

**MINUTES OF THE REGULAR MEETING
OF THE NORTHLAKE PUBLIC LIBRARY DISTRICT
OF TRUSTEES SEPTEMBER 19, 2019**

The regular meeting of September 19, 2019, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:30 p.m.

Present board members: Glowinski, Wason, Biddle, Tews, Cassidy-Hatchet. Absent board members: Gutierrez.

Also present were: Sharon Highler, Library Director; Laura Bartnik, Assistant Director; and Annette Ignoffo, Business Office Manager.

The board approved the agenda with agenda item 3 from new business moved to the beginning of the agenda and with the change that the Executive Session was not needed, on a motion by Glowinski with a second by Cassidy-Hatchet.

AYES: All
NAYES: None
ABSENT: Gutierrez

Following the Nomination Committee recommendation the board approved the swearing in of Katie Elliott as a new Trustee to fill the board vacancy, on a motion by Glowinski with a second by Cassidy-Hatchet.

AYES: All
NAYES: None
ABSENT: Gutierrez

Minutes of the Regular Board Meeting of August 15, 2019 were approved on a motion by Cassidy-Hatchet with a second by Biddle.

AYES: All
NAYES: None
ABSENT: Gutierrez

The Library Fund Profit and Loss Report of August 31, 2019 was approved on a motion by Glowinski with a second by Tews. Roll call vote:

AYES: All
NAYES: None
ABSENT: Gutierrez

Acceptance of the Bills Paid Report for August and September 2019 was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYES: All
NAYES: None
ABSENT: Gutierrez

Acceptance of the Bills Payable Report for September 19, 2019 was approved on a motion by Glowinski with a second by Tews. Roll Call Vote:

AYES: All
NAYES: None
ABSENT: Gutierrez

Bills paid, August, September 2019: \$28,923.59.

Bills payable, September 19, 2019: \$20,077.91.

Highler Reported on:

Building Issues:

Due to upcoming State Law changes, we will be changing the signage and use of the two single stall restrooms currently available to the public, located in the Youth Department. Some minor changes are also needed inside those restrooms. Meanwhile, the soap dispensers and toilet paper holders have been replaced in the multi-stall restrooms on both levels.

The parking lot repairs were started and then postponed due to weather, but will be completed in the near future.

Cook County Commissioner's Librarian Luncheon

Ignoffo and Highler were able to attend the luncheon for libraries sponsored by Cook County President Toni Preckwinkle, celebrating "National Library Card Sign-up Month". Secretary of State, Jesse White also attended. It was nice seeing so many people interested in libraries all together in one place. Proclamations have been provided for the library and both of our Mayors. President Preckwinkle is also planning to tour libraries in Cook County.

Our Insurance Appraisal has been completed. Our overall value has increased. We listed \$8,850,000 on this year's IPLAR. We'll use the new value of \$9,740,000 for next year.

LIMRiCC Insurance Rate Meeting

Ignoffo and Highler attended the annual membership meeting. The rates for 2020 were discussed. There is about a 5% cost increase, which equates to less than \$30 per eligible employee per month. It is recommended that we continue our current payment schedule

of 80% of the lowest program we offer (High Deductible PPO /HSA). We also offer two other PPO options where the employee pays the difference in costs, if elected. The employee also pays the total cost for insuring family members. There are no other plan changes. Other benefits (ComPsych) were also discussed.

Stone Park Fire Department Celebration of Heroes

Highler and Ignoffo attended this annual celebration honoring first responders. It was very moving.

Trustee Education

In order to satisfy one of the 2020 Per Capita Grant requirements, staff and Board members must complete at least one free online education opportunity focusing on organizational management. The management team has previewed the webinars provided by RAILS. The chosen one will be viewed by all other staff before our staff in-service.

The Board has been provided the information and must complete the webinar before the October 17, 2019 Board meeting. It will be discussed then.

Information was also provided on the accepted roles of the director, board and Friends group as part of our on-going education of the Board members.

Staff Changes:

There were no changes this month. All of the new hires and reassignments are now settled and working very well. All departments have conducted department meetings.

MISC.

Our Hispanic Heritage Month celebration got off to a very good start featuring a craft, Mariachi music and family fun. Not to mention several gallons of Pozole!

Laura discussed the celebration. There were approximately 200 patrons attending and everyone said it was a great time with the crafts, food, and music.

Discussion continues on ways to provide library services and cards to those people who work within the library District. Legal agreements between the jurisdictions (i.e. School Districts, Village Halls, etc.) may be needed.

Highler:

Previewed webinars on space planning.

Previewed webinars to help us complete the PCG requirement.

Attended the SWAN Quarterly meeting.

Bartnik and Highler met with Jorge Perez, River Grove PLD Director, about salaries.

Highler will be attending the ILA annual conference next month.

The board accepted the librarians' reports for September 2019 with their thanks.

President Wason's report: None

Vice President Glowinski's report: None

Old Business:

1. Personnel Policy Revisions
 - A. None
2. Circulation Policy Revisions

Name change from Circulation to Guest Services and change of library card renewal from 3yrs to 10yrs was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYES: All
NAYES: None
ABSENT: Gutierrez

New Business:

3. Appointment and Swearing in of Trustee to fill Board Vacancy (moved to the beginning of the agenda). (Action)
4. Set Date for Levy Ordinance Hearing (Action)

After discussion by the board, the date is set for October 17, 2019 at 6:00 pm, on a motion by Biddle with a second by Tews. Roll Call Vote:

AYES: All
NAYES: None
ABSENT: Gutierrez

1. Board review for PCG of Trustee Fact File, Chapter 11-Appendices, etc. (Action)

Different resources and the 3 systems (Heartland, Chicago Public, and Rails) were discussed, followed by a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYES: All

NAYES: None

ABSENT: Gutierrez

1. Executive Session: 5 ILCS 120/2 (c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel, including hearing testimony on a complaint lodged against an employee or against legal counsel to determine its validity. (Not needed)

The next regular Board meeting is scheduled for Thursday October 17, 2019 at 6:30 p.m.

Having moved through the agenda the meeting was adjourned at 7:15 p.m. by President Wason.

Elizabeth Biddle, Secretary
