

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
SEPTEMBER 20, 2018**

The regular meeting of September 20, 2018, 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: Biddle, Tews, Wason, Glowinski. Absent Board members: Gutierrez. Also present were: Sharon L. Highler, Library Director; Laura Bartnik, Assistant Director; Christie Chaidez, Technical Services Clerk; and Alondra Del Rio, future Trustee.

The Board approved the agenda, with the change that new business numbers 1, 2 and 3 be moved to under approval of the minutes on a motion by Tews with a second by Biddle.

AYES: All.

Minutes of the Public Hearing of August 16, 2018 were approved, pending corrections, on a motion by Glowinski with a second by Tews.

AYES: All.

Minutes of the Regular Board Meeting of August 16, 2018 were approved on a motion by Tews with a second by Biddle.

AYES: All.

Resolution No. 2018-5: Change terms of Office for Library Trustees, allowing for 4 year staggered terms and eliminating 6 year terms, was approved on a motion by Glowinski with a second by Tews. Roll call vote:

AYES: Tews, Glowinski, Biddle, Wason.

NAYS: None.

ABSENT: Gutierrez.

New Board Trustee Alondra Del Rio was sworn in by Secretary Biddle and took her seat with the Board.

The Library Fund Profit and Loss Report of August 31, 2018 was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYES: Tews, Glowinski, Biddle, Wason.  
NAYS: None.  
ABSENT: Gutierrez.

The Bills Paid Report for August - September, 2018 was accepted on a motion by Glowinski with a second by Tews. Roll call vote:

AYES: Tews, Glowinski, Biddle, Wason.  
NAYS: None.  
ABSENT: Gutierrez.

The Bills Payable Report for September 20, 2018 was accepted on a motion by Glowinski with a second by Tews. Roll call vote:

AYES: Tews, Glowinski, Biddle, Wason.  
NAYS: None.  
ABSENT: Gutierrez.

Bills paid, August - September, 2018: \$33,600.15.  
Bills payable, September 20, 2018: \$36,691.26.

Highler reported on-

### **Building Issues:**

An Alarm contract was finalized with FSS Technologies for our motion detection upgrade and monitoring. The work will begin in October.

FE Moran will have someone out to replace all the filters on the roof units tomorrow.

Some parts have been replaced in the lighting project. We hope to have a final walk through for this part of the retro-fit next week. We are still searching for a company to complete the emergency light project.

We are still trying to find a solution for our remaining old, very expensive, land telephone line which alerts Fire and Police to problems.

Our back door camera has not worked all this week. Wireline came out to check the phone line. CTC has been contacted after it was determined not to be a telephone line issue.

Our elevator inspection discovered that the phone was broken. It was due to a broken line which has been repaired.

Our annual plumbing maintenance was completed by NHP with no major issues.

We hope that we have found a company that complete some of our small maintenance/handyman jobs. They have yet to begin.

We purchased a small machine that vacuums and shampoos carpets. This has allowed us to spot clean some of our bad areas, saving us a service call mid-season to our carpet specialist. We are looking for one to clean upholstery.

The front doors are once again having sensor problems. Tee-Yay Service has been called.

### **Community Service Workers:**

I just wanted to point out the wonderful job that is being done. This program is a win-win for everyone and has proven to be a value to not only our district but to Cook County as well. The workers have saved us quite a few dollars for all the outside landscaping they have done. They also keep the parking lot fairly trash-free. They also scan and box our donated/weeded materials that get sent to Better World Books for selling. This should result in more immediate purchasing by BWB. They maintain the Friends book-sale room with the remaining materials. The workers are able to complete their service hours and are given valuable exposure to the library. These workers are supervised by the Adult department staff.

### **Grant Opportunities:**

We have been approved by AgeOptions, whose focus is on senior services and programs. Their additional funds will allow us to expand our offerings.

### **Long Range Plan Preparation:**

Studio GC continues their work. Their engineers have toured the building, looking at roof, parking lot and mechanical equipment.

### **Problem Patron:**

We have asked the Police to issue our second “No Trespass Warning”. We have had several incidents with this particular young man, including the theft of a bike, bothering other patrons, and bad language. This past week he was observed lurking in back of the building and looking in windows. When we called the Police he was known to them as a troublemaker around town.

### **Staff Changes:**

We had one near-resignation, but upon reflection, the resignation was rescinded.

**Vendor List:**

Annette has provided an updated vendor list. It covers most of the vendors from the last two years.

**MISC.**

- The new copiers have all been installed and are working fine.
- I am continuing to update all job descriptions and policies.
- The annual financial audit work will begin next week.
- Laura and I will do our ILA presentation next month.
- Work will continue to meet the PCG 2019 requirements.

The Board accepted the librarians' reports for August - September, 2018, with their thanks.

President Wason had nothing to report on.

Vice President Glowinski had nothing to report on.

There were no changes to the Page Job Description and no action was needed.

Changes to Job Descriptions has been tabled until a future meeting.

Adoption of new Circulation Policy has been tabled until a future meeting.

Adoption to the change in the Sick Time portion of the Personnel Policy was approved on a motion by Glowinski with a second by Biddle.

AYES: All.

Review and Adopt Policy Revisions to Tuition Reimbursement Policy, increasing the amount to \$600.00 per course and a maximum of \$1200.00 per year with courses completed with a B grade or better, was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYES: Tews, Glowinski, Del Rio, Biddle, Wason.

NAYS: None.

ABSENT: Gutierrez.

Required State FOIA Trustee Training will be needed from Trustee Del Rio.

2019 Trustee Election Information was provided to all Trustees.

Acceptance of the Secretary's Minutes FY 2017-18, audited by Wason and Tews on August 16, 2018, was made on a motion by Biddle with a second by Tews.

AYES: All.

Verification that Levy Hearing of September 20, 2018 was held was made on a motion by Glowinski with a second by Biddle.

AYES: All.

Adoption of Ordinance #18-584 : An Ordinance Levying and Assessing Taxes for 2018 was made on a motion by Glowinski with a second by Tews. Roll call vote:

AYES: Tews, Glowinski, Del Rio, Biddle, Wason.

NAYS: None.

ABSENT: Gutierrez.

Acceptance of new Health Insurance Rates for 2019 - LIMRiCC - was made on a motion by Biddle with a second by Tews. Roll call vote:

AYES: Tews, Glowinski, Del Rio, Biddle, Wason.

NAYS: None.

ABSENT: Gutierrez.

2019 Per Capita Grant Board Requirements were provided to all Trustees. Outreach and Education requirements will be available at the November meeting.

The Board went into Executive Session.

The next regular Board meeting is scheduled for November 15, 2018.

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

*Elizabeth Biddle, Secretary*

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