

**NILES PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES**

April 19, 2006

7:00 P.M.

**Computer Room
6960 Oakton Street
Niles, Illinois**

Call to Order

The meeting was called to order by President Dennis O'Donovan at 7:06 p.m. Trustees present were: Vice President Morgan Dubiel, Secretary Barbara Nakanishi, Trustees Patrick Cross, Fred Kudert and Dan Vonder Heide. Ms. Maureen Polcyn gave previous notice.

Staff present were: Don Burkhart, Computer Services Supervisor; Cary J. Czarnecki, Library Administrator; Mike O'Keefe, Business Manager; Kathy Pricone, Circulation Services Supervisor; Linda Weiss, Library Services Manager; Diane Winberg, Administrative Assistant; and Rich Wozniczka, Computer Services Technician.

Also present was Ms. Gail Burkhart.

Approval of Minutes

*Executive Session
Personnel & Policy Committee
January 18, 2006*

Mr. Dubiel MOVED the Library Board of Trustees approve the Executive Session of the Personnel and Policy Committee Meeting of January 18, 2006. Mr. Kudert SECONDED.

Roll Call Vote:

Ayes: Cross, Dubiel, Kudert, Nakanishi, O'Donovan, Vonder Heide.

Nays: None.

Motion PASSED.

*Regular Board Meeting
March 15, 2006*

Mr. Dubiel MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of March 15, 2006. Mr. Kudert SECONDED.

Roll Call Vote:

Ayes: Cross, Dubiel, Kudert, Nakanishi, O'Donovan, Vonder Heide.

Nays: None.

Motion PASSED.

Treasurer's Report

Mr. Dubiel MOVED the Library Board of Trustees approve the March Treasurer's Report as submitted to the Board. Mr. Vonder Heide SECONDED.

Roll Call Vote:

Ayes: Cross, Dubiel, Kudert, Nakanishi, O'Donovan, Vonder Heide.

Nays: None.

Motion PASSED.

Payment of Bills

Mr. Dubiel MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$159,968.74, payroll expenses of \$235,240.91 for a total monthly expense of \$395,209.65. Mr. Kudert SECONDED.

Roll Call Vote:

Ayes: Cross, Dubiel, Kudert, Nakanishi, O'Donovan, Vonder Heide.

Nays: None.

Motion PASSED.

RECOMMENDED MOTIONS

*Sale of Compact Discs
Library-Sponsored Events*

Mr. Dubiel MOVED the Library Board of Trustees authorize the sale of compact discs at a library-sponsored event on May 14, 2006. Mr. Kudert SECONDED.

Roll Call Vote:

Ayes: Cross, Dubiel, Kudert, Nakanishi, O'Donovan, Vonder Heide.

Nays: None.

Motion PASSED.

Today's Business Solutions

Mr. Dubiel MOVED the Library Board of Trustees authorize payment to Today's Business Solutions, Inc., in the amount of \$4,078.00. Mr. Cross SECONDED.

Roll Call Vote:

Ayes: Cross, Dubiel, Kudert, Nakanishi, O'Donovan, Vonder Heide.

Nays: None.

Motion PASSED.

*Revision of Section 3.22
"Internet Access"*

Mr. Dubiel MOVED the Library Board of Trustees approve the revision of Section 3.22 of the Policy Manual, "Internet Access," as indicated on the attached document. Mr. Kudert SECONDED.

Roll Call Vote:

Ayes: Cross, Dubiel, Kudert, Nakanishi, O'Donovan, Vonder Heide.

Nays: None.

Motion PASSED.

*Revision of Section 4.15
"Computers, Staff Use of"*

Mr. Dubiel MOVED the Library Board of Trustees approve the revision of Section 4.15 of the Policy Manual, "Computers, Staff Use of," as indicated on the attached document. Mr. Cross SECONDED.

Roll Call Vote:

Ayes: Cross, Dubiel, Kudert, Nakanishi, O'Donovan, Vonder Heide.

Nays: None.

Motion PASSED.

*Oak Brook Mechanical
Services, Inc.*

Mr. Dubiel MOVED the Library Board of Trustees approve payment to Oak Brook Mechanical Services, Inc., in an amount not to exceed \$6,000.00. Mr. Kudert SECONDED.

Roll Call Vote:

Ayes: Cross, Dubiel, Kudert, Nakanishi, O'Donovan, Vonder Heide.

Nays: None.

Motion PASSED.

Disposal of Equipment

Mr. Dubiel MOVED the Library Board of Trustees authorize disposal of two broken and unrepairable book trucks, pending a determination by the Board President that they are no longer useful for library purposes and each has a present unit value of no more than \$1,000.00. Mr. Kudert SECONDED.

Roll Call Vote:

Ayes: Cross, Dubiel, Kudert, Nakanishi, O'Donovan, Vonder Heide.

Nays: None.

Motion PASSED.

Administrator's Report

Mr. Czarnecki started his report with reference to the draft of the Long Range Plan. Based on input received from the Board, language was added in the Implementation Summary to include a fiscally responsible budget in Item 3. Also, the language was reworded in Item 6 to provide competitive salaries and benefits and offer opportunities for professional development. Numbers included in the Long Range Plan were put in only for the first of the three years to give the Trustees an idea of what may be expected in the forthcoming budget. Mr. Czarnecki then reviewed some general highlights of the Long Range Plan with the Trustees.

Mr. Vonder Heide asked that the Long Range Plan somehow reflect what the Library should look like in the next three to four years. The current draft does not do this. He suggested that money be budgeted for futuristic growth.

Mr. Czarnecki suggested that the Finance Committee meet on a night other than the night of the Regular Board Meeting. A meeting was scheduled for Thursday, May 18th at 7:00 PM.

Ms. Weiss asked the Trustees if they would be interested in a tour of the various departments to help them understand what the needs are of each department in preparing the budget for next year. The tour was scheduled for Thursday, May 4 at 6:00 p.m.

Meeting Room Requests

Mr. Dubiel MOVED the Library Board of Trustees approve the meeting room requests submitted for approval at the Board Meeting of April 19, 2006. Mr. Cross SECONDED.

Roll Call Vote:

Ayes: Cross, Dubiel, Kudert, Nakanishi, O'Donovan, Vonder Heide.

Nays: None.

Motion PASSED.

Mr. Dubiel asked that the meeting room policy be changed so that the Library Administrator gives approval of all applications. Mr. Czarnecki said that he would follow up on this request with the Library Attorney to see what his recommendation would be regarding this policy change.

Communications

They were included in the Board Packet.

Hearing of Delegates

There were none.

Secretary's Report

There was no report.

Committee Reports

Building and Grounds—Mr. Dubiel reported on his discussions with a representative of Kinko’s on the possibility of rental space within the Library.

Finance – There was no report.

Grievance – There was no report.

Personnel & Policy – Mr. Kudert reported that discussion was held with Mr. Czarnecki regarding a change in one of the Administrator’s goals for next year.

Audit – There was no report.

Liaison Reports

Friends of the Library – Mr. Wozniczka reported that the continuous book sales have been very profitable. He reported that Entertainment Books sales are down. The Friends have contributed \$17,000 towards prizes for National Library Week and the summer reading clubs.

Legislation – There was no report.

North Suburban Library System – There was no report.

Old Business

There was none.

New Business

Hires/Resignations

Mr. Dubiel MOVED the Library Board of Trustees approve the appointment of Paul Bialobrzewski to the part-time position of Maintenance Assistant II, at a rate of \$10.50 per hour, effective March 20, 2006; appointment of Dodie Frisbie to the full-time position of Librarian—Adult/Young Adult Reference Services, at a rate of \$20.00 per hour, effective April 3, 2006. Mr. Cross SECONDED.

Roll Call Vote:

Ayes: Cross, Dubiel, Kudert, Nakanishi, O’Donovan, Vonder Heide.

Nays: None.

Motion PASSED.

Adjournment

Mr. Dubiel MOVED to adjourn. Mr. O’Donovan SECONDED.

Roll Call Vote:

Ayes: Cross, Dubiel, Kudert, Nakanishi, O’Donovan, Vonder Heide.

Nays: None.

Motion PASSED.

The meeting adjourned at 8:00 p.m.

President

Secretary