

**NILES PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
January 21, 2009
Board Room
6960 Oakton Street
Niles, Illinois**

President Pro-Tem

Mr. Puleo MOVED that, in the absence of Mr. Dennis O'Donovan, Ms. Barbara Nakanishi act as Present Pro-Tem for the Board Meeting of January 21, 2009. Ms. Polcyn SECONDED.

Roll Call Vote:

Ayes: Ball, Caruvana, Nakanishi, Polcyn, Puleo.

Nays: None.

Motion PASSED.

Call to Order

The meeting was called to order by President Pro-Tem Barbara Nakanishi at 7:05 p.m. Trustees present were: Treasurer Maureen Polcyn, Grace Caruvana and Sam Puleo. Mr. Morgan Dubiel and Mr. Dennis O'Donovan gave previous notice. Mr. Chris Ball arrived at 7:06 p.m.

Staff present were: Don Burkhart, Computer Services Supervisor; Susan Dove-Lempke, Youth Services Supervisor; Barb Kruser, Adult Fiction/Audiovisual Services Supervisor; Kevin Lockhart, Business Manager; Ann Pasnick, Technical Services Supervisor; Linda Weiss, Library Director; and Diane Winberg, Administrative Assistant.

Also present: Dennis Walsh, Attorney, Klein, Thorpe & Jenkins.

Approval of Minutes

*Regular Board Meeting
December 17, 2008*

Ms. Polcyn MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of December 17, 2008. Mr. Puleo SECONDED.

Roll Call Vote:

Ayes: Ball, Caruvana, Nakanishi, Polcyn, Puleo.

Nays: None.

Motion PASSED.

Treasurer's Report

Mr. Puleo MOVED the Library Board of Trustees approve the November and December Treasurer Reports as submitted to the Board. Ms. Polcyn SECONDED.

Roll Call Vote:

Ayes: Ball, Caruvana, Nakanishi, Polcyn, Puleo.

Nays: None.

Motion PASSED.

Payment of Bills

Mr. Puleo MOVED the Library Board of Trustees approve the payment of bills for operating expenses of \$296,531.25 and payroll expenses of \$262,045.31, for a total monthly expense of \$558,576.56. Ms. Polcyn SECONDED.

Roll Call Vote:

Ayes: Ball, Caruvana, Nakanishi, Polcyn, Puleo.

Nays: None.

Motion PASSED.

Director's Report

Ms. Weiss presented highlights from her Director's Report.

Ms. Weiss referred to the new logo design in celebration of the Library's 50th Anniversary on the last page of her Report. She asked the Trustees for any ideas that they would like to see done for the Library's Anniversary during the month of April or following the actual anniversary date of April 18. Ms. Weiss mentioned the idea of rolling back the fines to the 50's during National Library Week which would be 2¢. Sue Wilsey has included other ideas for the Library's Anniversary in her Board Report.

Ms. Weiss mentioned that she received an email from Trustee Morgan Dubiel asking what, from her point of view, were the top ten accomplishments of the library in the last few years? Ms. Weiss responded that thinking about this and talking with others on the staff there are a lot more than ten. She said that it will be fun to put this together with a time line to see how things have changed through the years. Just this year, a major accomplishment for the library was hosting the Ben Franklin exhibit. The library was just recently asked to participate in a program to show the planning of hosting such an exhibit. Sue Wilsey and Sasha Vasilic are preparing a presentation for this program.

Another very creative and innovative project for the library is a grant which Barb Kruser is participating in and preparing with the Niles Village for the expansion of the Niles Teen Center at Golf Mill. Barb Kruser informed the Trustees that the \$60,000 grant would be used to put a library center in the Teen Center. The library center would include reference books, computers, access to the library databases and other equipment along with library staff on the premise for two hours a day to help teens with homework. The grant has been submitted and Ms. Kruser is waiting to hear from them in February. The Trustees commended Ms. Kruser on her work with the grant.

Ms. Weiss reported that all of the meeting room applications were approved and included in the Board Packet.

Ms. Weiss ended her report with the continuing rise in statistics. The library continues to be very busy.

RECOMMENDED MOTIONS

3M

Ms. Polcyn MOVED the Library Board of Trustees approve payment to 3M in the amount of \$4,218.00. Mr. Puleo SECONDED.

Roll Call Vote:

Ayes: Ball, Caruvana, Nakanishi, Polcyn, Puleo.

Nays: None.

Motion PASSED.

VISOgraphic

Ms. Polcyn MOVED the Library Board of Trustees approve payment to VISOgraphic in the amount of \$6,759.62. Ms. Caruvana SECONDED.

Roll Call Vote:

Ayes: Ball, Caruvana, Nakanishi, Polcyn, Puleo.

Nays: None.

Motion PASSED.

ID Cards Unlimited

Ms. Polcyn MOVED the Library Board of Trustees authorize payment to ID Cards Unlimited in the amount of \$2,085.30. Ms. Caruvana SECONDED.

Roll Call Vote:

Ayes: Ball, Caruvana, Nakanishi, Polcyn, Puleo.

Nays: None.

Motion PASSED.

Canon Business Solutions

Ms. Polcyn MOVED the Library Board of Trustees approve payment to Canon Business Solutions in the amount of \$4,641.00. Mr. Puleo SECONDED.

Roll Call Vote:

Ayes: Ball, Caruvana, Nakanishi, Polcyn, Puleo.

Nays: None.

Motion PASSED.

Frostline, Inc.

Ms. Polcyn MOVED the Library Board of Trustees authorize budgeted funds for the purchase of computer and audiovisual projection technology hardware and installation services for the board room from Frostline, Inc., at a cost not to exceed \$7,000.00. Ms. Caruvana SECONDED.

Roll Call Vote:

Ayes: Ball, Caruvana, Nakanishi, Polcyn, Puleo.

Nays: None.

Motion PASSED.

Hewlett-Packard

Mr. Puleo MOVED the Library Board of Trustees authorize budgeted funds for the purchase of a staff tape backup system from Hewlett-Packard Company in the amount of \$2,479.00. Ms. Caruvana SECONDED.

Roll Call Vote:

Ayes: Ball, Caruvana, Nakanishi, Polcyn, Puleo.

Nays: None.

Motion PASSED.

Communications

Ms. Nakanishi reported that they were included in the packet.

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 – Ms. Weiss invited the Trustees to attend the NSLS Annual Legislative Breakfast on Monday, February 16. Registration can be made online by February 2.

Old Business

There was none.

New Business

Hires/Resignations

Mr. Puleo MOVED the Library Board of Trustees approve the resignation of Louis Fleischman from the part-time position of Library Page, effective January 2, 2009; resignation of Qazi Biabani from the part-time position of Outreach Services Assistant, effective January 2, 2009; resignation of Sherri Lemman from the part-time position of Circulation Services Clerk, effective January 8, 2009; the appointment of Karen Ciecko to the part-time position of Outreach Services Assistant, at a rate of \$14.85 per hour; effective January 26, 2009. Mr. Ball SECONDED.

Roll Call Vote:

Ayes: Ball, Caruvana, Nakanishi, Polcyn, Puleo.

Nays: None.

Motion PASSED.

Adjournment

Mr. Puleo MOVED to adjourn. Ms. Polcyn SECONDED.

Roll Call Vote:

Ayes: Ball, Nakanishi, O'Donovan, Puleo.

Nays: None.

Motion PASSED.

The meeting adjourned at 7:40 p.m.

President

Secretary