

**NILES PUBLIC LIBRARY DISTRICT  
BOARD MEETING MINUTES  
August 16, 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: Vice President, Morgan Dubiel, Secretary Barbara Nakanishi, Treasurer Maureen Polcyn, Trustees Fred Kurdert and Dan Vonder Heide. Mr. Patrick Cross arrived at 7:15 p.m.

Staff present were: Val Clark, Adult/Young Adult Reference Services Supervisor; Cary J. Czarnecki, Library Administrator; Barb Kruser, Reader's Advisory/Audiovisual Services Supervisor; Mike O'Keefe, Business Manager; Susan Lempke, Youth Services Supervisor; Ann Pasnick, Technical Services Supervisor; Linda Weiss, Library Services Manager; and Diane Winberg, Administrative Assistant.

Also present was: Mr. Len Reinebach, library patron.

**Approval of Minutes**

*Regular Board Meeting  
July 19, 2006*

Mr. Dubiel MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of July 19, 2006. Ms. Nakanishi SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

*Executive Session  
July 19, 2006*

Mr. Dubiel MOVED the Library Board of Trustees approve the Minutes of the Executive Session of July 19, 2006. Ms. Nakanishi SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

*Personnel & Policy Committee  
July 19, 2006*

Mr. Dubiel MOVED the Library Board of Trustees approve the Minutes of the Personnel & Policy Committee Meeting of July 19, 2006. Ms. Nakanishi SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

**Treasurer's Report**

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

Roll Call Vote:

Ayes: Dubiel, Kudert, Nakanishi, O'Donovan, Polcyn, Vonder Heide.  
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 \$208,817.25 and payroll expenses of \$220,707.96 for a total monthly expense of \$429,525.21. Ms. Nakanishi SECONDED.

Roll Call Vote:

Ayes: Dubiel, Kudert, Nakanishi, O'Donovan, Polcyn, Vonder Heide.  
Nays: None.  
Motion PASSED.

**Administrator's Report**

Mr. Czarnecki began his report with a draft of a Nepotism Policy prepared by Library Attorney Dennis Walsh. This was an item that was requested by Mr. Dubiel at the July Board Meeting. The revised policy states that family members or persons living in the same household as a Library Trustee may be employed by the Library, but in no case will the Trustee be involved in the hiring of immediate family members nor shall a Trustee, Administrative Staff employee or staff member supervise another member of his or her family, or person living in the same household or dwelling. Mr. Czarnecki will prepare a motion for the September Board Meeting.

As requested by the Trustees, Mr. Czarnecki revised the Policy regarding the appointments of personnel. The revision states that in the event that a candidate for employment needs to be recommended to the Board prior to its monthly meeting, the Administrator will contact the Board to seek its approval. Mr. Czarnecki will prepare a motion for the September Board Meeting.

Mr. Czarnecki reported that input was received from department heads regarding salary adjustments as requested by the trustees. Further discussion will be held at the September Board Meeting.

Finally, Mr. Czarnecki announced the recent resignation of the Library's Maintenance Supervisor, Mark O'Brien.

**RECOMMENDED MOTIONS**

*Sale of Items  
Library-Sponsored Events*

Ms. Polcyn MOVED the Library Board of Trustees authorize the sale of items at library-sponsored events on the following dates in 2006: September 10, 17, and 19; October 1, 14, 22, and 29; and November 11. Mr. Dubiel SECONDED.

Roll Call Vote:

Ayes: Cross, Dubiel, Kudert, Nakanishi, O'Donovan, Polcyn, Vonder Heide.  
Nays: None.  
Motion PASSED.

*Resolution 06-2*

Mr. Dubiel MOVED the Library Board of Trustees approve Resolution 06-2, a Resolution of the Niles Public Library District, Cook County, Illinois, Authorizing the Secretary of the Board of Library Trustees to Make Certain

Closed Session Meeting Minutes available for Public Inspection. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

*Postmaster of Morton Grove*

Mr. Dubiel MOVED the Library Board of Trustees approve payment to the Postmaster of Morton Grove in the amount of \$2,150.00. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

*Ordinance 06-4*

Mr. Dubiel MOVED the Library Board of Trustees adopt Ordinance 06-4, an 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. Mr. Cross SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

**Meeting Rooms**

Mr. Czarnecki reported that all meeting applications were approved.

**Communications**

They were included in the Board Packet.

**Hearing of Delegates**

There were none.

**Secretary's Report**

Ms. Nakanishi reported that she completed an online course entitled "Long-Range Planning for Public Library Trustees." Ms. Nakanishi presented a summary of the course to the Trustees. Completing this course was a requirement by the State for its Per Capita Grant.

**Committee Reports**

Building and Grounds—There was no report.

Finance – There was no report.

Grievance – There was no report.

Personnel & Policy – There was no report.

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***

Mr. Dubiel MOVED the Library Board of Trustees approve the resignation of Anna Mallas from the part-time position of Library Page, effective June 3, 2006; resignation of Myrna Calastro from the part-time position of Circulation Services Clerk, effective July 6, 2006; the resignation of Karolina Chmiel from the part-time position of Circulation Services Clerk, effective July 21, 2006; the appointment of Benedikt Ilyaguyev to the part-time position of Library Page, at a rate of \$7.50 per hour, effective August 1, 2006; the appointment of Rosalie Weltlich to the part-time position of Library Page, at a rate of \$7.50 per hour, effective August 17, 2006; the resignation of Paul Galinski from the part-time position of Library Page, effective August 19, 2006; the resignation of Athena Crouse from the part-time position of Library Page, effective August 20, 2006; the appointment of Athena Crouse to the part-time position of Circulation Services Clerk, at a rate of \$10.50 per hour, effective August 21, 2006; the appointment of Sarah Stopka to the part-time position of Circulation Services Clerk, at a rate of \$10.50 per hour, effective August 22, 2006; the appointment of Greg Chmiel to the part-time position of Library Page, at a rate of \$7.50 per hour, effective August 23, 2006; the appointment of Daniel Marcus to the part-time position of Library Page, at a rate of \$7.50 per hour, effective August 23, 2006. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

**Adjournment**

Mr. Dubiel MOVED to adjourn. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

The meeting adjourned at 7:55 p.m.

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President

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Secretary