

**MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
JUNE 21, 2018**

The regular meeting of June 21, 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, Tews, Glowinski, Wason, Carver. Absent Board members: Werba, Gutierrez. Also present were: Sharon L. Highler, Library Director; and Christie Chaidez, Technical Services Clerk.

The Board approved the agenda, with the change that an Executive Session will not be needed and #1 under new business be moved up to when the speaker for PASO arrives, on a motion by Biddle with a second by Glowinski.

AYES: All.

Minutes of the Regular Board Meeting of April 19, 2018 and May 17, 2018 were approved on a motion by Carver with a second by Biddle.

AYES: All.

At 6:32 p.m., Gutierrez arrived.

The speaker for PASO, Maria Torres, explained the bill they want to have passed regarding how public buildings interact with ICE. The Board members were asked if they would sign a letter in favor of the bill passing to be sent to the Governor.

AYES: All.

The Library Fund Profit and Loss Reports of April 30, 2018 and May 31, 2018 were approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

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

NAYS: None.

ABSENT: Werba.

The Bills Paid Reports for April 2018-June 2018 were accepted on a motion by Tews with a second by Carver. Roll call vote:

AYES: Tews, Carver, Glowinski, Biddle, Gutierrez, Wason.
NAYS: None.
ABSENT: Werba.

The Bills Payable Report for June 21, 2018 was accepted on a motion by Tews with a second by Biddle. Roll call vote:

AYES: Tews, Carver, Glowinski, Biddle, Gutierrez, Wason.
NAYS: None.
ABSENT: Werba.

Bills paid, April 2018-June 2018: \$129,171.95.
Bills payable, June 21, 2018: \$55,862.84.

Highler reported on-

Area Parade- Stone Park

We had three staff members and one volunteer participate. Lots of candy was passed out.

Building Issues:

Normal maintenance was done on the HVAC.

Our general water pumps were discovered to be leaking. Everything has been repaired. Even an old drain from a sprinkler system was capped, preventing further leaks.

The electrician from Dominion finally came out, assessed the situation and came back to install the exit signs required by the Fire Department. Then he tried to work on the emergency lighting that has gone out. The restroom lighting proved to be very problematic but was finally solved with a separate fixture. Again, original contractor info is needed. Meanwhile, the larger light retrofit project began with grant approval from Com Ed. Phase 2 is being negotiated and will be included in FY 2018-19 budget.

Finally, the program room kitchen cabinets have been installed. The sink, plumbing and microwave presented problems and needed a separate plumber and electrician.

The rear door needed to be fixed since the auto-closure was not working.

Fire department Re-inspection:

An unannounced visit from the fire department came right after the emergency lights in the restrooms were installed. Everything else had been completed. We received an A-grade because the box in the rescue area did not totally work. It is part of the next big project we will tackle.

Grant Opportunities:

- We have received the 2017 PCG funds. Adjustments were done internally to correct spending reports to accommodate the funds received.
- We have received the State Library offered “Back to Books” grant funds, books were ordered and processed. Students have begun using the materials.
- Word has been received on the digitalization grant. We did not get it this year. However we were given some very helpful pointers and we will rework the grant and resubmit it when it is next available.
- Meanwhile we are looking into some other opportunities.

Long Range Plan Preparation:

The patron survey is still under way. As expected, most of those returned have been from regular users. We still need to reach more non-users. It was hoped that the Fire prize would boost participation. The survey will be available until the end of June.

Personnel:

There are currently no staff changes.

As part of this year’s evaluation process, all staff members were required to complete a time audit. These will be studied to see if we need to make any changes.

Problem Patron:

On May 11, 2018, we had a patron complaint about another patron. She said a stranger had sat next to her at the computers and engaged her in conversation. He proceeded to inappropriately touch her, at which point she jumped up and yelled at him. He immediately left the floor. Staff immediately checked the camera footage and saw him leave. The patron meanwhile called the Police. The Police responded immediately and checked the camera footage and got a great description, which they broadcast. The person was immediately apprehended. A closer look at the footage showed that he had spotted her outside and followed her into the library, scoped out the 2nd floor, then quietly approached her. Because we could see everything we were able to supply footage to the Police.

On a more positive note, we had a patron state that a young man had made her nervous by staring at her grand-daughters too long. Again we used the cameras to locate him.

His photo was shared with all staff. It turns out he was identified as one of our special needs patrons who was innocently waiting for his ride. What a great tool!

Security System update:

The new camera pictures are sharp and have been very useful when reviewed or copied for the Police. No new bugs!

The new door access system is finally complete. Some drivers have problems opening the door but no packages have been left recently.

Summer Learning Program:

Our annual request for donations to supplement our program have gone out and a few donations have been received.

Our Kick-off was scheduled for Saturday, June 2, 2018. We purchased new heavy-duty tents, a nice prize wheel and have upgraded the cotton-candy equipment to prevent another burn-out. We rented the bounce-house. About 200 patrons enjoyed the afternoon.

Summer Kid's Café Lunch Program:

Staff has undergone the required training for us to again participate in this program. It began June 11th. We received 50 lunches and 50 children showed up. The next day there were over 70! Since then our counts have been up and down.

MISC.

I am continuing to update all job descriptions.

Management staff is looking at harassment webinars. All staff will need to participate in related training in 2018.

Preliminary work has begun on the FY2018-19 budget.

Laura and I have begun work on our program for the annual conference, talking about our Library of Things. We recently became aware that an area library was very interested in our collection so they can possibly start their own. We have offered to answer any questions. The most popular items are video games and equipment, Hot Spots and the chocolate fountain.

The Board accepted the librarians' reports for April 2018 - June 2018, with their thanks.

President Wason had nothing additional to report.

Vice President Glowinski had nothing additional to report.

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

SEI filing for 2018 emails were received by Highler from all trustees aside from Werba.

Personnel Policy Revisions was tabled to a later meeting.

The Board made a declaration of a Board Vacancy on a motion by Glowinski with a second by Carver. Roll call vote:

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

NAYS: None.

ABSENT: Werba.

The Board approved working with Studio GC on a motion by Glowinski with a second by Tews. Roll call vote:

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

NAYS: None.

ABSENT: Werba.

The Board approved the Job Descriptions for Page and Head of Circulation Services on a motion by Gutierrez with a second by Biddle.

AYES: All.

The Board approved the tentative budget and set the date for the Hearing on the Budget and Appropriations for August 16, 2018 at 6:00 p.m. immediately preceding the regular Board meeting for that day on a motion by Biddle with a second by Gutierrez. Roll call vote:

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

NAYS: None.

ABSENT: Werba.

The Board accepted Ordinance #18-579 the Non-Residence Fee to be set at \$335.00 on a motion by Glowinski with a second by Tews. Roll call vote:

AYES: Tews, Carver, Glowinski, Biddle, Gutierrez, Wason.
NAYS: None.
ABSENT: Werba.

The Board accepted the Prevailing Wage Ordinance #18-580 on a motion by Glowinski with a second by Biddle. Roll call vote:

AYES: Tews, Carver, Glowinski, Biddle, Gutierrez, Wason.
NAYS: None.
ABSENT: Werba.

The .02% Building & Equipment Levy Ordinance #18-581 was accepted on a motion by Glowinski with a second by Gutierrez. Roll call vote:

AYES: Tews, Carver, Glowinski, Biddle, Gutierrez, Wason.
NAYS: None.
ABSENT: Werba.

The Board reviewed the "Closed Session Minutes" and accepted keeping them closed on a motion by Tews with a second by Glowinski.

AYES: All.

The Board Meeting Schedule for FY-2018 - 2019 was approved on a motion by Gutierrez with a second by Glowinski.

AYES: All.

Executive Session was not needed.

There were no members of the public present.

The next regular Board meeting is scheduled for August 16, 2018.

Having moved through the agenda, the meeting was adjourned at 8:06 p.m., by President Wason.

Elizabeth Biddle, Secretary
