

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
SEPTEMBER 17, 2015**

The regular meeting of September 17, 2015, of the Northlake Public Library District Board of Trustees, was called to order at 6:30 p.m. by President Orlando Rivera. Present were Board members: Wason, Glowinski, Sampson, Biddle, Rivera. Absent Board members: Herrera, Gutierrez. Also present were: Laura Bartnik, Head of Adult Services; Sharon L. Highler, Library Director; and Mary Jane Garrett, Head of Technical Services.

The Board approved changing the agenda, to move New Business #7, "Adult Services Department Presentation (Informational)," to just before Unfinished Business, on a motion by Sampson with a second by Wason.

AYES: All.

The Board did not require an Executive Session for the meeting.

The agenda, as modified, was approved by the Board on a motion by Glowinski with a second by Sampson.

AYES: All.

Minutes of the Regular Board Meeting of August 20, 2015, and of the Special Board Meeting of August 27, 2015, were approved by the Board on a motion by Biddle with a second by Glowinski.

AYES: All.

6:37 p.m., Gutierrez arrived.

The Library Fund Profit and Loss Report (formerly the Treasurer's Report and the Revenue and Expense Report) of August 31, 2015, was accepted by the Board on a motion by Sampson with a second by Glowinski. Roll call vote:

AYES: Gutierrez, Wason, Glowinski, Sampson, Biddle, Rivera.

NAYS: None.

ABSENT: Herrera.

The Bills Payable/Paid Report for September 17, 2015, was discussed and accepted by the Board on a motion by Sampson with a second by Glowinski. Roll call vote:

AYES: Gutierrez, Wason, Glowinski, Sampson, Biddle, Rivera.

NAYS: None.

ABSENT: Herrera.

Bills paid: \$22,146.02.

Bills payable: \$22,016.47.

The Statistical Circulation and Acquisitions Reports were given to the Board. The Items Deleted Report for August 2015 was submitted, but was accidentally omitted from the reports for the Board. It will be included with the statistical reports at the next regular meeting. The Statistical Circulation and Acquisitions Reports 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 for August-September 2015. Highler discussed the Director's Report in more detail with the Board. From service calls on the HVAC, it has been determined that there is a problem in the frequency drive for one of the main units. The liability audit for the library is scheduled for September 21. Some issues listed from last year have been corrected. Internet service has been stable since the improvements. A new firewall will be installed that will fulfill specifications for our SWAN online catalog. Marion Olea, Outreach Librarian, and Marianne Ryczek, Head of Youth Services, represented the library district at the Stone Park Rodeo. Our annual audit began on September 8 and is going well. Once the audit is completed, the library district will be able to finish changing accounting systems. Highler summarized several changes in personnel.

The Board asked about the duties of volunteers. Bartnik reported that they do general straightening and cleanup, and sort donations of materials.

The annual report (IPLAR) has been completed and submitted to the state. Highler will be working on the Per Capita Grant application and will begin preliminary work for the Staff In-Service Day, tentatively planned for January 8, 2016. Circulation Services has started accepting patrons' credit cards to pay fines and fees.

The librarians' reports were accepted with the appreciation of the Board on a motion by Glowinski with a second by Wason.

AYES: All.

The Board members received copies of the library's legal calendar.

Trustees were invited to attend, and bring a dish to pass for, the library's Hispanic Heritage Potluck on October 3. Trustee orientation will be on the morning of September 19. The public hearing and special Board meeting on the budget will be on September 21. The public hearing begins at 6:00 p.m., but requires only two Board members to attend. The special Board meeting begins at 6:30 p.m. and does require a quorum.

In his report, President Rivera stated that he attended a workshop, "eBay Basics", presented by Garrett Gottschalk, our Digital Services Librarian. The presentation was well done with good handouts, and the librarian would answer any question from the audience. Rivera reported on patron rumors about the library that were found to be completely incorrect. The "lesson" to learn from this is to always listen to patrons without dismissing them, but not to assume that what they've heard is true. Always investigate what you've been told. Highler is always available to answer your questions.

Vice President Sampson did not have anything additional to report.

Laura Bartnik, Head of Adult Services, presented a program on the Adult Services Department, "Adult Services: Who We Are, What We Do," to the Board. The program included the staff and their duties and specialties, plus summaries of the department's services and responsibilities. These included reference and readers advisory, programming and community outreach, collection development and "deselection" or weeding, the Freedom to Read Statement and the library's policy on a "Request for Reconsideration of Library Materials," the materials collections of the department, 3D printing, and resources available for download onto computers or other devices.

The Board, Highler and Bartnik reviewed Chapter 5, "Technology," from Serving Our Public 2.0. This review is required for the upcoming Per Capita Grant application. Bartnik reported that the entire checklist for this chapter has been completed by the library. Highler reported on grant money that is used for upgrading computers and other technology and to obtain better Internet connections.

At 8:12 p.m., Bartnik was thanked for her presentation and technology information and she left.

The Board voted to table the review and adoption of policy revisions until the October meeting, on a motion by Sampson with a second by Glowinski.

AYES: All.

The Trustee OMA/FOIA training has been completed.

The audit of the Secretary's minutes by Gutierrez, Rivera and Wason was accepted by the Board on a motion by Sampson with a second by Glowinski.

AYES: All.

Copies of IPLAR, the library's annual report, for the 2014-2015 fiscal year were given to the Board. The Board approved the library district's Illinois Public Library Annual Report (IPLAR) for the 2014-2015 fiscal year on a motion by Gutierrez with a second by Biddle.

AYES: All.

Board members were reminded that the September 19 Trustee Orientation will begin at 9:00 a.m. Handouts will be available for Trustees who will not be able to attend.

The Board reviewed the Preventative Maintenance Agreement by the NHP Service Company for the library's HVAC system. Highler recommended renewing the agreement, but reevaluating it prior to the next renewal. The Board voted to renew the agreement with NHP Service Company on a motion by Glowinski with a second by Sampson. Roll call vote:

AYES: Gutierrez, Wason, Glowinski, Sampson, Biddle, Rivera.

NAYS: None.

ABSENT: Herrera.

The Board received copies of an estimate by NHP Service Company for the installation of a new Danfloss Drive, with no bypass or disconnect, on the first floor unit that controls the exhaust fan. The estimated cost was given as \$2,180.00. After discussion, the Board asked Highler to find out the cost for adding the bypass to this estimate. If the total would be at or under \$3,000.00, the Board authorized Highler to accept the new estimate, on a motion by Sampson with a second by Wason. Roll call vote:

AYES: Gutierrez, Wason, Glowinski, Sampson, Biddle, Rivera.

NAYS: None.

ABSENT: Herrera.

Highler will also ask NHP Service Company about the cost of replacing the entire first floor unit that controls the exhaust fan.

Board members received information on a Long Term Care insurance program. After discussion, the Board approved the library district's participation in the IMRF-endorsed Long Term Care insurance program. This program is voluntary for employees, and the employer incurs no expenses. Approval was on a motion by Wason with a second by Sampson.

AYES: All.

The Board asked Highler if they could receive a copy of the regular meeting's agenda by the Monday before the meeting. Highler replied that she usually waits to post the agenda on that Tuesday, but she could send it on Monday. Does the Board want all Board documents then? The Board would like what they had received previously, plus the financial reports if possible. Highler stated that our accounting advisor usually comes in on that Monday, but she will send as much financial information as possible and then give Trustees an addendum on the day of the regular meeting.

No members of the public were present at the meeting.

The public hearing and the special Board meeting for the budget and appropriations ordinance for the 2015-16 fiscal year are scheduled for September 21, 2015.

The next regular Board meeting is scheduled for October 15, 2015.

Having gone through the agenda, and with no additional business, President Rivera adjourned the meeting at 8:44 p.m.

*Elizabeth Biddle*, Secretary

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