

**MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MAY 14, 2015**

The regular meeting of the Northlake Public Library District Board of Trustees was called to order at 6:34 p.m. by President Orlando Rivera. Present were Board members: Wright, Sydor, Gutierrez, Rivera. Absent Board members: Salo, Efta. Also present were Alex Hernandez, reporter for Pioneer Press; Sharon L. Highler, Library Director; and Mary Jane Garrett, Head of Technical Services.

The Board approved the agenda, with the exception of not needing an Executive Session, on a motion by Wright with a second by Gutierrez.

AYES: All.

Minutes of the April 16, 2015, Board meeting were read by the Board. Highler answered questions about calculations of the salary scale, if a minimum wage increase is passed. Calculating from the FY 2014-15 salary scale will save a considerable amount of money as compared to calculating from the FY 2015-16 salary scale. The calculations for salary changes will go into effect only if the minimum wage increase is passed. The wages for FY 2015-16, already passed by the Board at the April meeting, will be the only ones used if the minimum wage increase is not passed. The district had to plan for the minimum wage increase so that changes could be covered by the budget if needed. The minutes for April 16, 2015, were approved by the Board on a motion by Gutierrez with a second by Sydor.

AYES: All.

The Treasurer's Reports of March 31, 2015, and April 30, 2015; the Bills Paid/Payable Report for May 14, 2015; and the Revenue and Expense Reports for March and April of 2015 were read and accepted by the Board on a motion by Wright with a second by Gutierrez. Roll call vote:

AYES: Gutierrez, Sydor, Wright, Rivera.

NAYS: None.

ABSENT: Salo, Efta.

Bills paid: \$37,813.65.

Bills payable: \$94,863.56.

The Statistical Circulation and Acquisitions Reports were read and accepted by the Board on a motion by Gutierrez with a second by Wright.

AYES: All.

The librarians' reports for April-May of 2015 were read by the Board. Highler described parts of her report in more detail for the Board.

Issues with the HVAC and front entrance doors have been corrected. The ladder in the elevator pit was replaced, to bring it up to code. Toshiba has delivered our new copiers/printers. Staff are still discussing where to put the three bonus televisions received as part of the Toshiba contract. A possibility is putting one in the storytime room in Youth Services, where there is currently no projection system. After the staff is comfortable with banner printing and has set up a policy and procedures, we will start a fee-based banner printing service for the public. The IT contract with CTC is up for renewal. CTC has kept the pricing the same, and Highler recommends renewing if the Board approves.

Adult Services is interviewing candidates for the position of Outreach Librarian. The Digital Librarian has been hired and will begin work on May 18.

Edge has sent us their plan for technology, based on the survey we submitted. Some of their suggested goals do not seem to fit our current situation, but some are useful. Improving staff technology competencies will definitely be included. The Edge suggestions relate to the checklists in Chapter 5, "Technology," in the manual Serving Our Public, which members of the library staff and the Board are required to read and discuss for the next Per Capita Grant application. The main technology problem we need to correct is insufficient bandwidth. Our current service through Comcast is free, so we will need to negotiate with Comcast in order to increase bandwidth.

Highler discussed the problems, and some solutions, that have come up during the migration of the SWAN online catalog from Innovative to SirsiDynix. A number of problems remain, which have been frustrating for library staff.

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

President Rivera asked if the patron who had asked him about children's library card policies had contacted anyone on staff. Highler reported that neither she nor Stephanie Carlile, Head of Circulation Services, have been contacted by the patron.

Wright asked about the results of the Board's discussion with the patron concerned about children checking out "mature" items, especially console games.

Highler reported that signs notifying parents that the library does not restrict children's checkouts have been posted. Although this notice will not be in the summer library newsletter, it has been planned for the library's fall newsletter.

The Board was introduced to Alex Hernandez, the interim local reporter for Pioneer Press.

Highler reported that all of the trustees' Statements of Economic Interests were filed with Cook County by the deadline.

The Board reviewed Chapter 5, "Technology," from Serving our Public. Highler reported that the Edge survey covered a lot of the same areas as the lists on Chapter 5. We have made several improvements in technology in the building over the past couple of years. Wright has noticed that we have taken a number of databases off the listing on the library's website. Does this reflect unaffordable pricing, or not enough use by the public? Highler reported that the decision to eliminate a database subscription usually comes from both of those concerns.

Highler and the Board discussed her proposed FOIA (Freedom of Information Act) statement, and concerns about recommendations for government bodies, about what to include in a FOIA statement. Trustees each received a copy of items of concern from the recommendations, and a copy of the proposed FOIA statement for the library district. The first concern was how personal contact information should be listed in the statement. Board members were not comfortable having their personal phone numbers listed on a public document. They can be contacted through the library's phone number. Highler reported that we already have a single email address for the Board, which she accesses and then passes the messages to the Board members. Wright asked if there was some way to give Board members individual email addresses (that would go to the same account), so that people would feel they were writing to a person. Highler will ask Jim of CTC about this. The Board would also like to install some sort of counter for the Board contact area, to see how many people access it.

The second item of concern covered posting Board documents online. The library district already posts a paper copy of a year's calendar of scheduled meetings, but would need to post this online as well. Agendas are already posted online on the Board blog website. Board packets are sent online to Board members, but are not currently posted online for the public. Meeting minutes are already posted online in the Board blog on the website. Entire Board packets for the previous five years are not currently posted online for the public. Before packets are discussed by the Board, they often contain sensitive information and so are not given to the public beforehand. Paper copies of Board packets are available in-house. Previous packets could be scanned and entered online.

The third area of concern covered the online posting of the district's FOIA policy and procedures. Highler is presenting the FOIA statement to the Board later in the meeting for adoption. The FOIA statement will be posted online, and includes the FOIA process and FOIA officer information as required by Illinois state law.

The fourth and final area of concern was information about library budgets. We can put five years of detailed budgets online, but Highler was unsure if they could be made searchable. Wright said that this should be possible by scanning the budgets with the right program, such as Adobe Pro.

Highler proposed that the Board should accept a Fund for Illinois Libraries agreement with the Illinois Library Association. This will provide a place for receiving donations from individuals or organizations that can make donations only to 501(c)(3) charitable organizations. ILA is the administrator of the Fund for the participating library. An annual fee is charged by ILA that depends on the amount of donations received per year for the library. The participating library must also be or become an ILA Institutional member during the year in which the Fund's service is used. The Board accepted the Fund for Illinois Libraries agreement with the Illinois Library Association on a motion by Gutierrez with a second by Sydor. Roll call vote:

AYES: Gutierrez, Sydor, Wright, Rivera.

NAYS: None.

ABSENT: Salo, Efta.

Highler presented proposals by two companies for the annual audit for fiscal year 2014-2015. Board members received and read the proposals from their online packets. The Board and Highler discussed the two proposals, and how they would relate to the district's changes in the financial computer and software. After discussion, the Board agreed to accept the proposal for an estimated cost of \$8,900.00 for the audit, from Brian Zabel and Associates, on a motion by Wright with a second by Sydor. Roll call vote:

AYES: Gutierrez, Sydor, Wright, Rivera.

NAYS: None.

ABSENT: Efta, Salo.

The Board read and discussed the proposed Freedom of Information Act (FOIA) statement for the library district. The FOIA statement for the 2014-15 fiscal year was approved and is to be posted on the website, on a motion by Wright with a second by Gutierrez.

AYES: All.

Board members received copies of the email and attachment from Mark Chester of the Johnson and Colmar law firm, regarding a current property tax appeal. An appraiser has been hired to evaluate the property in question.

Trustees each received a copy of the most current organizational chart of the library district.

Each Trustee also received a copy of legal dates and deadlines as of May 2015. The June 18 Board meeting will be the meeting where the new trustees elected in April will be sworn in.

Alex Hernandez, the reporter from Pioneer Press, asked the Board about information regarding the April 2015 election. He also asked about what a Digital Services Librarian's duties were. The Digital Services Librarian has all the general duties of an Adult Services librarian plus additional duties relating to computers and other technology.

No other members of the public were present.

The next regular Board meeting is scheduled for June 18, 2015.

Having moved through the agenda, President Rivera adjourned the meeting at 8:00 p.m.

Secretary
