

**NILES PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES**

**July 18, 2007
Board Room
6960 Oakton Street
Niles, Illinois**

Call to Order

The meeting was called to order by President Dennis O'Donovan at 7:01 p.m. Trustees present were: Vice President Morgan Dubiel; Treasurer Maureen Polcyn; Ms. Grace Caruvana; Mr. Sam Puleo; and Ms. Linda Sroka. Ms. Barbara Nakanishi had given previous notice.

Staff present were: Val Clark, Reference Services Supervisor; Cary J. Czarnecki, Library Administrator; Susan Lempke, Youth Services Supervisor; Mike O'Keefe, Business Manager; and Diane Winberg, Administrative Assistant.

Also present: Mr. Robert Sroka, Niles resident.

Approval of Minutes

*Regular Board Meeting
June 20, 2007*

Mr. Dubiel MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of June 20, 2007. Ms. Polcyn SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, O'Donovan, Polcyn, Puleo, Sroka.

Nays: None.

Motion PASSED.

Treasurer's Report

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

After his report, Mr. O'Keefe advised the Trustees that the library's insurance broker received quotes from four providers, including the library's current provider) for Life, AD&D, and Long-Term Insurance. Standard Insurance provided a quote that would guarantee premium costs for two years that would be 47% below the library's current coverage for Life and AD&D along. Effective September 1, 2007, the Library will contract with Standard Insurance at a savings of approximately \$3,500 per year.

Roll Call Vote:

Ayes: Caruvana, Dubiel, O'Donovan, Polcyn, Puleo, Sroka.

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 \$225,521.54 and payroll expenses of \$236,931.96 for a total monthly expense of \$462,453.50. Ms. Polcyn SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, O'Donovan, Polcyn, Puleo, Sroka.

Nays: None.

Motion PASSED.

Administrator's Report

Mr. Czarnecki reported that circulation statistics exceeded the one million mark for the fiscal year ending June 30 with the exact number being 1,069,516. As stated in his report, he thanked all of the staff who provided the excellent service that keeps patrons coming to the Niles Library and that he is very proud of that.

Mr. Czarnecki reminded the trustees to please arrive a little early for the August 15th Board Meeting. The library's annual Budget and Appropriations Hearing is scheduled for August 15, 2007 at 6:55 p.m.

RECOMMENDED MOTIONS

Ordinance 07-3

Mr. Dubiel MOVED the Library Board of Trustees adopt Ordinance 07-3, an Ordinance Setting the Board Meeting Schedule for the Fiscal Year Beginning July 1, 2007 and Ending June 30, 2008. Mr. Puleo SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, O'Donovan, Polcyn, Puleo, Sroka.

Nays: None.

Motion PASSED.

Canon Business Solutions

Ms. Polcyn MOVED the Library Board of Trustees authorize payment to Canon Business Solutions in the amount of \$4,420.00. Mr. Dubiel SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, O'Donovan, Polcyn, Puleo, Sroka.

Nays: None.

Motion PASSED.

*Revision of Section 3.05
of the Policy Manual*

Mr. Dubiel MOVED the Library Board of Trustees approve removal of the reference to a checkout fee of \$1.50 per item for all DVD's and videos from Section 3.05 of the Policy Manual, effective August 1, 2007. Ms. Polcyn SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, O'Donovan, Polcyn, Puleo, Sroka.

Nays: None.

Motion PASSED.

Staff In-Service Day

Ms. Caruvana MOVED the Library Board of Trustees approve that the Library be closed on Friday, November 2, 2007, for a Staff In-Service Day. Mr. Dubiel SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, O'Donovan, Polcyn, Puleo, Sroka.

Nays: None.

Motion PASSED.

*Salary Schedule
FY 2007/2008*

Ms. Polcyn MOVED the Library Board of Trustees approve the Salary Schedule for FY 2007/2008. Mr. Dubiel SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, O'Donovan, Polcyn, Puleo, Sroka.
Nays: None.
Motion PASSED.

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

Communications There were none.

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 – 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 Ms. Polcyn MOVED the Library Board of Trustees approve the resignation of Samson Nguyen from the part-time position of Library Page, effective July 11, 2007, and the resignation of Lauren Collen from the full-time position of Youth Services Librarian, effective August 3, 2007. Ms. Caruvana SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, O'Donovan, Polcyn, Puleo, Sroka.

Nays: None.

Motion PASSED.

Executive Session **Mr. Puleo MOVED the Library Board Trustees enter into Executive Session for the purpose of discussing the employment of Library District employees. Ms. Caruvana SECONDED.**

Roll Call Vote:

Ayes: Caruvana, Dubiel, O'Donovan, Polcyn, Puleo, Sroka.

Nays: None.

Motion PASSED.

Adjournment Mr. Donovan MOVED to adjourn. Mr. Puleo SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, O'Donovan, Polcyn, Puleo, Sroka.

Nays: None.

Motion PASSED.

The meeting adjourned at 7:47 p.m.

President

Secretary