

**NILES PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
September 20, 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 7:19 p.m. Trustees present were: Vice President, Morgan Dubiel, Secretary Barbara Nakanishi, and Trustee Fred Kudert. Mr. Patrick Cross arrived at 7:21 p.m. Ms. Maureen Polcyn and Mr. Dan Vonder Heide gave previous notice.

Staff present were: Peg Ciszek, Youth Services Librarian; Val Clark, Adult/Young Adult Reference Services Supervisor; Cary J. Czarnecki, Library Administrator; Mike O'Keefe, Business Manager; Susan Lempke, Youth Services Supervisor; Ann Pasnick, Technical Services Supervisor; and Linda Weiss, Library Services Manager.

Approval of Minutes

*Budget and Appropriations
Public Hearing
August 16, 2006*

Mr. Dubiel MOVED the Library Board of Trustees approve the Minutes of the Budget and Appropriations Public Hearing of August 16, 2006. Ms. Nakanishi SECONDED.

Roll Call Vote:

Ayes: Dubiel, Kudert, Nakanishi, O'Donovan.

Nays: None.

Motion PASSED.

*Regular Board Meeting
August 16, 2006*

Mr. Dubiel MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of August 16, 2006. Ms. Nakanishi SECONDED.

Roll Call Vote:

Ayes: Dubiel, Kudert, Nakanishi, O'Donovan.

Nays: None.

Motion PASSED.

*Personnel & Policy Committee
August 16, 2006*

Mr. Dubiel MOVED the Library Board of Trustees approve the Minutes of the Personnel & Policy Committee Meeting of August 16, 2006. Ms. Nakanishi SECONDED.

Roll Call Vote:

Ayes: Dubiel, Kudert, Nakanishi, O'Donovan.

Nays: None.

Motion PASSED.

Treasurer's Report

Mr. Dubiel MOVED the Library Board of Trustees approve the August Treasurer's Report as submitted to the Board. Mr. Kudert SECONDED.

Roll Call Vote:

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

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 \$175,410.21 and payroll expenses of \$222,656.64 for a total monthly expense of \$398,066.85. Mr. Kudert SECONDED.

Roll Call Vote:
Ayes: Cross, Dubiel, Kudert, Nakanishi, O'Donovan.
Nays: None.
Motion PASSED.

Administrator's Report

Mr. Czarnecki began his report that he received notification from the Illinois Literary Foundation, through the office of the Secretary of State Jesse White, that the library has been selected to be a beneficiary of some local shopping. During the month of September, Waldenbooks at Golf Mill Shopping Center will ask their customers when making a purchase to donate an extra \$1.00 to the Niles Public Library. Mr. Czarnecki reported that he will have to attend a meeting in October in downtown Chicago to receive the money collected. The money will be received through credit cards which the Library will use to purchase material at Waldenbooks through the end of December. The money will help to defray the cost of our materials purchases.

Mr. Czarnecki asked to Trustees to arrive at 6:55 p.m. for an Audit Committee Meeting on October 18 prior to the October Board Meeting. McClure, Inserra and Company is scheduled to give the Library's audit.

As mentioned in his report, Mr. Czarnecki reviewed the proposed change in the wording of Item 3 on the evaluation form. If the change meets the approval of the Board, Mr. Czarnecki will present a motion on this item at the October Board Meeting.

RECOMMENDED MOTIONS

*Non-Resident
Library Card Fee*

Mr. Dubiel MOVED the Library Board of Trustees approve a Non-Resident Library Card Fee of \$220.00 effective October 1, 2006. Mr. Kudert SECONDED.

Roll Call Vote:
Ayes: Cross, Dubiel, Kudert, Nakanishi, O'Donovan.
Nays: None.
Motion PASSED.

Brodart

Mr. Dubiel MOVED the Library Board of Trustees authorize payment to Brodart in the amount of \$8,134.20. Mr. Kudert SECONDED.

Roll Call Vote:
Ayes: Cross, Dubiel, Kudert, Nakanishi, O'Donovan.
Nays: None.
Motion PASSED.

ID Cards Unlimited

Mr. Kudert MOVED the Library Board of Trustees approve payment to ID Cards Unlimited in the amount of \$2,189.00. Mr. Dubiel SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Section 4.02, Appointment

Mr. Dubiel MOVED the Library Board of Trustees approve Section 4.02, Appointment. Mr. Kudert SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Section 4.18, Nepotism

Mr. Dubiel MOVED the Library Board of Trustees approve Section 4.18, Nepotism. Mr. Kudert SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Amtech Lighting Services

Mr. Dubiel MOVED the Library Board of Trustees approve payment to Amtech Lighting Services in the amount of \$3,780.00. Mr. Cross SECONDED.

Roll Call Vote:

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

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 passed around a schedule of conferences being held at the Illinois Library Association Conference at Navy Pier in October. The Trustees were invited to attend a few of the designated conferences.

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

Mr. Kudert MOVED the Library Board of Trustees postpone the Personnel and Policy Committee Meeting until October 18, 2006. Mr. Dubiel SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Hires/Resignations

Mr. Dubiel MOVED the Library Board of Trustees approve the resignation of Denise Kuhr from the part-time position of Adult/Young Adult Reference Librarian, effective August 11, 2006; appointment of Angela Chiu to the part-time position of Library Page at a rate of \$7.50 per hour, effective August 29, 2006; resignation of Paul Bialobrzewski from the part-time position of Maintenance Assistant, effective September 7, 2006; resignation of Patricia Demars from the part-time position of Circulation Services Clerk, effective September 5, 2006; appointment of Flavia Damsa to the part-time position of Library Page at a rate of \$7.50 per hour, effective September 11, 2006; the appointment of David Dabrowski to the full-time position of Maintenance Supervisor at an annual salary of \$50,000.00 (\$25.64 per hour), effective October 2, 2006. Mr. Kudert SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Adjournment

Mr. Dubiel MOVED to adjourn. Mr. Kudert SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

The meeting adjourned at 7:45 p.m.

President

Secretary