

**NILES PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES**

November 18, 2009

**Board Room
6960 Oakton Street
Niles, Illinois**

Call to Order

The meeting was called to order by Vice President Barbara Nakanishi at 7:00 p.m. Trustees present were: Secretary Maureen Polcyn; Treasurer Chris Ball; Trustees Sam Puleo, and Linda Ryan. Mr. Dennis O'Donovan arrived at 7:05 p.m. Mr. Morgan Dubiel gave previous notice.

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

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

Approval of Minutes

*Regular Board Meeting
October 21, 2009*

Mr. Puleo MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of October 21, 2009. Ms. Ryan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Treasurer's Report

Mr. Puleo MOVED the Library Board of Trustees approve the September and October Treasurer's Reports as submitted to the Board. Ms. Polcyn SECONDED.

Roll Call Vote:

Ayes: Ball, Nakanishi, Polcyn Puleo, Ryan.

Nays: None.

Motion PASSED.

Payment of Bills

Mr. Puleo MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$137,151.42 and payroll expenses of \$256,880.74 for a total monthly expense of \$394,032.16. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Director's Report

Ms. Weiss began her report displaying the "Volunteer of the Year 2009" Award received by the Niles Public Library. The award was shared with the Morton Grove Library. The library was recognized formally at the "Carry the Ball for Kids" event on Thursday, November 12. It was a very nice event.

Ms. Weiss passed around a slip asking the Trustees to write in 3 to 6 words or a short phrase that they would use to describe their vision of the Library. She asked them to return the slips at the end of the meeting. The phrases will be used for a project which she will present to the Board at next month's meeting.

Ms. Weiss reported that total circulation has gone up 3 percent compared to this time last year and WIFI usage is up 41%.

Ms. Weiss asked the Trustees to please sign the signature sheets which were passed around the table. The signatures will be used in the graphics for the staff holiday cards.

RECOMMENDED MOTIONS

Sale of Advent Calendars

Mr. Puleo MOVED the Library Board of Trustees allow Cub Scout Pack 175 to sell Advent Calendars at the entrance to the library on November 21 and 22, 2009. Mr. O'Donovan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Ordinance 09-5

Mr. Puleo MOVED the Library Board of Trustees adopt Ordinance 09-5, an Ordinance Levying and Assessing Taxes of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2009 and Ending June 30, 2010. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Purchase of Stair Tread

Mr. O'Donovan MOVED the Library Board of Trustees authorize payment to Warehouse Direct in the amount of \$8,395.00 for the purchase and installation of stair tread in the main portion of the Library. Mr. Puleo SECONDED.

Due to miscommunication, the Trustees decided to table the motion until next month.

Ms. Polcyn MOVED the Library Board of Trustees withdraw the motion until quotes are reviewed and discussed. The motion will be revisited at the December Board Meeting. Mr. Puleo SECONDED.

Roll Call Vote:

Ayes: Ball, Nakanishi, O'Donovan, 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. Ms. Nakanishi asked when the ornamental fencing along the sides of the parking lot will be painted. Mr. Dabrowski said the painting will be done in the spring.

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.

Unfinished Business

Mr. Ball 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 the purchase or lease of real property for the use of the Niles Public Library District. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Executive Session started at 7:34 p.m. Executive Session ended at 8:00 p.m.

No final action was taken on closed session subjects.

The Board Meeting resumed at 8:02 p.m.

New Business

Hires/Resignations

Mr. O'Donovan MOVED the Library Board of Trustees approve the resignation of Steve Gustavson from the part-time position of Maintenance Assistant, effective October 22, 2009; the appointment of Cesar Aguilar to the part-time position of Maintenance Assistant, at a rate of \$10.50 per hour, effective November 15, 2009. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Other

There is none.

Adjournment

Mr. Puleo MOVED to adjourn. Mr. Ball SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

The meeting adjourned at 8:04 p.m.

President

Secretary