

**NILES PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
June 21, 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 7:05 p.m. Trustees present were: Secretary Barbara Nakanishi, Treasurer Maureen Polcyn, Trustees Patrick Cross and Fred Kudert. Mr. Dan Vonder Heide arrived at 7:12 p.m. Mr. Morgan Dubiel gave previous notice.

Staff present were: Peg Ciszek, Youth Services Librarian; Cary J. Czarnecki, Library Administrator; Mike O'Keefe, Business Manager; Linda Weiss, Library Services Manager; Diane Winberg, Administrative Assistant; and Rich Wozniczka, Computer Services Technician.

Also present was: Mr. Leonard Reinebach, Niles Resident.

Approval of Minutes

*Regular Board Meeting
May 17, 2006*

Ms. Nakanishi MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of May 17, 2006. Ms. Polcyn SECONDED.

Roll Call Vote:

Ayes: Cross, Kudert, Nakanishi, O'Donovan, Polcyn.

Nays: None.

Motion PASSED.

*Finance Committee Meeting
May 18, 2006*

Ms. Nakanishi MOVED the Library Board of Trustees approve the Minutes of the Finance Committee Meeting of May 18, 2006. Ms. Polcyn SECONDED.

Roll Call Vote:

Ayes: Cross, Kudert, Nakanishi, O'Donovan, Polcyn.

Nays: None.

Motion PASSED.

*Finance Committee Meeting
June 12, 2006*

Ms. Nakanishi MOVED the Library Board of Trustees approve the Minutes of the Finance Committee Meeting of June 12, 2006. Ms. Polcyn SECONDED.

Roll Call Vote:

Ayes: Cross, Kudert, Nakanishi, O'Donovan, Polcyn.

Nays: None.

Motion PASSED.

Treasurer's Report

Ms. Polcyn MOVED the Library Board of Trustees approve the May Treasurer's Report as submitted to the Board. Mr. Kudert SECONDED.

Roll Call Vote:

Ayes: Cross, Kudert, Nakanishi, O'Donovan, Polcyn.

Nays: None.

Motion PASSED.

Payment of Bills

Ms. Polcyn MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$159,168.95, debt service expenses of \$127,037.50, and payroll expenses of \$220,773.23 for a total monthly expense of \$506,939.68. Mr. Kudert SECONDED.

Roll Call Vote:

Ayes: Cross, Kudert, Nakanishi, O'Donovan, Polcyn.

Nays: None.

Abstain: Vonder Heide

Motion PASSED.

RECOMMENDED MOTIONS

Ordinance 06-2

Ms. Polcyn MOVED the Library Board of Trustees approve Ordinance 06-2, a Tentative Ordinance Providing for Budget and Appropriations of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2006, and Ending June 30, 2007. Ms. Nakanishi SECONDED.

Discussion was held between the trustees and staff to determine how \$104,000 can be saved to reduce the budgeted dollar amount. The trustees asked that this become a goal to be achieved by the administration and department heads and that the savings is reported monthly to the Board in the Administrator's Report.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Amtech Lighting Services

Ms. Polcyn MOVED the Library Board of Trustees authorize payment to Amtech Lighting Services in the amount of \$5,900.00 . Mr. Vonder Heide SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

*Revision of Section 3.14
Meeting Rooms*

Ms. Nakanishi MOVED the Library Board of Trustees approve the attached revision of Section 3.14, Meeting Rooms. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

McClure Inserra & Company

Ms. Polcyn MOVED the Library Board of Trustees approve payment to McClure Inserra & Company Chartered in the amount of \$8,500.00. Mr. Vonder Heide SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Ralph Weiner & Associates

Ms. Polcyn MOVED the Library Board of Trustees approve payment to Ralph Weiner & Associates LLC in the amount of \$2,004.00. Mr. Vonder Heide SECONDED.

Roll Call Vote:

Ayes: Cross, Kudert, O'Donovan, Polcyn, Vonder Heide.

Nays: Nakanishi.

Motion PASSED.

Canon Business Solutions

Ms. Polcyn MOVED the Library Board of Trustees approve payment to Canon Business Solutions in the amount of \$3,186.75. Mr. Kudert SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Vis-O-Graphic

Ms. Polcyn MOVED the Library Board of Trustees approve payment to Vis-O-Graphic in the amount of \$3,758.31. Mr. Kudert SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

*Revision of Section 4.06
Sick Leave*

Ms. Nakanishi MOVED the Library Board of Trustees approve the attached revision of Section 4.06, Sick Leave. Mr. Kudert SECONDED.

After some discussion, a majority of the Trustees did not agree with the proposed change in the current policy.

Roll Call Vote:

Ayes: Nakanishi.

Nays: Cross, Kudert, O'Donovan, Polcyn, Vonder Heide.

Motion FAILED.

*Sale of Books
Library-Sponsored Event*

Mr. Cross MOVED the Library Board of Trustees authorize the sale of books at a library-sponsored event in the Large Meeting Room on July 29, 2006. Mr. Kudert SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Disposal of Equipment

Mr. Vonder Heide MOVED the Library Board of Trustees find that the technology equipment listed in the attached memorandum is no longer useful

for library purposes, that each item has a present value of less than \$1,000 and hereby authorize the disposal of this equipment. Ms. Polcyn
SECONDED.

Mr. Wozniczka gave the trustees an overview of the disposal process of various library equipment. In response to questions regarding computer equipment purchases presented at the May Board Meeting, Mr. Woznicka explained to the Trustees that the items were not a part of the Long Range Plan for the next three fiscal years but were actually budgeted items for the current fiscal year. He went into detail as to how Computer Services determines the best pricing for their purchases.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Administrator's Report

Mr. Czarnecki began his report with pictures of the full book drops and Circ workroom after the Memorial Day weekend.

Mr. Czarnecki referred to a memorandum from Computer Services Supervisor Don Burkhart regarding computer purchases which were questioned at the May Meeting.

Mr. Czarnecki invited the trustees to visit the Children's Department—and elsewhere in the Library—to see all the work done for the Summer Reading Programs.

Meeting Room Requests

Ms. Nakanishi MOVED the Library Board of Trustees approve the meeting room requests submitted for approval at the Board Meeting of June 21, 2006. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

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—There was no report.

Finance – There was no report.

Grievance – There was no report.

Personnel & Policy – Mr. Kudert scheduled a Personnel and Policy Committee Meeting on July 19 following the July Board Meeting for the purpose of discussing the policy regarding the hiring of personnel and salary adjustments for FY 2006/07.

Audit – There was no report.

Liaison Reports

Friends of the Library – There was no report.

Legislation – There was no report.

North Suburban Library System – There was no report.

Old Business

There was none.

New Business

Hires/Resignations

Ms. Polcyn MOVED the Library Board of Trustees approve the resignation of Ai Bogucki from the part-time position of Circulation Services Clerk, effective May 31, 2006; and the resignation of Shifa Virani from the part-time position of Library Page, effective June 26, 2006.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Adjournment

Ms. Polcyn MOVED to adjourn. Mr. Vonder Heide SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

The meeting adjourned at 8:37 p.m.

President

Secretary