

**NILES PUBLIC LIBRARY DISTRICT
BOARD MEETING AGENDA**

September 17, 2008

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call To Order
2. Approval of Minutes
 - A. Budget and Appropriations Public Hearing of August 20, 2008 (Exhibit 2.A)
 - B. Regular Board Meeting of August 20, 2008 (Exhibit 2.B)
3. Approval of the Treasurer's Report
4. Approval of Payment of Bills
5. Administrator's Report
 - A. Recommended Motions
 - a. MOVE the Library Board of Trustees approve authorize payment to Visographic in the amount of \$6,259.62.
 - b. MOVE the Library Board of Trustees find that the following items are no longer useful for library purposes, that they have a present collective value of less than \$1,000, and hereby authorize the disposal of them: 158 Montel Shelving Units.
 - c. MOVE the Library Board of Trustees accept the bid of Meilahn Manufacturing Co., for the construction of the Children's Reference Desk for the amount of \$24,700.
 - B. Meeting Room Requests
 - a. Humanities Treasurers for September 18 and October 2, 2008
 - b. North Shore Chapter of the Chicago Computer Society for September 18, 2008.
 - c. Grandparents as Caregivers/ Children's Home & Aid for October 1, 2008.
 - d. Niles All American Toastmasters Club for October 6, 2008.
 - e. Merck & Company for October 8, 2008.
 - f. Heritage Village Pointe Condominium Association for October 15, 2008.
6. Communications
7. Hearing of Delegates
8. Secretary's Report
 - A. A certified copy of Ordinance 08-4, an Ordinance Providing for Budget and Appropriations of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2008 and Ending June 30, 2009, was filed with the Cook County Clerk on August 21, 2008. The Ordinance was published in the Niles Herald-Spectator on Thursday, August 28, 2008.
 - B. The Illinois Public Library Annual Report for Fiscal Year 2007/08 was completed and submitted via the Internet on August 27, 2008. A complete printout of the Report, the original Certification

Board Meeting Agenda—September 17, 2008

Sheet with all necessary signatures, the Secretary's Audit, and a completed printout from the District Library Supplement was mailed to the North Suburban Library System on August 27, 2008.

- C. A certified copy of the Report of Receipts and Disbursements for the Niles Public Library District for the six months ending June 30, 2008 was filed with the Cook County Clerk on August 27, 2008.
- D. A certified copy of the State of Operations of the Niles Public Library District for the twelve months Ended June 30, 2008, along with the Certificate of Publication dated September 4, 2008, was filed with the Cook County Clerk on September 9, 2008.

9. Committee Reports

- A. Building and Grounds
- B. Finance
- C. Grievance
- D. Personnel and Policy
- E. Audit

10. Liaison Reports

- A. Friends of the Library
- B. Legislative
- C. North Suburban Library System

11. Old Business

12. New Business

- A. Approval of Appointments and Resignations
 - a. Resignation of Jasper Yu from the part-time position of Library Page, effective May 31, 2008.
 - b. Resignation of Stephanie Michalowicz from the part-time position of Library Page, effective July 30, 2008.
 - c. Resignation of Qazi Biabani from the part-time position of Circulation Services Clerk, effective August 31, 2008.
 - d. Appointment of Qazi Biabani to the part-time position of Outreach Services Assistant, at a rate of \$16.00 per hour, effective September 2, 2008.
 - e. Resignation of Sasha Vasilic from the part-time position of Circulation Services Clerk, effective September 11, 2008.
 - f. Appointment of Sasha Vasilic to the part-time position of Publicity and Program Assistant, at a rate of \$15.00 per hour, effective September 16, 2008.
 - g. Appointment of Rosalie Weltlich to the part-time position of Library Page, at a rate of \$8.24 per hour, effective September 2, 2008.

13. Adjournment