

**MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MARCH 15, 2018**

The regular meeting of March 15, 2018, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:33 p.m.. Present were Board members: Biddle, Glowinski, Tews, Wason. Absent Board members: Carver, Werba, Gutierrez. Also present were: Sharon L. Highler, Library Director; Laura Bartnik, Assistant Director/Head of Adult Services; and Christie Chaidez, Technical Services Clerk.

The Board approved the agenda, with the change that an Executive Session will not be needed, on a motion by Tews with a second by Glowinski.

AYES: All.

Minutes of the Regular Board Meeting of February 15, 2018 were approved on a motion by Biddle with a second by Tews.

AYES: All.

At 6:35 p.m., Gutierrez arrived.

The Library Fund Profit and Loss Report of February 28, 2018 was approved on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

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

NAYS: None.

ABSENT: Carver, Werba.

The Bills Paid Reports for February 2018-March 2018 were accepted on a motion by Glowinski with a second by Tews. Roll call vote:

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

NAYS: None.

ABSENT: Carver, Werba.

The Bills Payable Report for March 15, 2018 was accepted on a motion by Glowinski with a second by Tews. Roll call vote:

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

Bills paid, February 2018-March 2018: \$37,180.42.
Bills payable, March 15, 2018: \$29,257.73.

Highler reported

The Fire Department list has been whittled down. The electric items are all that are left and we should be able to address the electrical items within the 90 day timeframe. We had two calls from NHP. The first was routine maintenance but resulted in the discovery that the roof unit was completely shut down. A part was ordered and installed. Additional adjustments to the programming were completed.

Our sump pump drama continues. The pump switches were changed by the pump specialist. They ran some follow-up test and noticed an additional problem concerning the check valves and the discharge pipe. These problems probably contributed to the switches burning out so quickly. We are in the process of getting these new issues resolved.

Highler reached out again to the restoration company and the insurance company about the chipping fronts on the cabinets. Finally, someone was sent out to measure everything. It will take a couple of weeks to get them made and installed but hopefully everything will be done by the end of April.

TBS staff worked with Jim to get all of the public computers updated in both departments. There were no major issues and there are some enhancements.

This seems to be the season for grant applications.

- We were notified that we had received a grant that provides financial education materials. No one remembers even applying for this. \$500 in materials
- The State Library offered a “Back to Books” grant. We have submitted an application and hope to use the funds to provide all of the titles on the summer reading list from the middle and high schools in the district. \$4999 for books
- We are still working on the application for a grant that will allow us to digitize the historical collection from here and those held by the Villages.

The elected official luncheon went very well. It was interesting to hear their opinions, comments and concerns.

The library staff is in the process of developing a patron survey. It is being translated into Spanish and should be available within the next couple of weeks. We will use paper and electronic formats for distribution and collection.

Yesterday we visited Stickney-Forest View Public Library to take a look at what they were able to accomplish with their refresh project. It was very informative.

Stephanie will be returning to work soon. She did bring little Fela in to meet us and some staff wanted to just keep him here always.

All of the security project paperwork has been submitted and approved. We had a problem with the door access following a loss of power. This info was given to CTC in hopes that they can speed up installation. The equipment has been ordered.

We also solicited more information on filters from CTC. They were able to demo a product that we liked and have purchased the hardware needed. It will add another layer of protection on the computers.

Soon after the phones were installed, all AT&T service in the area went down. We were without external telephones most of the week. The phones are now working better and staff is learning the many functions we now have available.

We had another meeting with staff from Housing Forward about two of our homeless patrons in an attempt to get them services. They are also meeting with another to help him obtain some benefits. Two are being successfully assisted and the third is refusing help. Housing Forward is also leaving supplies (socks, gloves, hygiene items, snacks and more) for us to pass along to those in need.

We hope to take a look at payroll and time-keeping options so that we can move away from paper forms.

The Board accepted the librarians' reports for February 2018 - March 2018, with their thanks.

The President had nothing to report.

The Vice President had nothing to report.

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

SEI filing for 2018 emails have not arrived from Cook County. Highler advised the Board to watch for them as there would be a small window of time to respond once they are received.

Adoption of the revised Internet Policy was on a motion by Glowinski with a second by Tews.

AYES: All.

Acceptance of the Personnel Policy Revisions was on a motion by Biddle with a second by Tews.

AYES: All.

Revisions to the vacation allowances for the Director and Assistant Director were accepted on a motion by Glowinski with a second by Biddle.

AYES: All.

Acceptance of \$30.00 per month for cell phone allowance for the Director and Assistant Director was on a motion by Biddle with a second by Gutierrez. Roll call vote:

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

NAYS: None.

ABSENT: Carver, Werba.

Executive Session was not needed.

There were no members of the public present.

The next regular Board meeting is scheduled for April 19, 2018.

Having moved through the agenda, the meeting was adjourned at 7:38 p.m., by President Wason.

Elizabeth Biddle, Secretary
