

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
NOVEMBER 16, 2017**

The regular meeting of November 16, 2017, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:32 p.m.. Present were Board members: Biddle, Carver, Tews, Wason. Absent Board members: Glowinski, Gutierrez, Werba. Also present were: Sharon L. Highler, Library Director; Dustin Powell of Brian Zabel & Associates P.C.; Steve Vachon, Current Communications; and Christie Chaidez, Technical Services Clerk.

The Board approved the agenda on a motion by Biddle with a second by Carver.

AYES: All.

Minutes of the Regular Board Meeting of October 19, 2017 were approved on a motion by Carver with a second by Tews.

AYES: All.

The Library Fund Profit and Loss Report of September 30, 2017 and October 31, 2017 was approved on a motion by Biddle with a second by Tews. Roll Call Vote:

AYES: Tews, Carver, Biddle, Wason.

NAYS: None.

ABSENT: Glowinski, Gutierrez, Werba.

The Bills Paid Reports for October-November, 2017, and the Bills Payable Report for November 16, 2017 were accepted on a motion by Carver with a second by Biddle. Roll call vote:

AYES: Tews, Carver, Biddle, Wason.

NAYS: None.

ABSENT: Glowinski, Gutierrez, Werba.

Bills paid, June - August, 2017: \$23,049.02.

Bills payable, August 17, 2017: \$637,450.57.

Highler reported that the alarms have been stable as long as we use the by-pass measures that have been established. We are hoping to add this problem to any security camera pricing as we move forward.

The lighting program is slowly moving forward. We have received notification that we should receive about \$800 from Com Ed as part of an energy grant. The first phase of this project covers replacing any bad ballasts inside the building and changing the parking lot lights, all to LED.

Highler and Bartnik have completed talks with telephone vendors. With the help of Steve Vachon from Current Communications, a division of Current Technologies, we were able to find a solution that fits our needs, just in time since we have reached end of life with our current system. We will be changing our line service to Access One and all new equipment will be leased from WireLine. This action will save the library district about a third of what we are currently spending for telephone service.

Security cameras are the next area of concentration. Nearly all of the cameras are now out. So far, most of the previously contacted companies are still interested and their pricing has not changed much. If they can take over the inner alarm system and possibly door-swipe system, we can solve all three problems at once.

After preliminary work on gathering info for the Construction grant offered by the state, it was decided that our chances of being successful were very slim. Our needs in comparison to the needs of past recipients was not great enough. Highler will continue to gather info for further offerings. Marianne has applied for a science grant instead.

The LIRA semi-annual meeting was recently held. While there we learned that our rates for this coming year would be going down slightly. Also, since we were one of the founding members, we were issued a refund check. The money was left over after all bills were paid from that time period. The board hopes to make this an annual practice. The two pages both started the first week of November. We are happy to welcome Liliana Gaona and Maribel Martinez.

We will have four staff members attending the International Book Fair in Mexico this year. This is sponsored by ALA for part of the expense. This is our best opportunity to see and purchase Hispanic materials for our patrons to use and enjoy.

Highler may be off the first week of December for medical reasons. Laura will be in charge.

Our Library of Things slogan "Borrow, Don't Buy!" is being joined by "Let Us Store It For You!" Staff and patrons are being encouraged to donate those seldom used items to the library and to check them out from here whenever it is needed next. The collection already offers some interesting options for holiday preparations, both cooking and gift giving. During our staff in-service we will demo various items throughout the day. Each of the meal breaks will feature at least one item. And there will be an opportunity for staff to try some of the electronics and craft items.

The Board accepted the librarians' reports for October-November 2017, with their thanks.

The President had nothing to report.

The Vice-President had nothing to report.

Dustin Powell of Brian Zabel & Associates P.C. went over the Library District's Annual Financial Report and answered any questions. He was thanked for his report and he left.

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

A copy of the Per Capita Grant Application will be ready in January after submission.

A new copy of the Organizational Chart was provided to all members of the Board.

Acceptance of the Financial Audit for the Fiscal Year Ending June 30, 2017 was accepted on a motion by Carver with a second by Tews. Roll Call Vote:

AYES: Tews, Carver, Biddle, Wason.

NAYS: None.

ABSENT: Glowinski, Gutierrez, Werba.

Approval of Public Hearing of November 16, 2017, at which there were no members of the public, was made on a motion by Biddle with a second by Tews.

AYES: All.

Adoption of the Tax Levy Ordinance #17-578 of the Northlake Public Library District for the Fiscal Year beginning July 1, 2017 and ending June 30, 2018 was made on a motion by Biddle with a second by Tews. Roll Call Vote:

AYES: Tews, Biddle, Wason.

NAYS: Carver.

ABSENT: Glowinski, Gutierrez, Werba.

Acceptance of Special Staff Considerations of half a personal day per 5 years of employment was made on a motion by Carver with a second by Tews.

AYES: All.

Executive Session was not needed.

No members of the public were present.

The next regular Board meeting is scheduled for January 18, 2018.

Having moved through the agenda, the meeting was adjourned at 7:37 p.m., by President Wason.

*Elizabeth Biddle*, Secretary

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