

**MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
JUNE 15, 2017**

The regular meeting of June 15, 2017, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:31 p.m. Present were Board members: Wason, Glowinski, Carver, Tews, Gutierrez. Absent Board members: Werba, Biddle. Also present were: Sharon L. Highler, Library Director; and Christie Chaidez, Technical Services Clerk.

The Board approved the agenda on a motion by Glowinski with a second by Gutierrez.

AYES: All.

Minutes of the Regular Board Meeting of May 18, 2017 were approved on a motion by Glowinski with a second by Carver.

AYES: All.

The Library Fund Profit and Loss Report of May 31, 2017, was accepted on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

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

NAYS: None.

ABSENT: Biddle, Werba.

The Bills Paid/Payable Reports for May - June, 2017, were accepted on a motion by Gutierrez with a second by Carver. Roll call vote:

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

NAYS: None.

ABSENT: Biddle, Werba.

Bills paid, April - May, 2017: \$18,672.47.

Bills payable, May 18, 2017: \$26,310.08.

Highler reported that both toilet flush units in the lower level ladies restroom were replaced last month. Earlier this week water was noticed on the floor once again. The plumber was called back out to replace the wall seal. We will have some additional

maintenance work done in the restrooms and kitchens in August. Highler is not happy with the work ABC plumbing has been doing and is planning to replace them. Additional spraying by C & C seems to have had the desired effect and no additional insects have been noted since the first week. Staff were required to read literature about other libraries and the lessons they learned in dealing with similar problems and it immediately paid off. A returned item was noted as heavily infested. Additional protocols were immediately implemented. Now frontline staff feels better equipped to handle items coming into the building.

A blade broke on a roof unit while the HVAC guy was here doing an inspection. He found it before it could break off completely and he fixed it.

Stone Park Memorial Day Parade on May 29th went very well and the kids appreciated the candy that was tossed out. We are hoping to participate in the Northlake Days Baseball parade on June 25th but we are having trouble finding a car and driver. At least three people are needed so that candy can be tossed out. Carver and Wason agreed to attend and Glowinski will donate the candy.

There are a couple of pending resignations coming up in the next two months. One person will be moving to a full-time position, another is having trouble balancing two jobs. Two others will be leaving so they can pursue higher education. We wish them all the best of luck and will miss them all. Laura Bartnik, Assistant Director/Head of Adult Services, will be returning from maternity leave at the end of June.

Summer is now in full swing. The kick-off went well and everyone had a good time. Most of the parking lot now stays full during the late morning, due to the programs and lunch. The kids love the mini campsite in the lobby and it has become a popular photo-op spot. Library Appreciation night is July 28th at the Sox vs. Indians game. We are offering tickets at the discounted price to all staff, trustees, family and friends. Please see the flyer for details and join us.

Summer lunch program is under way. The new refrigerator works wonderfully! In spite of hot weather, we have averaged about 49 children each day so far. The GCFD currently provides us with 40 meals which means some kids are not being fed. Staff anticipated this problem this year so we have been able to provide simple meals/snacks for our overflow crowd until GCFD adjusts our numbers.

The Friends latest fund raising effort, a 50/50 raffle at the kick-off, raised about \$20.00. There was a lot of discussion on OCLC, especially regarding pricing concerns. RAILS will be looking into options. They still have no real new budget information and may need to adjust what is currently in place in order to continue their services. Systems standards are to be voted on at the next meeting. Some revisions were made. Copies with changes were provided to the Board. Once the Board looks them over, we will work on changes within our organization.

Signatures are needed from all signers so that the new FSA Banking Account can be opened.

The Board accepted the librarians' reports for May - June 2017, with their thanks.

Acceptance of the policy revisions regarding bereavement pay and outreach event participation was made on a motion by Glowinski with a second by Gutierrez.

AYES: All.

Trustee information was checked and all looks to be correct.

Required State FOIA Trustee Training is ongoing and has been completed by some.

All members of the Board were provided with materials for Trustee orientation and development.

The Board accepted Ordinance #17-574 and Certification for non-resident fee on a motion by Glowinski with a second by Tews. Roll Call Vote:

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

NAYS: None.

ABSENT: Biddle, Werba.

The Board accepted Ordinance #17-575, Cook County Wage Determination and Certification, on a motion by Gutierrez with a second by Carver. Roll Call Vote:

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

NAYS: None.

ABSENT: Biddle, Werba.

Board accepted Ordinance #17-576, .02% Building and Equipment Levy Ordinance, on a motion by Gutierrez and a second by Glowinski. Roll Call Vote:

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

NAYS: None.

ABSENT: Biddle, Werba.

The Board voted to keep executive sessions closed on a motion by Glowinski and a second by Gutierrez.

AYES: All.

Executive Session was not needed.

No members of the public were present.

The next regular Board meeting is scheduled for August 17, 2017.

Having moved through the agenda, the meeting was adjourned at 8:02 p.m., by President Wason.

Elizabeth Biddle, Secretary
