

**MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
OCTOBER 19, 2017**

The regular meeting of October 19, 2017, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:33 p.m.. Present were Board members: Biddle, Glowinski, Carver, Tews, Wason. Absent Board members: Gutierrez, Werba. Also present were: Sharon L. Highler, Library Director; Laura Bartnik, Head of Adult Services; Marianne Ryczek, Head of Youth Services; and Christie Chaidez, Technical Services Clerk.

The Board approved the agenda, with the change of the Youth Service presentation coming before the presentation on Financial Matters, on a motion by Biddle with a second by Carver.

AYES: All.

Minutes of the Regular Board Meeting of September 21, 2017 were approved on a motion by Glowinski with a second by Biddle.

AYES: All.

The Library Fund Profit and Loss Report of September 30, 2017, was tabled until next month.

The Bills Paid/Payable Reports for September - October, 2017, were accepted on a motion by Glowinski with a second by Carver. Roll call vote:

AYES: Tews, Carver, Glowinski, Biddle, Wason.

NAYS: None.

ABSENT: Gutierrez, Werba.

Bills paid, June - August, 2017: \$28,224.91.

Bills payable, August 17, 2017: \$25,177.98.

At 6:38 p.m., Gutierrez arrived.

Highler reported that the HVAC system needed repairs. Parts of the first floor were registering at about 85 degrees. We are trying to get a grant that would cover a new HVAC system.

We have applied for a lighting grant through Warehouse Direct that will help us replace burnt-out ballasts. We hope to schedule the work soon.

Our alarm system has been a growing problem. One of the inner sensors is faulty and continues to trigger the entire system. This sometimes causes issues when the system is armed at closing. Meeting will soon begin with vendors to update/replace the current system.

We are also beginning talks with vendors to update our telephone system. We have no more replacement phones and are also having problems with the public address system. We have noticed a growing number of problems with the main staff copier and the public printer in the Adult Department. We will continue to track these issues but the solution may require us to upgrade the printer.

There were no reported problems with the Financial Audit. We should have the final report soon.

The Friends of the Library are holding a bake sale on October 19, 2017.

The LIMRiCC meeting was held on October 3, 2017, and was attended by me and Jo Ann Green. Basically, the offerings and rates are not changing very much. In-house notification for all eligible staff will begin soon. Open enrollment runs November 20 - December 1.

Except for our two Page vacancies, all other positions have been filled and things are running smoothly. Personal references are being checked for the applicants under consideration for the Page positions.

Our hiring procedure has been finalized. We will begin completing more extensive background checking while filling any vacancies.

Following the new public shootings, it was decided that we needed to renew staff training on active shooter scenarios. All staff were asked to view one of two YouTube videos, one from the FBI and one from Homeland Security.

Our Library of Things is up and running. Our motto is "Borrow, Don't Buy!". The buzz is just starting on our new service around our area. I'm amazed at the array of items we have already and with more to come. Staff has made the suggestion that we demo some of the items so that has become part of our planning for our next staff in-service.

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

The President had nothing to report.

The Vice President reported that she went to San Francisco and was saddened by all of the homeless she encountered there. She asked if there was anything we could do around the holidays to help locally like Food Drives, Toys for tots, etc. Highler explained all of the ways the library has contributed in the past plus mentioned our yearly Food for Fines food drive, but said the library would be happy to help with any suggestions she had to help more.

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

Marianne Ryczek, Head of the Youth Department, have a presentation about the Youth Department, who they are and what they do.

Review and Adoption of Personnel Policy and Board Regulations was tabled for a future meeting.

Acceptance of Job Descriptions was tabled for a future meeting.

Per Capita Grant requirements were discussed. The majority of the Board has reviewed the safety and disaster webinars. State Library Literacy Program was discussed including tutor training and ESL training for all age groups. Chapter 12 review is needed by next meeting.

Kelly Zabinski of Zabinski Consulting Services, Inc. gave an informative presentation on Financial Matters to the Board.

Approval of Public Hearing Date being at 6:00 p.m. on November 16th, 2017 and Black Box Notice for Levy being published was on a motion by Gutierrez with a second by Glowinski.

AYES: All.

Approval to close the library for Staff In-Service Day on January 12, 2018 was on a motion by Biddle with a second by Gutierrez.

AYES: All.

Approval of Library Closing Dates for 2018 was on a motion by Gutierrez with a second by Carver.

AYES: All.

Executive Session was not needed.

No members of the public were present.

The next regular Board meeting is scheduled for November 16, 2017.

Having moved through the agenda, the meeting was adjourned at 8:16 p.m., by President Wason.

Elizabeth Biddle, Secretary
