

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MARCH 26, 2015**

The regular Board meeting of the Northlake Public Library District was rescheduled from March 19th to March 26<sup>th</sup>, 2015, due to a schedule conflict.

The regular meeting of the Northlake Public Library District Board of Trustees was called to order at 6:32 p.m. by President Orlando Rivera. Present were Board members: Gutierrez, Wright, Salo, Rivera. Absent Board members: Efta, Sydor. Also present were Sharon L. Highler, Library Director; and Mary Jane Garrett, Head of Technical Services.

The agenda was discussed. The Treasurer's Report and the Revenue and Expense Reports need to be tabled. Kelli Zabinski, who has been helping with accounting training and evaluation of accounting procedures, will be meeting with the Board, but she asked for her time of arrival to be flexible in the agenda due to another meeting. There will be an Executive Session needed. The Board approved the agenda for the meeting as amended, on a motion by Salo with a second by Gutierrez.

AYES: All.

The minutes of the special Board meeting of February 26, 2015, were approved on a motion by Salo with a second by Wright.

AYES: All.

"Bills paid" refers to those bills paid between the last report to the Board and a few days before the current Board meeting. "Bills payable" are those bills to have payment checks signed at the current Board meeting. The Board accepted the Bills Paid/Payable Report for March 26, 2015, on a motion by Gutierrez with a second by Wright. Roll call vote:

AYES: Gutierrez, Wright, Salo, Rivera

NAYS: None

ABSENT: Efta, Sydor.

Bills paid: \$33,050.79.

Bills payable: \$11,882.57.

The Board accepted the Statistical Circulation and Acquisitions Reports for February of 2015 on a motion by Gutierrez with a second by Salo.

AYES: All.

The Board read the librarians' reports. Highler gave more details for hers in discussion with the Board. Building status included the HVAC system, security access doors, front sliding doors, plumbing, pest control, and elevator testing. All the letters for the Friends' Capital Campaign have gone out to local businesses. Board members suggested also having a fundraising campaign where individuals' or groups' donations would "buy" a brick or a piece of a display. The vending machines have earned \$51.00 for the Friends as a percentage of the profits. The Board suggested that the library post a small sign informing the public that the Friends receive a percentage of vending machine profits. The library survey will end March 31, and the information will be analyzed for preliminary long-range planning. Two full-time staff are resigning to work at other libraries, and one full-time staff member will be retiring at the end of September. Highler outlined the reorganization of duties and what she and the supervisors have been planning for their hiring requirements. Board members received copies of organization charts, one before the staff changes and one showing the predicted changes.

President Rivera asked if the educational computers in Youth Services were still being used. Highler reported that they were. Computers are being updated and replaced throughout the library. The ticket system for reporting computer/technology problems is working well.

The Friends will be having a rummage sale fundraiser during the last weekend in May. The Friends are meeting March 26 to plan the sale in more detail, such as what items they will accept for sale. Items to be sold will come from things the library no longer needs plus donations from individuals.

During the SWAN catalog's migration to a new system, there will be periods of time where services to patrons will not be available. Renewals of some items may be possible but will not work for all items. After April 1, no item data can be added to SWAN until the new programming is up. From April 11 through the "go-live" date, estimated to be April 14, no items can be checked in and only a limited number of Circulation services will be done on an offline program. Northlake has established a "work-around" to sign up new patrons during offline time, but they will not be officially in the system until they are entered after the "go-live" day.

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

The Director's Evaluation has been completed. It will be discussed during the Executive Session.

Highler and the Board discussed revisions to the Personnel Policy. Trustees did not have questions on the revisions that had been presented previously. Highler has added two sections to the Personnel Policy: one on concealed carry of firearms by personnel and a brief one on handling Freedom of Information Act (FOIA) information requests. A more detailed document referring to FOIA requests was presented to the Board, which would be placed with other policies and procedures and on the library's website. Copies of

Plainfield Public Library District's FOIA policy and procedures, and an Illinois sample FOIA request, were given to the Board.

7:18 p.m., Kelli Zabinski, who is experienced in government accounting, arrived to make a presentation to the Board. For about three months she has been training the director and the bookkeeper, and has been evaluating the library district's accounting structure and software. In her opinion, the library is at risk because the accounting software is antiquated and there are so few people who understand it. The software doesn't give enough information to department heads, and makes it difficult to fulfill FOIA requests. We cannot update the computer hardware without a change in software. Zabinski recommends QuickBooks as a satisfactory update. She wanted the Board's input and questions before making a change. We will be keeping the old computer and software for an accounting history backup, and will be getting a new computer system with new software. Highler and several Board members use or are familiar with QuickBooks. Zabinski will be doing a new chart of accounts, getting it approved, and switching over to the new hardware and software before the new fiscal year, July 1, 2015. Cost for the changeover is estimated to be at or below \$1,000.00. The Board agreed for Zabinski to begin the changeover. She will need a more formal approval from the Board for the chart of accounts changes in the future.

President Rivera had emailed a list of financial questions to Highler to ask Zabinski. A copy of the email was given to each Trustee. From these questions, Zabinski recommended three to six months' worth of funds, to cover day-to-day expenses, as a healthy reserve fund. She would recommend about four months' reserve to cover any shortfalls. If there are further plans for library projects, the library district could have more in the reserve fund. The district needs to determine how many library resources are being used by local participation versus used for sending out interlibrary loan requests. If local participation is significantly greater than interlibrary loan fulfillment, this would determine whether the district needs to purchase land for future expansion. Financial health for a library would be spending on things that the community wants or needs, and spending to fulfill the library's stated goals. The library would need to determine if money is being spent in the right areas for its community. Paying regular debts, such as building bonds, should be planned for and should not be regarded as an "emergency." If needed, cash reserves should be increased. A governmental body's finances cannot be seen as the same as an individual's, and eliminating debt entirely is not recommended for a governmental body. The best thing that a Board can do is plan for the future. Zabinski recommends creating reserves and developing a long-term plan for the district. Board members should feel free to email Highler for Zabinski's explanations of the financial reports.

7:53 p.m., Zabinski was thanked for her presentation and she left.

Revisions of the Board Regulations (i.e., Bylaws) were discussed briefly. Trustees were given copies of Fountaindale Public Library District's rules for public comments at Board of Trustees meetings, to read for background on revising those rules in our Regulations.

Voting on revisions for the Personnel Policy, handling FOIA requests, and Board Regulations was tabled until a future meeting.

The proposal by NHP Service Company for additional HVAC system repairs was discussed by the Trustees. The Board accepted the proposal for additional HVAC repairs, for an estimated \$2,674.00, not including overtime, permit and permit fees, additional parts and part labor, on a motion by Wright with a second by Gutierrez. Roll call vote:

AYES: Gutierrez, Wright, Salo, Rivera

NAYS: None

ABSENT: Efta, Sydor

Highler and the Trustees discussed the test results for copiers/printers of several companies, for a decision on a possible five-year lease. Board members each received a copy of the comparison chart of the companies. Highler discussed the main differences among companies. She will also be making calls to other libraries that are customers of the companies, and will be talking to the companies further about their prices. Highler proposed being authorized by the Board to set the office equipment contract with the company selected. Including the cost of paper, estimated cost will total around \$1,000.00 per month. The Board authorized Highler to set the office equipment contract on a motion by Salo with a second by Wright. Roll call vote:

AYES: Gutierrez, Wright, Salo, Rivera

NAYS: None

ABSENT: Efta, Sydor

Highler will let the Board know what company she selects.

The website for filing the Statement of Economic Interests is available. After filing, Board members are asked to send a confirmation of filing to Highler.

Each Board member received a copy of *Library Law e-News* for March 5, 2015. The topic covered was "Prohibited and Permitted Bidding Conduct."

No members of the public were present.

The next regular Board meeting is scheduled for April 16, 2015.

The Board voted to end the regular meeting and go into Executive Session, for 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." Motion to end the regular meeting and go into Executive Session was made by Gutierrez with a second by Wright.

AYES: All.

The regular meeting ended at 8:11 p.m.

*Barbara Salo, Secretary*

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