

**NILES PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES**

December 16, 2009

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

Call to Order

The meeting was called to order by President Morgan Dubiel at 7:02 p.m. Trustees present were: Vice President Barbara Nakanishi; Treasurer Chris Ball; and Trustees Dennis O'Donovan and Sam Puleo. Ms. Linda Ryan left the room at 7:00 p.m. and returned at 7:06 p.m. Ms. Maureen Polcyn arrived at 7:05 p.m.

Staff present was: Don Burkhart, Computer Services Supervisor; Val Clark, Reference Services Supervisor; Dave Dabrowski, Maintenance Supervisor; Susan Lempke, Youth 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; Diane Winberg, Administrative Assistant; and Rich Wozniczka, Computer Services Technician.

Also present: Judy Walther, CPA, McClure, Inserra & Company, Chartered.

Approval of Minutes

*Regular Board Meeting
November 18, 2009*

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

Roll Call Vote:

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

Nays: None.

Motion PASSED.

*Executive Session
November 18, 2009*

Ms. Nakanishi MOVED the Library Board of Trustees approve the Executive Session Minutes of November 18, 2009. Mr. Puleo SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Treasurer's Report

Mr. Ball MOVED the Library Board of Trustees approve the November Treasurer's Report as submitted to the Board. Mr. Puleo SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

*Presentation of
Library's Audit*

Ms. Walther reviewed the Library Audit for the Fiscal Year ended June 30, 2009. After reviewing the highlights of the library's financial statements for the past year, Ms. Walther asked that the library's management letter with its representations made during the audit be signed and returned to her.

Mr. O'Donovan left the meeting at 7:12 p.m.

Payment of Bills

Mr. Puleo MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$203,153.03 and payroll expenses of \$243,653.85 for a total monthly expense of \$446,806.88. Mr. Ball SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

RECOMMENDED MOTIONS

Ordinance 09-6

Mr. Puleo MOVED the Library Board of Trustees approve Ordinance 09-6, an Ordinance setting forth provisions for compliance with the Illinois Freedom of Information Act. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Change in Scheduled Closing Time

Mr. Puleo MOVED 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 the library-sponsored event. Ms. Ryan SECONDED.

Ms. Weiss asked the Trustees whether future requests such as this could be mentioned as informational rather than being presented as a motion. The Trustees agreed that if nominal costs are involved, there is no need for a motion.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Midco, Inc.

Ms. Polcyn MOVED 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. Ms. Nakanishi SECONDED.

Mr. Morgan praised Computer Services for a job well done with the bid and selection process of the new phone system.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Pci FlorTech, Inc.

Ms. Polcyn MOVED the Library Board of Trustees authorize payment to Pci FlorTech, Inc., in the amount of \$9,097.00. Ms. Nakanishi SECONDED.

Pci FlorTech is the sub-contractor doing the installation of the stair treads. Actual payment is being made to Warehouse Direct who will then pay Pci FlorTech for the work. The Trustees asked that the motion be reworded so that payment be made to Warehouse Direct.

The motion was withdrawn.

Warehouse Direct

Mr. Ball MOVED the Library Board of Trustees authorize payment to Warehouse Direct in the amount of \$9,097.00. Mr. Puleo SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Director's Report

At this time, Ms. Weiss asked the Trustees to take a look at the slide presentation which was being displayed throughout the meeting. Students from Eastern Illinois University received a LSTA grant to develop an art and architecture in Illinois libraries project. They asked if the library would be interested in participating in their project. With our permission, they took pictures all around the library. Nine hundred libraries participated in the project. The project's website will give the participating libraries the ability to make changes at any time such as with new artwork or architectural changes. Many of the slides were displayed at ALA and ILA.

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. Weiss reported that the library tries to find other outlets for the books that do not sell in the Friends Room. Recently, books were donated to the daughter of some library patrons who was serving a term in the Peace Corps. The books were used to open a small library in the Dominican Republic. Ms. Pasnick displayed pictures of the children in their new library along with a thank you letter from Ms. Beth Pleva.

Legislation – There was no report.

North Suburban Library System – There was no report.

Mr. O'Donovan returned at 8:00 p.m.

Unfinished Business

Mr. Puleo 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; the setting of a price for sale or lease of property owned by the Niles Public Library District; and the discussion of minutes of closed session meetings. Mr. O'Donovan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Executive Session started at 8:10 p.m. Executive Session ended at 9:00 p.m.

The Board Meeting resumed at 9:04 p.m.

Executive Session Minutes

Ms. Polcyn MOVED the Library Board of Trustees approve the closed session minutes of July 22, 2009 and November 18, 2009 to be released to the public. Mr. O'Donovan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

New Business

Hires/Resignations

Mr. Ball MOVED the Library Board of Trustees approve the resignation of Monika Szeliga from the part-time position of Circulation Services Clerk, effective November 16, 2009; the 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; and the resignation of Shumoon Khan from the part-time position of Library Page, effective January 8, 2010. Mr. O'Donovan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Other

There is none.

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 9:05 p.m.

President

Secretary