

**NILES PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
September 18, 2007
Board Room
6960 Oakton Street
Niles, Illinois**

Call to Order

The meeting was called to order by President Dennis O'Donovan at 7:05 p.m. Trustees present were: Vice President Morgan Dubiel; Secretary Barbara Nakanishi; Trustees Ms. Grace Caruvana and Mr. Sam Puleo. Ms. Maureen Polcyn and Ms. Linda Sroka gave 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; Ann Pasnick, Technical Services Supervisor; Kathy Pricone, Circulation Services Supervisor; and Linda Weiss, Library Services Manager.

Approval of Minutes

*Budget & Appropriations
Public Hearing
August 15, 2007*

Mr. Dubiel MOVED the Library Board of Trustees approve the Minutes of the Budget and Appropriations Public Hearing of August 15, 2007. Ms. Nakanishi SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, Nakanishi, O'Donovan, Puleo.

Nays: None.

Motion PASSED.

*Regular Board Meeting
August 15, 2007*

Mr. Dubiel MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of August 15, 2007. Ms. Caruvana SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, Nakanishi, O'Donovan, Puleo.

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. Puleo SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, Nakanishi, O'Donovan, Puleo.

Nays: None.

Motion PASSED.

Payment of Bills

Ms. Nakanishi MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$227,034.68 and payroll expenses of \$227,916.06 for a total monthly expense of \$454,950.74. Mr. Dubiel SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, Nakanishi, O'Donovan, Puleo.

Nays: None.

Motion PASSED.

Administrator's Report

Mr. Czarnecki started his report with a follow-up to a question presented by Trustee Sam Puleo at the July Board Meeting concerning the library's policy on the number of DVD's allowed to be checked out at one time. Ms. Weiss explained that in the beginning when the DVD's were a new and developing collection there was a limit on the number of DVD's allowed to be checked out, but as the collection grew, the limits were withdrawn. The *Hot Picks* Collection, which is for Niles District Cardholders only, has a restriction of only one item per checkout. No holds are allowed to be placed on this collection and the DVD's are not renewable. Newer DVD's are rarely found on the shelves due to holds. The library currently has an electronic newsletter in which a patron can place holds on newer DVD's and other library collections. Ms. Weiss reported that according to monthly statistics, the turnover is almost over 100 percent of what the library owns.

Due to Mr. O'Donovan's October schedule, Mr. Czarnecki asked the Trustees to consider rescheduling the October Board Meeting to Thursday, October 18, 2007. The 18th was agreed on. Also, preceding the Board Meeting, an Audit Committee Meeting will be scheduled at 7:00 PM. The library's audit will be presented by Ms. Judy Walther of McClure, Inserra & Company.

Mr. Czarnecki informed the newly-elected trustees of the enrichment courses which are being offered by the North Suburban Library System. He re-emphasized that if any trustees are interested in attending any of the courses, the library will be happy to make all of the necessary arrangements. All expenses will be covered by the library.

With the holidays coming up, Mr. Czarnecki suggested that this year's winter party be held on Friday, December 14th, at 5:00 PM. The Trustees agreed on the date.

Mr. Czarnecki ended his report with the "orientation process" for the three newly-elected trustees. The trustees will be offered a tour of the building, a look at the "behind the scenes" work in all of the departments and an opportunity to meet the library staff. A schedule of dates and times was provided by Linda Weiss.

RECOMMENDED MOTIONS*Non-Resident Library Card Fee*

Mr. Dubiel MOVED the Library Board of Trustees approve a Non-Resident Card Fee of \$295.00, effective October 1, 2007. Ms. Nakanishi SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, Nakanishi, O'Donovan, Puleo.

Nays: None.

Motion PASSED.

ID Cards Unlimited

Mr. Dubiel MOVED the Library Board of Trustees authorize payment to ID Cards Unlimited in the amount of \$2,294.00. Ms. Nakanishi SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, Nakanishi, O'Donovan, Puleo.

Nays: None.

Motion PASSED.

Sale of Materials

Mr. Dubiel MOVED the Library Board of Trustees authorize the sale

Library-Sponsored Event of materials at a library-sponsored event on Wednesday, October 3, 2007. Ms. Nakanishi SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, Nakanishi, O'Donovan, Puleo.

Nays: None.

Motion PASSED.

All on the Road Catering, Inc. Ms. Nakanishi MOVED the Library Board of Trustees authorize payment to All on the Road Catering, Inc., in the amount of \$2,238.00. Mr. Puelo SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, Nakanishi, O'Donovan, Puleo.

Nays: None.

Motion PASSED.

Brodart, Inc. Mr. Dubiel MOVED the Library Board of Trustees authorize payment to Brodart in the amount of \$11,028.00. Ms. Nakanishi SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, Nakanishi, O'Donovan, Puleo.

Nays: None.

Motion PASSED.

Emergency Handbook Mr. Dubiel MOVED the Library Board of Trustees approve the Revised *Emergency Handbook* for the Niles Public Library District. Ms. Nakanishi SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, Nakanishi, O'Donovan, Puleo.

Nays: None.

Motion PASSED.

Disposal of Equipment Mr. Puleo MOVED the Library Board of Trustees authorize disposal of two printers, one TV/VCR, and one amplifier purchased by the Library, as well as three printers and four copiers which were leased by the Library, pending a determination by the Board President that these items are no longer useful for library purposes and have a present unit value of no more than \$1,000.00. Ms. Nakanishi SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, Nakanishi, O'Donovan, Puleo.

Nays: None.

Motion PASSED.

Myers-Briggs & Company, Inc. Ms. Nakanishi MOVED the Library Board of Trustees authorize payment to Myers-Briggs & Company, Inc., in the amount of \$2,500.00. Mr. Puleo SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, Nakanishi, O'Donovan, Puleo.

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—Ms. Nakanishi asked how often the ornamental fencing along Waukegan Road gets painted. Mr. O'Keefe replied that it is scheduled to be painted soon. The ornamental fencing on the roof has recently been scraped and painted and the fencing near the entry is being worked on.

Finance – There was no report.

Grievance – There was no report.

Personnel & Policy – There was no report.

Audit – The library's audit will be presented at the October Board Meeting.

Liaison Reports Friends of the Library – There was no report.

Legislation – Mr. Carnecki reported that the Illinois State Library is asking libraries to contact their State Senators for their support in library funding.

North Suburban Library System – There was no report.

Old Business Ms. Nakanishi asked for a follow-up on the floor tile in the ladies public restroom on the second floor. She asked that quotes be received for the tile work so that they can be presented to the Board for approval.

New Business

Hires/Resignations Mr. Dubiel MOVED the Library Board of Trustees approve the appointment of Faseehuddin Biabani to the part-time position of Circulation Services Clerk at a rate of \$10.50 per hour, effective August 31, 2007; the appointment of Carol Turner to the part-time position of Youth Services Librarian at a rate of \$18.50 per hour; effective September 6, 2007; the resignation of Victoria Levin from the part-time position of Library Page, effective September 8, 2007; and the appointment of Stephanie Gray to the part-time position of Youth Services Librarian at a rate of \$18.50 per hour, effective September 18, 2007. Mr. Puleo SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, Nakanishi, O'Donovan, Puleo.

Nays: None.

Motion PASSED.

Adjournment

Mr. Dubiel MOVED to adjourn. Mr. Puleo SECONDED.

Roll Call Vote:

Ayes: Caruvana, Dubiel, Nakanishi, O'Donovan, Puleo.

Nays: None.

Motion PASSED.

The meeting adjourned at 8:09 p.m.

President

Secretary