

**NILES PUBLIC LIBRARY DISTRICT  
BOARD MEETING MINUTES  
September 17, 2008  
Board Room  
6960 Oakton Street  
Niles, Illinois**

**Call to Order**

The meeting was called to order by President Dennis O'Donovan at 7:02 p.m. Trustees present were: Treasurer Maureen Polcyn, Trustees Chris Ball and Grace Caruvana. Mr. Morgan Dubiel, Mr. Sam Puleo and Ms. Barbara Nakanishi had given previous notice.

Staff present were: Dave Dabrowski, Maintenance Supervisor; Susan Dove-Lempke, Youth Services Supervisor; Barb Kruser, Adult Fiction & Audiovisual Services Supervisor, Kevin Lockhart, Business Manager; Sasha Vasilic, Publicity and Program Assistant Linda Weiss, Library Director; Sue Wilsey, Publicity and Marketing Supervisor, and Diane Winberg, Administrative Assistant.

**Approval of Minutes**

*Budget and Appropriations  
Public Hearing  
August 20, 2008*

Ms. Polcyn MOVED the Library Board of Trustees approve the Minutes of the Budget and Appropriations Public Hearing of August 20, 2008. Ms. Caruvana SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

*Regular Board Meeting  
August 20, 2008*

Ms. Polcyn MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of August 20, 2008. Ms. Caruvana SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

**Treasurer's Report**

There was no August Report. Bank Reconciliations were presented. July and August Treasurer's Reports will be presented at the October 17, 2008 meeting.

**Payment of Bills**

Ms. Polcyn MOVED the Library Board of Trustees approve the payment of bills for operating expenses of \$157,027.26 and payroll expenses of \$227,477.08, for a total monthly expense of 384,504.34. Mr. Ball SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

**Administrator's Report**

Ms. Weiss reported that Super Sunday was very nice. She introduced Sasha Vasilic, Publicity and Program Assistant, who had taken pictures that day.

Ms. Weiss presented pictures of children using the furniture in the Early Literacy Center which was purchased through a Target Grant.

Ms. Weiss reported that the Niles Public Library is participating in the School's Cool reward program. If a student gets a new library card they are awarded 1500 points. If a student checks out 3 or more items they receive 500 points.

Ms. Weiss reported that Circulation stats are up again this month. She noted on Monday, September 15, 2008, 4,002 items were checked out and there was no special program(s) being presented.

Ms. Weiss reported that she is working on the Per Capita Grant and needs to review with the Trustees the Model Ethics Ordinance and the Illinois Opening Meetings Act. Ms. Weiss handed out the Ethics Ordinance to all Trustees. At the end of the meeting the Trustees listened to a tape describing what defined an Open Meeting. Ms. Weiss will mail our current Open Meetings Act Ordinance to the trustees.

Ms. Weiss reported that a room reservation application was left out of the packet. The room reservation was from Life Tree Natural Health. They will be presenting a program on natural health.

Ms. Weiss mentioned that the opening of the Ben Franklin exhibit was Friday, October 17, 2008 and hoped all the trustees would be there.

Ms. Wilsey handed out Brochures and information on all the Franklin programs. Ms. Wilsey also handed out a form asking the trustees to list 3 words that best describe the Niles Public Library. The library is working on creating a brand new slogan to be used with our new logo and at the bottom of emails, brochures and stationery.

## RECOMMENDED MOTIONS

### *Visographic*

Ms. Polcyn MOVED the Library Board of Trustees authorize payment to Visographic in the amount of \$6,259.62. Ms. Caruvana SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

### *Disposal of Library Equipment*

Mr. Ball MOVED 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. Ms. Polcyn SECONDED.

Roll Call Vote:

Ayes. Ball, Caruvana, O'Donovan, Polcyn.

Nays: None.

Motion PASSED.

### *Meilahn Manufacturing Co.*

Ms. Polcyn MOVED 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. Ms. Caruvana SECONDED.

Roll Call Vote:

Ayes. Ball, Caruvana, O'Donovan, Polcyn.

Nays: None.

Motion PASSED.

**Meeting Rooms**

Ms. Weiss reported that all applications were reviewed and approved.

**Communications**

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

**Hearing of Delegates**

There were none.

**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. 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 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.

**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 Jasper Yu from the part-time position of Library Page, effective May 31, 2008; resignation of Stephanie Michalowicz from the part-time position of Library Page, effective July 30, 2008; resignation of Qazi Biabani from the part-time position of Circulation Services Clerk, effective August 31, 2008; 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; resignation of Sasha Vasilic from the part-time position of Circulation Services Clerk, effective September 1, 2008; 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, appointment of Rosalie Weltlich to the part-time position of Library Page, at a rate of \$8.24 per hour effective September 2, 2008. Ms. Caruvana SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

**Adjournment**

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

Roll Call Vote:

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

Nays: None.

Motion PASSED.

The meeting adjourned at 7:43 p.m.

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President

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Secretary