

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

The regular meeting of November 15, 2018, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:31 p.m... Present were board members: Biddle, Wason, Tews and Gutierrez. Absent board members: Del Rio and Glowinski. Also present were: Sharon Highler, Library Director; Laura Bartnik, Assistant Director; Brian Zabel, Auditor; and Laura Cassidy-Hatchet, future Trustee.

The board approved the agenda with the change that business numbers 1 and 6 be moved up to under approval of minutes and that the Executive Session was not needed on a motion by Tews with a second by Gutierrez.

AYES: All.

New Board Trustee Laura Cassidy-Hatchet was sworn in by Secretary Biddle and took her seat with the Board.

Brian Zabel, Auditor for Brian Zabel & Associates presented the Library's Annual Financial Report for the year ended June 30, 2018.

Minutes of the Public Hearing of September 20, 2018 were approved on a motion by Tews with a second by Biddle.

AYES: All.

Minutes of the Regular Board Meeting of September 20, 2018 were approved with corrections (page 1: Should read: New Board Trustee Alondra Del Rio was sworn in by Secretary Biddle **to fill a vacancy**) on a motion by Tews with a second by Biddle.

AYES: All.

The Library Fund Profit and Loss Report of September 30, 2018 and October 31, 2018 was approved on a motion by Biddle with a second by Gutierrez. Roll call vote:

AYES: Biddle, Wason, Tews, Gutierrez

NAYS: None

ABSENT: Del Rio, Glowinski

Acceptance of the Bills Paid Report for September - November, 2018 was approved on a motion by Tews with a second by Biddle. Roll Call Vote:

AYES: Biddle, Wason, Tews, Gutierrez

NAYS: None

ABSENT: Del Rio, Glowinski

Acceptance of the Bills Payable Report for November 15, 2018 was approved on a motion by Tews with a second by Biddle. Roll Call Vote:

AYES: Biddle, Wason, Tews, Gutierrez

NAYS: None

ABSENT: Del Rio, Glowinski

Bills paid, September - November, 2018: \$46,058.85.

Bills payable, November 15, 2018: \$647,085.72.

Highler reported on:

Building Issues:

New building alarm was installed on October 24th, and we had no issues with the installation. Everything is up and running well. Key staff have access to the alarm from an app on their smart phone.

Carpet and furniture cleaning equipment machines have been purchased and already put to good use, based on the cost to hire a professional they have already paid for themselves. Professional cleaning will still continue to be done on a yearly basis.

HVAC filters have all been replaced. During the filter replacement additional issues were noticed with a motor belt. Replacement parts have been ordered but ship times will be long.

Lighting is ongoing but should be finished by the end of the year. Quotes are being gathered for the remaining emergency lights with that project starting after the holidays.

Wasps living in the masonry behind the building have been exterminated.

Grants:

This has been a good year for us grant wise with the library being awarded multiple grants for gardening, science kits, senior programming, tech equipment and summer reading list books.

ILA:

Our presentation at ILA, “Borrow! Don’t buy ...and if you buy we’ll store it for you” was well received. We plan to present again next year on our robust volunteer program with a focus on our court ordered community service program.

LIRA:

Sharon and Laura attended the LIRA building insurance meeting where we were given new ice warning signs for the building. 2 signs we’re provided and 2 additional signs were purchased and will be posted when they arrive.

Long Range Plan Preparations: Studio GC:

We’ve had a preliminary meeting with our architect to go over initial demographics and building questions, and an additional meeting has been scheduled for 11/20. Studio GC plans to present all of their findings at the January board meeting.

Staff Changes:

Stephanie Carlisle was terminated on 11/5. Raleigh Ocampo, formerly of Adult Services, will be filling the position of Head of Circulation. As Raleigh is our Outreach Librarian, the Circulation Department will be undergoing some changes and restructuring to become a Circulation/Outreach hybrid department.

The board accepted the librarians’ reports for September-November with their thanks.

President Wason had nothing to report.

Vice President Glowinski had nothing to report.

Board members were notified of the required state FOIA trustee training by Highler.

Changes to Job Descriptions has been tabled until a future meeting.

Adoption of a new Circulation Policy has been tabled until a future meeting.

Personnel Policy revisions for Tuition Reimbursement were also tabled until the next meeting to clarify portions of the policy per the board’s request.

A change of the May Board meeting date to May 23rd was approved on a motion from Gutierrez with a second from Tews.

AYES: All

Approval of the staff In-Service day of January 11th from 9-5 with the staff service awards and holiday bonuses was on a motion by Biddle with a second from Gutierrez.

AYES: All

Approval of the library holiday closing calendar was accepted on a motion by Gutierrez with a second from Tews.

AYES: All

Board President Wason declared a Trustee Vacancy after receiving Trustee Del Rio's resignation letter. The board thanks her for her service.

Trustees were given the 2019 election info by Highler.

Trustees were given the Per Capita Grant Board Requirements including watching a webinar on Autism, as well as being aware of the Illinois Veterans History Project.

The Reference policy was accepted on a motion by Biddle with a second from Gutierrez.

AYES: All

The next regular Board meeting is scheduled for January 17, 2019.

Having moved through the agenda the meeting was adjourned at 7:54 p.m. by President Wason.

Elizabeth Biddle, Secretary
