis, but every staff member is required to serve during at least one meal this summer, to see how the program is helping the community. Board members were invited to come and see how the program works.

All staff members have been asked to participate in outreach events in the community. Events this summer include the Memorial Day parade in Stone Park, Representative Willis' Community Resources Fair on June 13, and hosting a blood drive for the Red Cross on July 2. Trustees were invited to participate in the upcoming blood drive.

Adult Services has hired two new librarians, who will have reference and other duties in addition to their areas of specialty. They are filling the positions left vacant when previous staff left to begin other jobs. Garrett Gottschalk is the new Digital Services Librarian, and began work on May 18. Marion Olea will be the new Outreach Librarian, and is scheduled to start on July 6.

The district's Summer Reading Program has a heroes theme with the title "Reading Saves the Day." There are programs for children, teens and adults. The kickoff party was June 6 and around 400 people attended, about twice the attendance as last year. The library is very busy this summer, even in the evenings.

The SWAN catalog's new SirsiDynix format has had some of its problems corrected, with more solutions promised for the future. Staff are becoming more accustomed to the new programming.

7:45 p.m., Ryczek left the meeting.

7:50 p.m., Bartnik and Carlile left the meeting.

The librarians' reports were accepted with the appreciation of the Board.

President Rivera did not have anything additional to report this month.

Trustees were each given a copy of Chapter 5, "Technology," from *Serving Our Public 2.0: Standards for Illinois Public Libraries* (Illinois Library Association, 2009). Review of the technology chapter by Trustees is one requirement of the upcoming Per Capita Grant application.

A copy of the Board's Regulations, with parts for suggested revision marked, was given to each Trustee to review before the next scheduled regular Board meeting in August.

Each Board member received a copy of the contact and term information of the Trustees. Any corrections were to be written on the master sheet available at the meeting.

Each Trustee was given a copy of the May 14, 2015, edition of *Library Law e-News*, which gives the regulations for Open Meetings Act (OMA) training, which is required to be completed by trustees within 90 days after their taking the oath of office. Freedom of Information Act (FOIA) training regulations are also included in this issue. After completing the required training, please give Highler a copy of your certificate of completion.

For Board reorganization, Highler recommended that the current two offices (President, Rivera, and Treasurer, Gutierrez) remain filled with the same individuals, as they have more experience, but she stated that this decision is a Board decision.

Diane Sampson was nominated for the office of Vice President. She accepted the nomination. She was elected Vice President on a motion by Wason with a second by Biddle.

AYES: All.

Elizabeth Biddle was nominated for the office of Secretary. She accepted the nomination. She was elected Secretary on a motion by Wason with a second by Sampson.

AYES: All.

Orlando Rivera was nominated for the office of President. He accepted the nomination. He was elected President on a motion by Gutierrez with a second by Wason.

AYES: All.

Aracely Gutierrez was nominated for the office of Treasurer. She accepted the nomination. She was elected Treasurer on a motion by Glowinski with a second by Herrera.

AYES: All.

The Board Meeting Schedule was read and approved by the Board on a motion by Herrera with a second by Gutierrez.

AYES: All.

Each Trustee was given a copy of the June 2015 edition of the library legal calendar.

A date needs to be set for the Fall Trustee Orientation. Each Board member received a copy of the possible dates and times. Each person on the Board should check to see when they would be available, and either return the form to Highler at this meeting or email her their preferences later. A decision on the date and time will be tabled until Highler receives Trustees' preferences.

Authorized banking account signers for FY 2015-16 need to be appointed. Three signers, the President (Rivera), the Treasurer (Gutierrez) and the Director (Highler) are already available. Highler recommends having at least one more signer available. Biddle, the Secretary, agreed to be a signer. Orlando Rivera, Aracely Gutierrez, Sharon L. Highler, and Elizabeth Biddle were appointed as signers on a motion by Wason with a second by Herrera. Roll call vote:

AYES: Gutierrez, Wason, Herrera, Glowinski, Sampson, Biddle, Rivera.

NAYS: None.

ABSENT: None.

Ordinance #15-563, 2015 Annual Ordinance Authorizing Public Library Non-Resident Cards, the fee calculated according to the General Mathematical Formula (23 Ad. Code 3050.60(a)), was adopted by the Board on a motion by Glowinski with a second by Wason. Roll call vote:

AYES: Gutierrez, Wason, Herrera, Glowinski, Sampson, Biddle, Rivera.

NAYS: None.

ABSENT: None.

Ordinance #15-564, To Levy an Additional 0.02% Tax for Equipping the Library and for the Maintenance and Repair of the Library Building and Equipment of the Library District, was adopted by the Board on a motion by Biddle with a second by Gutierrez. Roll call vote:

AYES: Gutierrez, Wason, Herrera, Glowinski, Sampson, Biddle, Rivera.

NAYS: None.

ABSENT: None.

Ordinance #15-565, Ascertaining the Prevailing Rate of Wages for Laborers, Workers, and Mechanics Employed on Public Works of the Northlake Public Library District, was adopted by the Board on a motion by Sampson with a second by Herrera. Roll call vote:

AYES: Gutierrez, Wason, Herrera, Glowinski, Sampson, Biddle, Rivera.

NAYS: None.

ABSENT: None.

A "Closed Session Minutes" Review needs to be scheduled, if the Board decides it is needed. After discussion, the Board voted to leave the status of these minutes as closed, on a motion by Glowinski with a second by Wason.

AYES: All.

The Board suspended the regular open meeting to go into Executive Session at 8:30 p.m., as per 5 ILCS 120/2 (c)(1): "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel, including hearing testimony on a complaint lodged against an employee or against legal counsel to determine its validity."

The Executive Session convened at 8:42 p.m.

The Board returned to the regular open meeting at 8:51 p.m. No action was taken.

No additional members of the public were present. No members of the public wished to make a statement.

The next regular Board meeting is scheduled for August 20, 2015.

Having moved through the agenda, and with no further business, President Rivera adjourned the meeting at 8:52 p.m.

Elizabeth Biddle, Secretary
