

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
SEPTEMBER 21, 2017**

The regular meeting of September 21, 2017, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:30 p.m.. Present were Board members: Glowinski, Carver, Wason, Biddle. Absent Board members: Gutierrez, Werba, Tews. Also present were: Sharon L. Highler, Library Director; Laura Bartnik, Head of Adult Services; and Christie Chaidez, Technical Services Clerk.

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

AYES: All.

Minutes of the Regular Board Meeting of August 17, 2017 were approved on a motion by Biddle with a second by Carver.

AYES: All.

The Library Fund Profit and Loss Report of August 31, 2017, was accepted on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYES: Carver, Glowinski, Biddle, Wason.

NAYS: None.

ABSENT: Gutierrez, Werba, Tews.

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

AYES: Carver, Glowinski, Biddle, Wason.

NAYS: None.

ABSENT: Gutierrez, Werba, Tews.

Bills paid, June - August, 2017: \$39,814.07.

Bills payable, August 17, 2017: \$26,969.22.

Highler reported that Kelly came in and looked over our proposed budget. Some changes were made as predicted.

We had a problem with the office door in the Adult Services workroom. Inner wiring of

the striker panel was the problem. Also talked to locksmith about re-keying doors so that staff can readily access needed areas. This was done and keys have been distributed. HVAC company was out. There was a Freon leak that they are working on. It could not be located but is not causing a problem presently. They will monitor the situation but suggest taking no additional action at this time.

We finally scheduled the additional plumbing maintenance. The water heater was fixed. The power routing was also completed and the "root twin" was removed. The scoping discovered no additional problems at this time. We will repeat the process in 2 years. The financial audit began this week. So far, so good. The auditor will have the final report in about a month and will do a presentation before the end of the year.

The majority of recommendations from last year's LIRA Insurance Audit have been completed. The focus on safety this year will result in the completion of few others. The Fall newsletter went to press and has been distributed.

No more news on the passport service yet.

The "Things Library" is ready to begin operation with the items that have been donated. The Stone Park "Back To School" event was well attended with staff present.

Our back to school event was well attended.

The annual Stone Park Rodeo was also well attended with staff there as well.

The Friends had a fund raiser at Chipotle in Melrose Park on 9/6/2017. It was not as big a success as we had hoped.

Gary Krasche, Circ Clerk, retired today and we celebrated with his favorite, donuts.

Rebecca Heraty started in the Adult Services department in the associate position in late August. Interviews for the other vacancies were conducted with positive results. Adriana Romero has joined the Circ Department in the clerk position. Michelle Frigo joined the Youth Services Department on Monday in the associate position. The other Circ position will be filled by a current page, Lizeth Ortiz.

We have a new person in charge list.

Kelly has determined that we should levy at a higher rate this year to capture the growth from the TIF. A public hearing will need to be held. We must have a quorum at the November meeting.

Sharon will be on vacation September 22 - October 2, 2017.

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

Neither the President nor the Vice President had anything to report.

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

Highler provided the Board with Board Orientation Handouts on Personal Property Replacement Tax.

Reviewing and Adopting of Policy Revisions was tabled until a future meeting.

The library's new Mission Statement: ***To empower and enrich our patrons' lives by fostering education, exploration and entertainment***, was adopted on a motion by Carver with a second by Glowinski.

AYES: All.

Updated job descriptions for the Circulation Department were accepted on a motion by Glowinski with a second by Carver.

AYES: All.

Copies of the annual State IPLAR Report for FY 2016-17 were provided to the Board.

The audit of the Secretary's Minutes by Wason and Carver was accepted on a motion by Biddle with a second by Glowinski.

AYES: All.

A handout was given to the Board listing Per Capita Grant Requirements as well as a Trustee Facts File.

Laura Bartnik gave an informational presentation to the Board about the Adult Services Department and also an introduction to our new non-traditional collection, the Thing Library.

Acceptance of the Estimate of Revenues for Fiscal Year beginning July 1, 2017 and ending June 30, 2018 was on a motion by Glowinski with a second by Carver. Roll call vote:

AYES: Carver, Glowinski, Biddle, Wason.

NAYS: None.

ABSENT: Gutierrez, Werba, Tews.

Adoption of the Budget and Appropriations Ordinance #17-577 of the Northlake Public Library District for the Fiscal Year beginning July 1, 2017 and ending June 30, 2018, was on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYES: Carver, Glowinski, Biddle, Wason.

NAYS: None.

ABSENT: Gutierrez, Werba, Tews.

Executive Session was not needed.

No members of the public were present.

The next regular Board meeting is scheduled for October 19, 2017.

Having moved through the agenda, the meeting was adjourned at 8:31 p.m., by President Wason.

*Elizabeth Biddle*, Secretary

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