

**NILES PUBLIC LIBRARY DISTRICT  
BOARD MEETING AGENDA  
December 16, 2009  
7:00 PM  
Board Room  
6960 Oakton Street  
Niles, Illinois**

ORDER OF BUSINESS

1. Call To Order
2. Approval of Minutes
  - A. Regular Board Meeting of November 18, 2009 (Exhibit 2.A)
  - B. Executive Session Minutes of November 18, 2009 (Exhibit 2.B)
3. Approval of the Treasurer's Report
4. Presentation of Library's Audit
5. Approval of Payment of Bills
6. Director's Report
  - A. Recommended Motions
    - a. MOVE the Library Board of Trustees approve Ordinance 09-6, an Ordinance setting forth provisions for compliance with the Illinois Freedom of Information Act.
    - b. MOVE the Library Board of Trustees approve a change in the library's 5:00 p.m. scheduled closing time for Friday, January 22, 2010, in order to accommodate the Battle of the Books Award Ceremony and to authorize the sale of books at this library-sponsored event.
    - c. MOVE the Library Board of Trustees authorize budgeted special reserve funds for the purchase of a phone and voice mail system with a 5 year extended parts and labor warranty from Midco Inc., the lowest qualified bidder.
    - d. **MOVE the Library Board of Trustees authorize payment to Pci FlorTech, Inc., in the amount of \$9,097.00 for the purchase and installation of stair tread in the main portion of the Library.**
7. Communications
8. Hearing of Delegates
9. Secretary's Report
10. Committee Reports
  - A. Building and Grounds
  - B. Finance
  - C. Grievance
  - D. Personnel and Policy
  - E. Audit

## **Board Meeting Agenda—December 16, 2009**

### 11. Liaison Reports

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

### 12. Unfinished Business

- A. Move that the Board of Trustees go into executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District ; collective negotiating matters between the Niles Public Library District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; the selection of a person to fill a public office; the purchase or lease of real property for the use of the Niles Public Library District; the setting of a price for sale or lease of property owned by the Niles Public Library District; the sale or purchase of securities, investments, or investment contracts; security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, staff, the public, or public property; pending and/or probable litigation; discussion of minutes of closed session meetings.
- B. Final action, if any, on closed session subjects.

### 13. New Business

- A. Approval of Appointments and Resignations
  - a. Resignation of Monika Szeliga from the part-time position of Circulation Services Clerk, effective November 16, 2009.
  - b. Appointment of Karen Erickson to the part-time position of Circulation Services Clerk, at a rate of \$11.39 per hour, effective November 30, 2009.
  - c. Resignation of Shumoon Khan from the part-time position of Library Page, effective January 8, 2010.
- B. Other

### 14. Adjournment