

**NILES PUBLIC LIBRARY DISTRICT  
BOARD MEETING MINUTES**

**January 20, 2010  
Board Room  
6960 Oakton Street  
Niles, Illinois**

**Call to Order**

The meeting was called to order by President Morgan Dubiel at 7:00 p.m. Trustees present were: Vice President Barbara Nakanishi; Treasurer Chris Ball; and Trustees Dennis O'Donovan, Maureen Polcyn and Sam Puleo. Ms. Linda Ryan gave previous notice.

Staff present was: Val Clark, Reference Services Supervisor; Dave Dabrowski, Maintenance Supervisor; Barb Kruser, Adult Fiction/Audiovisual Services Supervisor; Susan Lempke, Youth Services Supervisor; Jim McNutt, Business Manager; Ann Pasnick, Technical Services Supervisor; Kathy Toy, Business Office Assistant; Sue Wilsey, Publicity and Marketing Supervisor; Linda Weiss, Library Director; Diane Winberg, Administrative Assistant.

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

**Approval of Minutes**

*Regular Board Meeting  
December 16, 2009*

Mr. Ball MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of November 18, 2009. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

**Treasurer's Report**

Mr. O'Donovan MOVED the Library Board of Trustees approve the December Treasurer's Report as submitted to the Board. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

**Payment of Bills**

Ms. Polcyn MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$212,352.40 and payroll expenses of \$271,555.24 for a total monthly expense of \$483,907.64. Mr. Puleo SECONDED.

Mr. McNutt commented that six months into the fiscal year, both revenues and expenditures are right on track (51%). He commented that he's very impressed with the budgeting. Looking at these numbers, at fiscal year end there should be a net increase in the reserves of \$449,000 which is very healthy particularly in today's economy. In addition, there is a reduction of \$262,000 in debt service and a reduction of \$114,000 in items expended for capital expenditures.

Roll Call Vote:

Ayes: Ball, Dubiel, Nakanishi, O'Donovan, Polcyn, Puleo

Nays: None.

Motion PASSED.

### Director's Report

Ms. Weiss reported on the highlights of her Administrator's Report. E-pay is now in full force and is very successful. Patrons can now pay their overdue fines online or at the circulation desk. Patrons also have the option to pay by credit card at the Circulation Desk.

Ms. Weiss reported on the PLA Conference which will take place in Portland, Oregon from March 23-27. She asked that the Trustees who are interested in attending, to please let her know as soon as possible so that the Administration office can assist them with their registration.

Ms. Weiss then referred to the End of the Calendar Year Report which was on the table. The report showed statistics for the last four years. All categories showed an increase except for the total cardholders. Ms. Weiss explained that in the past the library would purge its patron database periodically through CCS, but now it will be done on a monthly basis which will provide us with the most current accurate number.

Ms. Weiss made mention to February 10<sup>th</sup> which is "A Snapshot of a Day in the Life of Your Library." The library will participate in this statewide initiative with many programs throughout the day.

Ms. Weiss ended her report with the 3-year Programming Theme Timeline created by Ms. Wilsey. More timelines will be compiled in the forthcoming months. These will help us in our plan to create one document which will show the whole picture for the next 3-5 years.

At this time, Mr. Dubiel commented on all of the thank you notes received from staff for the Holiday luncheon. He thanked the entire NPLD staff for everything that they do.

### RECOMMENDED MOTIONS

#### *Resolution 10-1*

Ms. Polcyn MOVED the Library Board of Trustees adopt Resolution 10-1, a Resolution of the Board of Library Trustees of the Niles Public Library District, Cook County, Illinois, Approving a Policy for the Selection of Library materials and the Use of Library materials and Facilities. Mr. Puleo SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

#### *Visographic*

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

Roll Call Vote:

Ayes: Ball, Dubiel, Nakanishi, Polcyn, Puleo, Ryan.

Nays: None.

Motion PASSED.

**Communications** Ms. Weiss 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 – Ms. Weiss reported that efforts are still being made to recruit membership. Ms. Wilsey stated that the election of officers will take place at the January meeting as well as the review of the organization's bylaws.

Legislation – There was no report.

North Suburban Library System – Ms. Weiss asked that those who have not visited the Save the Illinois Libraries sight to please do so.

**New Business**

*Hires/Resignations*

Mr. Puleo MOVED the Library Board of Trustees approve the appointment of James McNutt to the full-time position of Business Manager, at an annual salary of \$63,000, effective January 18, 2010; and the appointment of Kevin Brown to the part-time position of Library Page, at a rate of \$8.00 per hour, effective January 23, 2010. Ms. Nakanishi SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

*Other*

As requested, Mr. Walsh prepared and presented a review covering various trustee issues and the laws of the Library District. The topics reviewed were the Open Meetings Act; the Powers of the Library Board of Trustees; and the Duties of the Officers.

**Unfinished Business**

Ms. Nakanishi MOVED the Library 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 and to discuss the purchase or lease of real property for the use of the Niles Public Library District. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Executive Session started at 7:35 p.m. Executive Session ended at 8:37 p.m.

The Board Meeting resumed at 8:38 p.m.

There was no final action taken on closed session subjects.

**Adjournment**

Mr. O'Donovan MOVED to adjourn. Mr. Puleo SECONDED.

Roll Call Vote:

Ayes: Ball, Dubiel, Nakanishi, O'Donovan, Polcyn, Puleo, Ryan.

Nays: None.

Motion PASSED.

The meeting adjourned at 8:40 p.m.

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President

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Secretary