

**NILES PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
December 19, 2007
Board Room
6960 Oakton Street
Niles, Illinois**

Call to Order

The meeting was called to order by Secretary Barbara Nakanishi at 7:07 p.m. Trustees present were: Treasurer Maureen Polcyn, Grace Caruvana, and Sam Puleo. Mr. Morgan Dubiel and Mr. Dennis O'Donovan gave previous notice.

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

Approval of Minutes

*Personnel & Policy
Committee Meeting
November 14, 2007*

Ms. Polcyn MOVED the Library Board of Trustees approve the Minutes of the Personnel and Policy Committee Meeting of November 14, 2007. Ms. Caruvana SECONDED.

Roll Call Vote:

Ayes: Caruvana, Nakanishi, Polcyn, Puleo.

Nays: None.

Motion PASSED.

*Regular Board Meeting
November 14, 2007*

Ms. Polcyn MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of November 14, 2007. Mr. Puleo SECONDED.

Roll Call Vote:

Ayes: Caruvana, Nakanishi, Polcyn, Puleo.

Nays: None.

Motion PASSED.

Treasurer's Report

Ms. Polcyn MOVED the Library Board of Trustees approve the November Treasurer's Report as submitted to the Board. Ms. Caruvana SECONDED.

Roll Call Vote:

Ayes: Caruvana, Nakanishi, Polcyn, Puleo.

Nays: None.

Motion PASSED.

Payment of Bills

Ms. Polcyn MOVED the Library Board of Trustees approve the payment of bills for operating expenses of \$137,627.87, debt service expenses of \$660,550.00, and payroll expenses of \$231,266.19 for a total monthly expense of \$1,029,444.06. Ms. Caruvana SECONDED.

Roll Call Vote:

Ayes: Caruvana, Nakanishi, Polcyn, Puleo.

Nays: None.

Motion PASSED.

Administrator's Report

Mr. Czarnecki began his report with the recommendation that a Personnel and Policy Committee Meeting be scheduled prior to the January 16th Board

Meeting for the purpose of interviewing executive search firms to assist the Board in the process of finding a new Library Administrator and to interview candidates for the position of replacement trustee. The meeting was scheduled for 6:30 p.m., the evening of the January Board Meeting. Mr. Czarnecki then went over the interviewing process with the Trustees.

Mr. Czarnecki took this opportunity to thank publicly Linda Weiss for all of her help in planning the very pleasant Holiday Party that the Library held on Friday the 14th. He thanked Maintenance Services for their help with the dessert table and Computer Services for their help with the music.

RECOMMENDED MOTIONS

VISOgraphic, Inc.

Ms. Polcyn MOVED the Library Board of Trustees approve payment to VISOgraphic, Inc., in the amount of \$4,517.06. Ms. Caruvana SECONDED.

Roll Call Vote:

Ayes: Caruvana, Nakanishi, Polcyn, Puleo.

Nays: None.

Motion PASSED.

CDW Government, Inc.

Mr. Puleo MOVED the Library Board of Trustees approve payment to CDW Government, Inc., in the amount of \$3,840.00. Ms. Polcyn SECONDED.

Roll Call Vote:

Ayes: Caruvana, Nakanishi, Polcyn, Puleo.

Nays: None.

Motion PASSED.

Dell Computer Corporation

Ms. Polcyn MOVED the Library Board of Trustees approve payment to the Dell Computer Corporation in the amount of \$7,898.23. Ms. Caruvana SECONDED.

Roll Call Vote:

Ayes: Caruvana, Nakanishi, Polcyn, Puleo.

Nays: None.

Motion PASSED.

Meeting Rooms

Mr. Czarnecki reported that all meeting room applications were approved.

Communications

Mr. Czarnecki reported that they were included in the packet. Pictures taken at the Veterans' Project Breakfast were on the table for the Trustees to view.

Hearing of Delegates

There were none.

Secretary's Report

There was no report.

Committee Reports

Building and Grounds—There was no report.

Ms. Nakanishi asked what the status of the floor tile was in the women's public bathroom on the second floor. Mr. O'Keefe reported that Maintenance

Supervisor Dave Dabrowski will begin getting quotes for the work, but will more than likely do the work himself.

Finance – There was no report.

Grievance – There was no report.

Personnel & Policy – There was no report.

Audit – The library's audit was presented.

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 Mary Redman from the part-time position of Circulation Services Clerk, effective November 11, 2007; the resignation of Greg Chmiel from the part-time position of Library Page, effective December 22, 2007; and the appointment of Arianne Carey to the full-time position of Youth Services Librarian, at a rate of \$21.00 per hour (\$40,950 per year), effective January 8, 2008. Ms. Caruvana SECONDED.

Roll Call Vote:

Ayes: Caruvana, Nakanishi, Polcyn, Puleo.

Nays: None.

Motion PASSED.

Executive Session

Ms. Polcyn MOVED the Library Board of Trustees enter into Executive Session to discuss the search for a new Library Administrator. Mr. Puleo SECONDED.

Roll Call Vote:

Ayes: Caruvana, Nakanishi, Polcyn, Puleo.

Nays: None.

Motion PASSED.

Adjournment

Ms. Polcyn MOVED to adjourn. Ms. Caruvana SECONDED.

Roll Call Vote:

Ayes: Caruvana, Nakanishi, Polcyn, Puleo.

Nays: None.

Motion PASSED.

The meeting adjourned at 8:15 p.m.

President

Secretary