

**NILES PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES**

September 16, 2009

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

Call to Order

The meeting was called to order by President Morgan Dubiel at 7:02p.m. Trustees present were: Vice President, Barbara Nakanishi; Secretary Maureen Polcyn; Treasurer Chris Ball; Trustees Dennis O'Donovan, and Sam Puleo. Ms. Linda Ryan gave previous notice.

Staff present were: Val Clark, Reference Services Supervisor; Dave Dabrowski, Maintenance Supervisor; Barb Kruser, Adult Fiction and Audiovisual Services Supervisor; Susan Lempke, Youth Services Supervisor; Ann Pasnick, Technical Services Supervisor; Sasha Vasilic, Publicity/Graphic Design Coordinator; Linda Weiss, Library Director; and Diane Winberg, Administrative Assistant.

Also present: John Jekot, East Maine School District No. 63 and Dennis Walsh, Attorney, Klein, Thorpe & Jenkins.

Approval of Minutes

*Budget and Appropriations
Public Hearing
August 19, 2009*

Mr. O'Donovan MOVED the Library Board of Trustees approve the Minutes of the Budget and Appropriations Public Hearing of August 19, 2009. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

*Regular Board Meeting
August 19, 2009*

Mr. O'Donovan MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of August 19, 2009. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Treasurer's Report

There was no report.

Payment of Bills

Mr. O'Donovan MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$153,744.54 and payroll expenses of \$248,546.43 for a total month expense of \$402,290.97. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Director's Report

Ms. Weiss began her report with the Library's new slogan—The Niles Public Library is Your Place for... Everyone can put whatever they would like with it. The Library is a place for everyone and has something for everyone.

Ms. Weiss displayed collages put together by Sasha Vasilic of recent events that took place at the Library—Super Sunday which was attended by 1400 people and over 1700 items were checked out. Refreshments included 650 hot dogs, 600 bags of popcorn and 35 gallons of lemonade in four hours. The children were entertained by the Big Balloon Show. There were plenty of drawings with terrific prizes. It was a very busy day and a good time.

Next month, if everything is on schedule, Ms. Weiss mentioned that she would like to invite the Trustees for some refreshments and a viewing of the new Youth Services' offices. The project is moving along quickly.

Ms. Weiss mentioned that on October 23 the movie *Maltese Falcon* will be shown at an after-hours staff event. The Trustees were invited to attend. Also, but not on the agenda, Ms. Weiss asked that Author Susan Beth Pfeffer have permission to sell her book at a library-sponsored event on October 18.

Mr. Dubiel thanked Sasha Vasilic for the good job on the collection of pictures. He then asked how the Museum Adventure Pass program was doing. Ms. Lempke responded that the more popular passes were gone by 9:30 a.m. People then are willing to look at what other museums are available and do take advantage of those passes. The program is doing very well.

RECOMMENDED MOTIONS*Visographic*

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

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Disposal of Library Equipment

Mr. Puleo MOVED the Library Board of Trustees find that the following item is no longer useful for library purposes, that it has a present collective value of less than \$1,000, and hereby authorize the disposal of 1 microform reader/printer. Ms. Polcyn SECONDED.

Mr. Dubiel asked what the disposition of the equipment will be. Ms. Clark responded the there is no real value to the microform reader/printer and that libraries no longer use this type of outdated equipment. Mr. Dabrowski stated that this equipment can't be thrown out due to its lead content so it will be donated somewhere for disposal.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Sale of Materials
Library Event

Mr. Puleo MOVED the Library Board of Trustees approve the sale of materials at a library-sponsored event on September 30, 2009. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Communications

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

Hearing of Delegates

Mr. John Jekot, Vice President East Maine School District Board of Education, addressed the district's concern of those students who attend their schools but do not belong to a library district. Mr. Jekot stated that the School District was wondering if there is any way possible to help these children who live in unincorporated areas to be able to use the library. He could not provide any options as to what can be done, but was hoping that together with the Library Administration options can be researched. He provided the Board with a district map showing the school boundaries. He was not able to provide the number of students, but did give the name of a couple of contacts within the School District which could be contacted to discuss this issue. Ms. Weiss gave a brief history on the unincorporated area of Glenview, its use of the library in the past and the failure to pass a referendum so that this area could become a part of the library district. The residents chose not to. Ms. Weiss stated that library cards can be purchased by anyone outside of the district. The children are always welcome to come into the library and use its resources. They are just not able to check any materials out. Teachers are able to check out materials and have them accessible in the classroom, but the children cannot take them home. Mr. Dubiel said the first step would be to get the number of students who live in the unincorporated area and that the Board would discuss this further at future meetings. Ms. Weiss stated that she would provide the School District with a library district map. Mr. Jekot thanked the Board for its time.

Secretary's Report

Ms. Polcyn reported that a certified copy of Ordinance 09-4, an Ordinance Providing for Budget and Appropriations of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2009 and Ending June 30, 2010, was filed with the Cook County Clerk on September 3, 2009. The Ordinance was published in the Niles Herald-Spectator on Thursday, September 10, 2009.

The Illinois Public Library Annual Report for Fiscal Year 2008/09 was completed and submitted over the Internet on August 21, 2009. A complete printout of the Report, the original Certification Sheet with all necessary signatures, the Secretary's Audit, and completed printout from the District Library Supplement was mailed to the North Suburban Library System on August 21, 2009.

Certified copies of the Report of Receipts and Expenditures for the Niles Public Library District for the six months ending June 30, 2009 and the Report of the Statement of Operations for the Niles Public Library District for the twelve months ending June 30, 2009 along with the Certificate of Publication, were filed with the Cook County Clerk on September 10, 2009. The Report of the Statement of Operations was published in the Niles Herald-Spectator on September 10, 2009.

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 the Friends met for the first time in five years on Monday, September 14 at which time a new president was nominated and voted in, Mr. Chris Hanusiak. The Friends will be meeting on the second Monday of every month through February at which time they will switch to quarterly meetings. Mr. Dubiel thanked Mr. Ted Przybylo for staying on as long as he did considering that he no longer lived in the library district, but still supported the Friends' organization. He thanked Ms. LaFerme Duckworth and Ms. Ann Pasnick for all of their hard work in sustaining the ongoing book sale and Mr. Rich Wozniczka for taking care of the accounting.

Legislation – There was no report.

North Suburban Library System – There was no report.

Unfinished Business

There was none.

New Business

Hires/Resignations

Mr. Puleo MOVED the Library Board of Trustees approve the appointment of Paul Foxworth to the part-time position of Youth Services Librarian, at a rate of \$19.50 per hour, effective August 26, 2009; the appointment of Jannis Mindel to the part-time position of Youth Services Librarian, at a rate of \$20.65 per hour, effective September 10, 2009; and the appointment of Sara Spetoskey to the full-time position of Youth Services Librarian, at an annual salary of \$42,999.00, effective September 18, 2009. Mr. Ball SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Mr. Dubiel asked Ms. Weiss that the Board be notified in advance of the Board Meeting of all higher-level resignations and hires.

Other

Ms. Nakanishi asked Mr. Walsh to review the recent revisions to the Illinois Open Meeting Act and the Illinois Freedom of Information Act. Mr. Walsh provided the Trustees with copies of the revisions and gave a brief summary of the new law.

Adjournment

Ms. Polcyn MOVED to adjourn. Mr. Puleo SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

The meeting adjourned at 7:59 p.m.

President

Secretary