

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
OCTOBER 20, 2016**

The regular meeting of October 20, 2016, of the Northlake Public Library District Board of Trustees was called to order at 6:31 p.m. by Secretary Elizabeth Biddle. Present were Board members: Wason, Glowinski, Biddle, Gutierrez. Absent Board members: Herrera, Sampson, Rivera. Also present were: Sharon L. Highler, Library Director; and Christie Chaidez, Technical Services Clerk.

The Board approved the agenda on a motion by Gutierrez with a second by Wason.

AYES: All.

Minutes of the Board meeting of September 15, 2016, were approved on a motion by Gutierrez with a second by Glowinski.

AYES: All.

The Library Fund Profit and Loss Reports of September 30, 2016, was accepted on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

AYES: Gutierrez, Wason, Glowinski, Biddle.

NAYS: None.

ABSENT: Rivera, Sampson, Herrera.

The Bills Paid report for September - October, 2016 and the Payable Report for October 20, 2016, were accepted on a motion by Gutierrez with a second by Glowinski. Roll call vote:

AYES: Gutierrez, Wason, Glowinski, Biddle.

NAYS: None.

ABSENT: Rivera, Sampson, Herrera.

Bills paid, June to August, 2016: \$30,334.25.

Bills payable, August 18, 2016: \$24,613.48.

The Statistical Circulation and Acquisitions Report for September 2016 was accepted by the Board on a motion by Wason with a second by Glowinski.

AYES: All.

The Board read and discussed the librarians' reports for September-October, 2016. Highler discussed her report in more detail with the Board. For general building maintenance, several items have been cleared for the "To Do" list. Broken furniture has been disposed of. Light bulbs have been changed as needed and proper fixtures have been purchased. Several ballasts will need to be replaced around the building. Gutters and downspouts were cleaned to stop water from collecting on the roof. Once the leaves have all fallen, this will be repeated. Several over-grown trees were removed but some low hanging branches along the sidewalk still need to be trimmed.

No new issues reported from the HVAC system. Room temperatures seem to be evening out.

As suggested by our annual insurance inspector, we have also re-posted emergency exit maps, replaced an outside outlet cover, had the turn-in to the parking lot painted yellow, painted the handicap cutouts on the sidewalk yellow, striped the loading space by the employee entrance to keep the space free, rehung a light fixture and replaced the insulation, and painted the raised areas in the mechanical room yellow.

The Friends of the Library held a bake sale and raised \$149.00. The goods were all donated so it was pure profit.

Highler discussed what an asset JoAnne Green has been since she was hired as there have been so many HR changes and policy updates this year. Department heads have met with Highler and Green to discuss the library's on-boarding process. All staff members were given a library polo shirt. Each person was allowed to choose one of four colors and could also purchase additional shirts. Highler recently attended two workshops on legal aspects of social media. The annual LIMRiCC meeting is coming up next week. The LIRA semi-annual meeting is next month. Highler met with the library's LIRA representative on September 26th, 2016 for the annual liability review. Much time has been spent learning about current legislation changes that affect staff policies and procedures. There have been quite a few this year!

Highler provided the Board with copies of Legislative Changes on Illinois Mandated Sick Leave as well as a new Person in Charge sheet and a copy of the Legal Calendar.

For outreach, Northlake Public Library District hosted the Director's section of LACONI on October 7, 2016. There were about 25 directors from other libraries in attendance. Many had never visited us before and were very impressed with the building. The speaker was from the ALA's office for Library Advocacy, Marcia Merola. We also held our annual Hispanic Heritage Pot-Luck luncheon and piñata breaking. Not as good of a turn-out as in the past, but still a great time had by all.

Most of the preparation work for on our application and report for the 2017 Per Capita Grant has been completed.

The next staff in-service meeting will focus on safety issues and will be prepared by our Safety Committee. The committee will be attending a safety workshop in preparation for this event.

Our final page has been hired. Lizeth Ortiz started working on September 26, 2016. Laura Bartnik is expecting her first child in the late Spring and her staff is prepping to fill-in during her absence.

Our library email server migration has been completed with success and has allowed everyone to utilize an online scheduling format so everyone has access to the work schedule.

Highler reminded the Board that they were given a copy of the Legal Calendar and asked that they keep it handy as obligatory items have been noted for the next few meeting dates.

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

Secretary Biddle said that she had a tablet training session with Erica Szkudlarek and that is was fantastic. Erica was very patient and informative.

The Board agreed to table review of the Personnel Policy Revision and the Social Media Policy Revision until next month.

The Board also agreed to table acceptance of the Financial Audit for the Fiscal Year Ending June 30, 2016. until a later date.

After discussion, the Board agreed to approve the amount of Property Tax Revenue that must be raised for the 2016 Levy on a motion by Glowinski with a second by Wason.  
Roll call vote:

AYES: Gutierrez, Wason, Glowinski, Biddle.

NAYS: None.

ABSENT: Rivera, Sampson, Herrera.

The Board adopted Ordinance #16-573: An Ordinance Levying and Assessing Taxes for 2016, on a motion by Gutierrez with a second by Wason.

AYES: All

The Board adopted resolution #16-10: A Resolution to Comply with the Government Travel Expenses Control Act, giving Highler approval to add \$5.00 to each food item so that the Board will not have to approve overages, on a motion by Glowinski with a second by Gutierrez. Roll call vote:

AYES: Gutierrez, Wason, Glowinski, Biddle.

NAYS: None.

ABSENT: Rivera, Sampson, Herrera.

The Board reviewed and discussed the FY 2017 Per Capita Grant Requirements, including review of Chapter 6, "Access", of *Serving Our Public 3.0: Standards for Illinois Public Libraries*, 2014.

After review, the Board agreed to authorize the Director to accept the Proposed Insurance Levels for 2017 on a motion by Glowinski with a second by Wason. Roll call vote:

AYES: Gutierrez, Wason, Glowinski, Biddle.

NAYS: None.

ABSENT: Rivera, Sampson, Herrera.

Highler proposed special staff considerations to the Board. She would like to continue to allot a 1/2 of a personal day for each five year increment of service for employees. She would like to allot 1/2 of a personal day to all employees for their holiday bonus, to be given in January and be used by June 30, 2017. After further discussion, the Board approved the special staff considerations on a motion by Wason with a second by Glowinski.

AYES: All

The Board approved closing the library for Staff In-Service Day on January 13, 2017, on a motion by Glowinski with a second by Wason.

AYES: All

After review, the Board approved the Library Closing Dates for 2017 on a motion by Glowinski with a second by Wason.

AYES: All

Highler shared a letter from President Orlando Rivera, explaining his need to resign his position as trustee due to personal family reasons. After consideration and expressing how sorry they will be to see him go, the Board reluctantly accepted the proposed trustee resignation on a motion by Gutierrez with a second by Glowinski.

AYES: All

Executive Session was not needed.

No members of the public were present.

The next regular Board meeting is scheduled for November 17, 2017.

Having moved through the Agenda and having no further business, Secretary Biddle adjourned the meeting at 7:32 p.m.

*Elizabeth Biddle, Secretary*

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