

**MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
JUNE 16, 2016**

The regular meeting of June 16, 2016, of the Northlake Public Library District Board of Trustees was called to order at 6:30 p.m. by President Orlando Rivera. Present were Board members: Wason, Glowinski, Biddle, Rivera. Absent Board members: Herrera, Gutierrez, Sampson. Also present were: Sharon L. Highler, Library Director; and Mary Jane Garrett, Head of Technical Services.

The Board agreed to amend the agenda so that an Executive Session would be scheduled after Unfinished Business. The agenda was approved with the above change on a motion by Glowinski with a second by Wason.

AYES: All.

Minutes of the Board meeting of April 21, 2016, and the statement of the cancellation of the meeting of May 19, 2016, were approved on a motion by Biddle with a second by Wason.

AYES: All.

6:33 p.m., Gutierrez arrived.

The Library Fund Profit and Loss Reports of April 30, 2016, and May 31, 2016, were accepted on a motion by Gutierrez with a second by Biddle. Roll call vote:

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

NAYS: None.

ABSENT: Herrera, Sampson.

We are in the process of revising the codes used in the above reports.

The Bills Paid/Payable Report for June 16, 2016, was accepted by the Board on a motion by Biddle with a second by Glowinski. Roll call vote:

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

NAYS: None.

ABSENT: Herrera, Sampson.

Bills paid, May to June, 2016: \$138,789.19.
Bills payable, June 16, 2016: \$23,872.47.

The Statistical Circulation and Acquisitions Reports for April and May of 2016 were accepted by the Board on a motion by Glowinski with a second by Wason.

AYES: All.

The Board read and discussed the librarians' reports for April-June, 2016. Highler discussed her report in more detail with the Board. For the HVAC system, we will be replacing the unit that serves the first floor, cleaning filters because of cottonwood fluff, getting a price to upgrade the system's computer equipment and software, and replacing other parts of the system. Our roof company will be doing a midyear inspection. Our refrigerator in the programming room kitchen is having difficulty maintaining a 40°F temperature, which is required by our summer lunch sponsor. We will need to replace it. Our main-floor men's and boys' restrooms were vandalized on June 10. We had previously left the men's restroom unlocked, but have gone back to locking it. The shipment of the final replacement computer furniture (from the flood) is due soon.

The Kids Cafe summer lunch program, through the Greater Chicago Food Depository (GCFD), began on June 13. Increased marketing has resulted in more children coming to the program this year. As of June 20, we will be receiving 60 meals per day to distribute. The kickoff celebration for the Summer Reading Program was on June 4. We have found that purchasing treat machines is more cost-effective than renting them, so we now own a cotton candy machine and a snow cone machine in addition to a popcorn machine.

Our Friends group held a rummage sale on May 13 and 14. They also did a fundraising event at the Summer Reading Program kickoff.

Our IT service, CTC, has fixed the major problems and finished the major projects for our computer system. We will need them to come for fewer hours per week. Staff will be trained to do routine updates.

Human Resources, Jo Ann Green, is working on updating our personnel procedures to be in compliance with current regulations. She is also auditing current employees' files. Youth Services has done interviews and selected the replacement for Omar Ramirez, who recently resigned.

Our SWAN catalog consortium is making final plans for a headquarters relocation. SWAN has added a few members and has been petitioned to add more. Our RAILS library system continues its revision of membership standards. If the current draft of revisions passes, we will need to revise our budget to increase the percentage that is spent on materials and content.

The librarians' reports were accepted with the appreciation of the Board, on a motion by Glowinski with a second by Wason.

AYES: All.

The President had nothing additional to report.

Highler reminded the Board about reviewing and revising the Board Regulations. A policy on Disposal of Surplus Materials is planned for presentation for Board approval in August.

The Board voted to go into Executive Session 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," on a motion by Glowinski with a second by Wason.

AYES: All.

The Board went out of the regular meeting at 7:06 p.m.

At 7:25 p.m., the Board voted to resume the regular meeting on a motion by Glowinski with a second by Wason.

AYES: All.

The Board voted to approve the proposals from the Executive Session, for a 1% salary increase and staffing changes, on a motion by Glowinski with a second by Wason. Roll call vote:

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

NAYS: None

ABSENT: Herrera, Sampson.

The Board voted to approve the Board Meeting Schedule for the 2016-17 fiscal year on a motion by Biddle with a second by Glowinski.

AYES: All.

Highler pointed out the importance of keeping current about the Library Legal Calendar. An updated copy was given to each Trustee. The August meeting is another one when it is important to have a quorum, to pass a number of ordinances or resolutions before their deadlines.

If a Trustee wishes to resign from the Board, they must submit a written resignation in order to make it official.

The Board discussed Ordinance #16-569, Ascertaining the Prevailing Rate of Wages for Laborers, Workers and Mechanics Employed on Public Works of the Northlake Public Library District. The 2016 rate of wages has not been published yet, so librarians were asked to use 2015 and refer to the source website when the 2016 rates were completed. Ordinance #16-569 was approved on a motion by Gutierrez with a second by Wason. Roll call vote:

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

NAYS: None.

ABSENT: Herrera, Sampson.

Ordinance #16-570, Authorizing Public Library Non-Resident Cards, was discussed by the Board. Each Trustee was given a copy of the calculation of the non-resident fee, according to an approved state formula. Ordinance #16-570, with a non-resident fee of \$319.00, was adopted by the Board on a motion by Wason with a second by Glowinski. Roll call vote:

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

NAYS: None.

ABSENT: Herrera, Sampson.

Ordinance #16-571, An Ordinance to Levy an Additional .02% Tax for Equipping the Library and for the Maintenance and Repair of the Library Building and Equipment of the Library District, was adopted on a motion by Biddle with a second by Wason. Roll call vote:

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

NAYS: None.

ABSENT: Herrera, Sampson.

The Board discussed whether to schedule a review of Closed Session (that is, Executive Session) Minutes. It was decided that these minutes would remain closed, on a motion by Wason with a second by Glowinski.

AYES: All.

No members of the public were present.

The next regular Board meeting is scheduled for August 18, 2016.

The Board voted to adjourn the meeting at 7:41 p.m., on a motion by Biddle with a second by Wason.

AYES: All.

Elizabeth Biddle, Secretary
