

**NILES PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
August 15, 2007
Board Room
6960 Oakton Street
Niles, Illinois**

Call to Order

The meeting was called to order by President Dennis O'Donovan at 7:06 p.m. Trustees present were: Vice President Morgan Dubiel; Treasurer Maureen Polcyn; and Ms. Grace Caruvana. Ms. Barbara Nakanishi had given previous notice. Mr. Sam Puleo and Ms. Linda Sroka were absent.

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

Also present: Kit Kadlec, Reporter, *Pioneer Press*; Sandra Laase, Niles patron; and Rich Masterson, Editor, *The Bugle*.

Approval of Minutes

*Regular Board Meeting
July 18, 2007*

Ms. Polcyn MOVED the Library Board of Trustees approve the Revised Minutes of the Regular Board Meeting of July 18, 2007. Ms. Caruvana SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Executive Session

Ms. Polcyn MOVED the Library Board of Trustees approve the Executive Session Minutes of July 18, 2007. Mr. Dubiel SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Treasurer's Report

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

Roll Call Vote:

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

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 \$147,049.35 and payroll expenses of \$227,640.44 for a total monthly expense of \$374,689.79. Ms. Polcyn SECONDED.

Roll Call Vote:

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

RECOMMENDED MOTIONS

Ordinance 07-4 Mr. Dubiel MOVED the Library Board of Trustees adopt Ordinance 07-4, an Ordinance Providing for Budget and Appropriations of the Niles Public Library District, Cook County, Illinois for the Fiscal Year Beginning July 1, 2007 and Ending June 30, 2008.

Roll Call Vote:
Ayes: Caruvana, Dubiel, O'Donovan, Polcyn.
Nays: None.
Motion PASSED.

Postmaster of Morton Grove Ms. Polcyn MOVED the Library Board of Trustees authorize payment to the Postmaster of Morton Grove in the amount of \$3,000.00. Mr. Dubiel SECONDED.

Roll Call Vote:
Ayes: Caruvana, Dubiel, O'Donovan, Polcyn.
Nays: None.
Motion PASSED.

Security Officers Agreement Mr. Dubiel MOVED the Library Board of Trustees approve the attached Security Officers Agreement, effective August 16, 2007.

Roll Call Vote:
Ayes: Caruvana, Dubiel, O'Donovan, Polcyn.
Nays: None.
Motion PASSED.

Security Cameras Mr. Dubiel MOVED the Library Board of Trustees approve the purchase of security cameras at a cost not to exceed \$10,000.00. Ms. Polcyn SECONDED.

Roll Call Vote:
Ayes: Caruvana, Dubiel, O'Donovan, Polcyn.
Nays: None.
Motion PASSED.

*Sale of Items
Library-Sponsored Event* Ms. Polcyn MOVED the Library Board of Trustees authorize the sale of materials at a library-sponsored event on Tuesday, September 18, 2007. Mr. Dubiel SECONDED.

Roll Call Vote:
Ayes: Caruvana, Dubiel, O'Donovan, Polcyn.
Nays: None.
Motion PASSED.

Long Range Plan Mr. Dubiel MOVED the Library Board of Trustees approve the Long Range Plan of Service for the Fiscal Years beginning July 1, 2007, through June 30, 2010. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Administrator's Report

Due to scheduling conflicts, Mr. Czarnecki asked the trustees whether the September Board Meeting can be moved to Tuesday, September 18, 2007, at 7:00 PM. The date was agreed on. Mr. Czarnecki said that he would notify the absent trustees of the date change.

Mr. Czarnecki requested that a Personnel and Policy Committee Meeting be scheduled the evening of the September Board Meeting for the purpose of discussing his annual review. The trustees agreed to a meeting following the Board Meeting at 7:05 PM.

Mr. Czarnecki congratulated Ms. Susan Lempke on the Early Literacy Center Grant which she received from the Target Corporation.

Meeting Rooms

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

Communications

There were none.

Hearing of Delegates

Ms. Sandra Laase asked about the care and appearance of the plants in the library's atrium. She commented on the response she received from Mr. Czarnecki to her "patron suggestion." She offered to volunteer to care for the plants. She suggested that the Library call local nurseries for free consultations on the care of the plants. Mr. Czarnecki replied that he would have the Maintenance Department call nurseries in the area and that he would report to the Trustees on the outcome of these calls.

Mr. Rich Masterson said that *The Bugle* reported on the savings that the library had realized by working with a new broker for its insurance coverage. He wanted to know what our bid policy was for major expenditures.

Mr. Czarnecki replied that Board Policy on this matter states that any purchase or contract in excess of \$20,000 requires sealed bids and satisfactory evidence of the ability to furnish materials or services in compliance with required specifications.

Mr. Masterson also asked if the library intended to return any of its surplus funds in future years. Mr. Dubiel stated that he will bring up this matter for Board discussion at the November meeting.

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

September Board Meeting

Ms. Polcyn MOVED the Library Board of Trustees change the date of the September Board Meeting to Tuesday, September 18, 2007. Mr. Dubiel SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Hires/Resignations

Ms. Polcyn MOVED the Library Board of Trustees approve the appointment of Victoria Levin to the position of Library Page at a rate of \$7.50 per hour, effective July 26, 2007; the resignation of Shelley Sutherland from the part-time position of Youth Services Librarian, effective September 4, 2007; the appointment of Shelley Sutherland to the full-time position of Youth Services Librarian at a rate of \$21.98 per hour, effective September 5, 2007. Mr. Dubiel SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Adjournment

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

Roll Call Vote:

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

Nays: None.

Motion PASSED.

The meeting adjourned at 7:50 p.m.

President

Secretary