

**NILES PUBLIC LIBRARY DISTRICT  
BOARD MEETING AGENDA  
December 15, 2010  
6:30 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 17, 2010 (Exhibit 2.A)
3. Approval of the Treasurer's Report
  - A. Presentation of Library's Audit
4. Approval of Payment of Bills
5. Hearing of Delegates
6. Director's Report
  - A. Recommended Motions
    - a. Approve the purchase and installation of the replacement air-conditioning system for the Computer Services Center from Oak Brook Mechanical Services at a cost of \$8,987.50
    - b. Approve the purchase of flooring from Interface for the Youth Services Department at a cost of \$7,439.97 and the installation to be completed after hours by Carpet in the Park at a cost of \$4,600.
    - c. Approve the law firm of Klein, Thorpe and Jenkins to perform a full pin audit for the taxing boundaries of the Niles Public Library District.
    - d. Approve the revised job descriptions for the positions of Maintenance Services Supervisor and Maintenance Services Assistant.
    - e. Increase the minimum capitalization threshold to \$2,500.00, an increase from the current \$1,000.
6. Communications
7. Secretary's Report
  - A. A certified copy of Ordinance 10-6, an Ordinance Levying and Assessing Taxes of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2010, and Ending June 30, 2011, along with a certified copy of the Secretary's Certificate and a certified copy of the Truth in Taxation Certificate of Compliance were filed with the Cook County Clerk on November 18, 2010.
8. Committee Reports
  - A. Building and Grounds
  - B. Finance

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- C. Technology
- D. Personnel and Policy
- E. Strategic Planning
- 9. Liaison Reports
  - A. Friends of the Library
  - B. Legislative
  - C. North Suburban Library System
- 11. Unfinished Business
- 12. New Business
  - A. Approval of Appointments and Resignations
  - B. Executive Session
    - a. 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.
  - C. Other
- 13. Adjournment