

**MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
NOVEMBER 19, 2015**

The regular meeting of November 19, 2015, of the Northlake Public Library District Board of Trustees was called to order at 6:39 p.m. by President Orlando Rivera. Present were Board members: Gutierrez, Herrera, Biddle, Rivera. Absent Board members: Glowinski, Sampson, Wason. Also present were: representatives from Interact and Speco for an Interact security camera demonstration; Dustin Powell of Brian Zabel & Associates, to discuss the financial audit for the 2014-15 fiscal year; Sharon L. Highler, Library Director; and Mary Jane Garrett, Head of Technical Services.

The Board approved changing the agenda, to move New Business #3 (security camera system) and #4 (financial audit) to just before #1 in Unfinished Business. No Executive Session was needed for the meeting. The agenda, as modified, was approved by the Board on a motion by Biddle with a second by Gutierrez.

AYES: All.

The Board approved the minutes of the regular Board meeting of October 15, 2015, on a motion by Biddle with a second by Gutierrez.

AYES: All.

The Board accepted the Library Fund Profit and Loss Report of October 31, 2015, and the Bills Paid/Payable Report for November 19, 2015, on a motion by Biddle with a second by Gutierrez. Roll call vote:

AYES: Gutierrez, Herrera, Biddle, Rivera.

NAYS: None.

ABSENT: Glowinski, Sampson, Wason.

Bills paid: \$40,441.02.

Bills payable: \$609,999.76.

The Circulation Statistics Report for October 2015; and the Acquisitions Statistics Reports for deletes of August 2015, and additions and deletes for September and October 2015; were accepted by the Board on a motion by Gutierrez with a second by Biddle.

AYES: All.

The Board read and discussed the librarians' reports. Highler reported on October and November concerns and projects and discussed them with the Board. In building concerns, she has received a summary of findings about the women's restroom toilet from the ABC company. Copies were given to the Board. If the plugs are not being caused by a patron, the cost to replace the toilet will be about \$1,700.00. The Northern Illinois Municipal Electric Collaborative (NIMEC) has met with Highler. Our rates for electricity will be going down for the next time period. There was a major leak over the Circulation desk area. It was caused by three HVAC system gaskets failing. The gaskets were replaced and there was minimal damage overall from the leak. The library building roof was inspected. There is one spot connecting the old and new buildings that needs repair. Highler has been speaking to, and getting security camera system estimates from, four security camera companies. Her next project will be updating and revising the building's swipe card access system. Traps placed in the building showed a bed bug on the second floor. Information was posted for staff and the public on dealing with and preventing bed bug infestation. Board members received copies of the information. Fumigation of the entire library building is scheduled after closing on November 20.

A health insurance workshop was held for staff by our group, LIMRiCC. Employees chose from the three options offered by the library district. After evaluation, the representative from our liability insurance group, Libraries of Illinois Risk Agency (LIRA), reported that the cost of our basic liability insurance premium will go down. We are adding cyber liability to our insurance package. Copies of handouts, on a comparison of liability insurance costs with the previous fiscal year, and on rating details of the workers compensation program cost, were given to the Board.

A staff committee luncheon was held on October 28. All full-time staff volunteered for the four revised committees: Marketing, Funds, Sunshine (that is, morale), and Staff Development. The Marketing Committee had its first meeting on November 17.

Board members each received a copy of the updated legal calendar.

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

President Rivera reported on attending the Mannheim District 83 Community Breakfast in October. The event included a tour of the science lab, including 3D printing technology, robotics and aeronautics. High school students are already using our library district's 3D printer.

President Rivera and Secretary Biddle attended the Kiwanis dinner. The library district's gift from Kiwanis of the AWE early literacy computer is still in use. Kiwanis also does a book distribution twice per year.

6:56 p.m., representatives from Interact and Speco gave a presentation on an updated Interact security camera system to the Board. This is one of four companies being considered for the project. Biddle asked about how long the proposed system could record. This depends on the parameters specified by the library district and what they can afford. Interact has done a couple of proposals for the district, one using analog cameras and one using HD cameras. HD has more options. There is about a \$120.00 difference between the costs of analog and HD cameras. Highler asked about infrared cameras. Interact does have IR cameras, plus they have "Intensifier" technology that other companies do not have. IR cameras do not need light. "Intensifier" cameras need a little light, but not much. The company is based in Wood Dale. We would have a five-year warranty on cameras, and a three-year warranty on DVR's. 7:18p.m., the representatives were thanked for their presentation and they left.

7:19p.m., Dustin Powell of Brian Zabel & Associates presented the completed financial audit for the 2014-2015 fiscal year to the Board. Copies of the audit were given to the Board. Powell gave an overview of the audit, pointing out items on specific pages. The bond re-issuance by the Board in December of 2014 saved a considerable amount of money. Projected bond payments are given in the audit. One change in this audit is an increase in the IMRF (pension) data required. President Rivera asked Powell his opinion about the district's weaknesses or strengths. A possible weakness, according to Powell, could be in keeping internal control of funds. Segregation of staff duties in relation to the internal control of funds is recommended. As far as net position of the district, it would show depreciation due to wear-and-tear of physical assets, such as equipment and furniture.

7:28p.m., Powell was thanked for his presentation and he left.

The Board voted to accept the financial audit for the fiscal year ending June 30, 2015, on a motion by Biddle with a second by Gutierrez. Roll call vote:

AYES: Gutierrez, Herrera, Biddle, Rivera.

NAYS: None.

ABSENT: Glowinski, Sampson, Wason.

The Board discussed proposed personnel policy revisions. Martin Luther King, Jr., Day has been proposed as a substitute for Good Friday. Some wording changes have been proposed for portions of the personnel policy dealing with holidays and administrative days, to bring the policy up-to-date with current practices. Staff are allowed to request personal/vacation time for any religious holiday not included in the official holiday list. The Board voted to approve the proposed policy revisions on a motion by Biddle with a second by Herrera.

AYES: 3

NAYS: 1

The motion passes.

The Board received copies of the *KTJ Library Law-e-News* for November 17, 2015, which summarizes the new Illinois Department of Labor (IDOL) regulations regarding the Illinois Wage Payment and Collection Act (IWPCA). The major change for the library district will be that "exempt" employees will now need to keep track of time worked when they did not before.

Highler reminded Trustees about required FOIA/OMA training. The Trustee still needing the training would like to come to the library to do the online training, in case they need help. Highler said that if she is not in when the Trustee needs to come in, staff in Adult Services will be able to help.

Mary Jane Garrett gave her Technical Services Department Presentation to the Board. The presentation included sections on staff, Technical Services responsibilities and procedures and why they're needed, challenges to Technical Services, and recent developments in the department. The Board thanked Garrett for her presentation.

Ordinance #15-568, levying and assessing taxes for the 2015-2016 fiscal year, was accepted by the Board on a motion by Gutierrez with a second by Herrera. Roll call vote:

AYES: Gutierrez, Herrera, Biddle, Rivera.

NAYS: None.

ABSENT: Glowinski, Sampson, Wason.

The Board discussed the proposal to authorize the Library Director to accept a company proposal for the security camera system. Highler has spoken to four companies and they have all toured the library building. Each Board member received a copy of the table comparing the four companies. All companies have options that would connect the system to smart phones, etc. All departments can have access to the camera output. Highler needs to discuss companies' proposals in detail, and has more negotiation questions. She will email the Board when her final decision is made. The Board authorized Highler to accept a company proposal for the security camera system, on a motion by Herrera with a second by Gutierrez. Roll call vote:

AYES: Gutierrez, Herrera, Biddle, Rivera.

NAYS: None.

ABSENT: Glowinski, Sampson, Wason.

The Board discussed special staff considerations with Highler. She is proposing recognizing staff members who have completed five, or multiples of five, years of service, which has been done for many years. Instead of a gift, she is again requesting giving recognized staff 1/2 of a personal day for each five years of service. This recognition is announced during Staff In-Service Day. For holiday bonuses for all staff, instead of a monetary gift she is again proposing that each staff member be given 1/2 of an additional personal day in January. The Board approved the service awards and holiday bonuses on a motion by Biddle with a second by Herrera.

AYES: All.

The Board approved closing the library for Staff In-Service Day on January 8, 2016. All staff are expected to attend on that day. Approval was on a motion by Herrera with a second by Biddle.

AYES: All.

Board members are also welcome to attend all or some of the Staff In-Service Day.

The library closing dates for 2016 were approved by the Board on a motion by Herrera with a second by Gutierrez.

AYES: All.

Highler discussed the Per Capita Grant application for the upcoming year with the Board. Board members received a copy of the 2016 application form and a copy of the report form detailing how the 2014 grant was spent. All received a copy of a summary of grant application answers on technology standards review, education and training on technology for patrons, and completing the Edge Assessment, written by Laura Bartnik, Head of Adult Services. After the forms have been completed, Highler will provide copies to the Board members. The Per Capita Grant application is due on or before January 15, 2016, which is before the next scheduled Board meeting (January 21). The Board accepted the Per Capita Grant application, 2016, and the Financial Report, 2014, on a motion by Biddle with a second by Gutierrez. Roll call vote:

AYES: Gutierrez, Herrera, Biddle, Rivera.

NAYS: None.

ABSENT: Glowinski, Sampson, Wason.

The library district needs signers for December 7 and December 17 checks. Rivera, Biddle and Gutierrez volunteered and were accepted.

No members of the public were present.

The next regular Board meeting is scheduled for January 21, 2016.

Having gone through the agenda, and with no further items before the Board, the Board approved adjourning the meeting at 8:47 p.m. on motion by Biddle with a second by Herrera.

AYES: All.

Elizabeth Biddle, Secretary
