

**MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
SEPTEMBER 15, 2016**

The regular meeting of September 15, 2016, of the Northlake Public Library District Board of Trustees was called to order at 6:30 p.m. by Secretary Elizabeth Biddle. Present were Board members: Biddle, Wason, Glowinski. Absent Board members: Herrera, Gutierrez, Sampson, Rivera. Also present were: Sharon L. Highler, Library Director; and Christie Chaidez, Technical Services Clerk.

The Board agreed to review the agenda until the arrival of President Rivera, when they would enter their motions.

Highler discussed several building issues. The bank updating has been going well. Many accounts have already been switched over and the rest should be completed by the end of September. Highler also stated that the people are much easier to work with at the new financial institution.

Remote access has been established for HVAC. They did need to come out once to replace some O-rings that were causing leaking. The Board questioned why they could not just replace all of the O-rings at one time, but Highler explained that there are simply too many of them all through-out the building.

Safety related inspections have been completed for the elevator.

Another Friend's fundraiser was held, this time at Cochairos Pizza, and seemed to be a success.

Staff was present at the Stone Park annual rodeo on September 4, 2016.

The Library held a Back to School event that had a good turn-out of close to 150 people. Games were set upstairs and there was food in the program room in the basement where we made use of our purchases of the popcorn machine, cotton candy machine and sno-cone machine.

We will be having our annual Hispanic Heritage Potluck on September 24, 2016 and Highler extended an invitation to all members of the Board to attend.

Highler, along with Laura Bartnik, Head of Adult Services, has conducted a review of Technical Services and will work with the remaining staff to ensure coverage and good work flow.

Mary Jane Garrett began vacation with her last official day being October 31st, 2016. Staff held a retirement luncheon on August 31st, which was covered in the local paper. Two new pages have been hired, Armando Amigon and Peter Jordan. One more should be hired by the end of this week.

Highler recently attended a workshop on job descriptions. The annual LIMRiCC meeting is coming up next month.

A legal alert on a new law regarding child bereavement and sick leave was provided to the Board.

Highler provided a copy of the legal calendar to all members of the Board and reminded them that obligatory items for the next few meeting dates have been noted.

At 7:10 p.m., President Rivera arrived.

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

AYES: All.

Minutes of the Board meeting of August 18, 2016, and Acknowledgment of Public Hearing of September 15, 2016 being held with no members of the public present, were approved on a motion by Rivera with a second by Wason.

AYES: All.

The Library Fund Profit and Loss Report of August 31, 2016; and the Bills Paid/Payable Report for September 15, 2016, were accepted on a motion by Rivera with a second by Glowinski. Roll Call Vote:

AYES: Rivera, Wason, Glowinski, Biddle.

NAYS: None.

ABSENT: Gutierrez, Herrera, Sampson.

Bills paid, August to September, 2016: \$9,816.11.

Bills payable, September 15, 2016: \$26,947.76.

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

AYES: All.

The Board accepted the librarians' reports for August-September, 2016, with their thanks.

The audit of the Secretary's Minutes was accepted with a motion by Rivera and a second by Biddle.

AYES: All.

The Policy Revision of added meal breaks needing to be noted on timesheets on a daily basis was reviewed and accepted with a motion by Glowinski and a second by Wason.

AYES: All.

The Renewal Contract with NHP Services was reviewed and accepted on a motion by Wason and a second by Glowinski. Roll call vote:

AYES: Rivera, Wason, Glowinski, Biddle.

NAYS: None.

ABSENT: Gutierrez, Herrera, Sampson.

The Board voted to accept the Estimate of Revenues for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017 on a motion by Glowinski and a second by Wason. Roll call vote:

AYES: Rivera, Wason, Glowinski, Biddle.

NAYS: None.

ABSENT: Gutierrez, Herrera, Sampson.

After discussion, the Board adopted the Budget and Appropriations Ordinance #16-572 of the Northlake Public Library District for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017, on a motion by Wason and a second by Glowinski. Roll call vote:

AYES: Rivera, Wason, Glowinski, Biddle.

NAYS: None.

ABSENT: Gutierrez, Herrera, Sampson.

Executive Session was not needed.

No members of the public were present.

The next regular Board meeting is scheduled for October 20, 2016.

The Board voted to adjourn the meeting at 7:15 p.m., on a motion by Wason with a second by Glowinski.

AYES: All.

Elizabeth Biddle, Secretary
