

**NILES PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES**

**January 19, 2011
Board Room
6960 Oakton Street
Niles, Illinois**

Call to Order

The meeting was called to order by President Morgan Dubiel at 6:30 p.m. Trustees present were: Vice President Barbara Nakanishi; Trustees Dennis O'Donovan, Sam Puleo, and Linda Ryan. Secretary Maureen Polcyn and Treasurer Chris Ball gave previous notice.

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

Also present: Mr. Douglas Bressler, Library Patron and Ms. Danette Matyas, Library Patron.

Approval of Minutes

*Regular Board Meeting
December 15, 2010*

Ms. Ryan MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of December 15, 2010. Mr. Puleo SECONDED.

Mr. Dubiel mentioned that the material weaknesses and operational matters as presented during the library's audit are listed in the minutes for the purpose of history.

Roll Call Vote:

Ayes: Dubiel, O'Donovan, Puleo, Ryan.

Nays: None.

Abstain: Nakanishi

Motion PASSED.

Treasurer's Report

Mr. Puleo MOVED the Library Board of Trustees approve the December Treasurer's Report as submitted to the Board. Ms. Nakanishi SECONDED.

Mr. McNutt began his report with the actions taken to correct the material weaknesses outlined in the Library recent audit. He presented the Trustees with an outline summarizing the steps taken to correct them and prevent their reoccurrence.

At the request of Mr. Ball, Mr. McNutt included a summary of investments which he reviewed with the Trustees. He reported that \$5 Million of tax revenue has come in and is in the Illinois Fund at an interest rate of 0.123%. He reported that he has researched better investment alternatives. A motion has been prepared to authorize the library to adjust and transfer funds from the Illinois Funds into other accounts in order to maximize the yield received.

Ms. Nakanishi thanked Mr. McNutt for his efforts in researching investment alternatives.

At the request of Mr. Dubiel, Mr. McNutt researched on-line banking accounts and recommended that a safe investment of \$250,000 be made into the ING Direct Business Savings Account which pays an annual percentage yield of 0.95%.

Mr. McNutt reported that all budget expenses appear to be on track.

At this time, Ms. Weiss reported on the distribution of duties during Mr. McNutt's temporary leave of absence. Ms. Weiss will handle all of his office responsibilities. Mr. McNutt's accounting duties will be handled by outside temporary help.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Payment of Bills

Ms. Nakanishi MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$168,434.93, payroll expenses of \$274,071.99 for a total monthly expense of \$442,506.92. Mr. Puleo SECONDED.

Roll Call Vote:

Ayes: Ball, Dubiel, Polcyn, Ryan.

Nays: None.

Motion PASSED.

Hearing of Delegates

There were none.

Director's Report

Ms. Weiss reported that Bibliocommons, the library's new online catalog, will be available to the public on Valentine's Day, February 14. Ms. Weiss invited the trustees to attend the program, After Dinner Dessert and Poetry on Valentine's Day. It's a time to share a love poem, a love story.

Ms. Weiss reported that the focus groups began meeting with Dan Wiseman on Tuesday, January 18. Community civic leaders, seniors, business leaders and library staff participated in the meetings. Educators and staff are scheduled to meet on Thursday, January 20, with a town hall meeting at 7:30 p.m. Trustees, managers and supervisors are scheduled to meet with Mr. Wiseman for a Strategic Planning Retreat on Saturday, February 26, at the White Eagle.

Ms. Weiss invited the Trustees to attend the Library's Fourth Annual Oscar Party on Sunday, February 27th.

Ms. Weiss gave an update on the library's pin (property identification number) audit. Joel Hahn is in the process of collecting data which Ms. Weiss will then verify with the village and township. Once this process is complete, the information will be turned over to Klein, Thorpe and Jenkins to see what can be done.

Ms. Weiss gave an update on the merger of the five library systems which is moving along. Funding for delivery service is guaranteed through the fiscal year. The State will fund delivery once the merger takes place.

Ms. Weiss displayed a new teaching tool created by Youth Services for preschool teachers. Based on a theme, the kit consists of flannel boards, song books, games, stories to work with the students. The bags are available for check out by preschool teachers only.

Ms. Weiss reported that Sirsi will begin sending courtesy notices to patrons the day an item is due if it has not been returned.

RECOMMENDED MOTIONS

T. D. Corsair

Ms. Nakanishi MOVED the Library Board of Trustees authorize the opening of an investment account with T. D. Corsair Financial. Mr. Puleo SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

*Authorization for
Transfer of Funds-
Wintrust Financial*

Ms. Nakanishi MOVED the Library Board of Trustees authorize the transfer of a minimum of \$1,000,000 from the Illinois Funds Tax Deposit Account to Wintrust Financial for the purchase of nine-month CDs. Mr. Puleo SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

*Authorization for
Transfer of Funds-
ING Account*

Ms. Nakanishi MOVED the Library Board of Trustees authorize the transfer of funds up to the FDIC limit into an on line-ING Account. Mr. Puleo SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

*Authorize Transfer
for Maximum Yield*

Ms. Nakanishi MOVED the Library Board of Trustees authorize the Business Manager to invest liquid cash funds up to the FDIC limit to maximize investment returns. Mr. Puleo SECONDED.

Roll Call Vote:

Ayes: Dubiel, Nakanishi, Puleo, Ryan.

Nays: None.

Abstain: O'Donovan.

Motion PASSED.

Approve Transfer of Funds from the Special Reserve Fund

Mr. Puleo MOVED the Library Board of Trustees approve the transfer of \$500,000 from the Special Reserve Fund to the Special Revenue Funds as detailed: Audit fund to Special Reserve Fund \$35,000; Liability Insurance Fund to Special Fund \$175,000; Workers Compensation Fund to Special Reserve \$60,000; Unemployment Compensation to Special Reserve \$25,000; Building & Site Fund to Special Reserve Fund \$205,000—Total Transfer of Funds \$500,000. Ms. Ryan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Visographic

Mr. O'Donovan MOVED the Library Board of Trustees approve payment to Visographic in the amount of \$6,987.24. Ms. Nakanishi SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Canon Business Solutions

Ms. Nakanishi MOVED the Library Board of Trustees authorize payment to Canon Business Solutions in the amount of \$5,116.70. Mr. O'Donovan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Social Media Policy

Mr. Puleo MOVED the Library Board of Trustees approve and authorize the implementation of a Social Media Policy.

Ms. Weiss asked that two points in the policy as presented to the Board be deleted—under **POLICY**, 2nd bullet, No Library equipment or software may be used for posting anything to your personal social media site; and 4th bullet, Do not interact with Library patrons on your personal social network site or any that Library patrons create for themselves.

Mr. Puleo and Ms. Ryan accepted the revisions.

Mr. Puleo MOVED the Library Board of Trustees approve and authorize the implementation of a Social Media Policy, as amended. Ms. Ryan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Mr. Dubiel added he was informed by Ms. Weiss that the implementation of this policy is not in response to any situation, but to keep the library current as to what is going on in libraries today as is the implementation of the following Electronic Communications Policy.

Electronic Communications Use Policy

Ms. Nakanishi MOVED the Library Board of Trustees approve and authorize the implementation of an Electronic Communications Use Policy which will replace the current policy 4.15 Staff Use of Computers. Mr. Puleo SECONDED.

Ms. Weiss asked that one change to be made to the section **Unacceptable Use**, under the 4th bullet, the word **staff** be inserted in the first sentence before the word computer (on page 3). This will separate the use of staff computers and public computers.

Mr. Puleo accepted the change. Ms. Nakanishi nodded in acceptance of the change.

Ms. Nakanishi MOVED the Library Board of Trustees approve and authorize the implementation of an Electronic Communications Use Policy which will replace the current policy 4.15 Staff Use of Computers, as amended. Mr. Puleo SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Communications

Ms. Weiss passed around current press releases and the many thank you's received from staff for the holiday party and gifts. Ms. Weiss shared a comment left by a very happy patron on a repair disk slip— "Thank you for repairing the disk. The show was very good." Ms. Weiss passed around "Chicago" calendars to all of the trustees which came from Visographic.

Ms. Wilsey encouraged everyone to subscribe online to the daily publication of *NilesPatch*.

Secretary's Report

There was no report.

Committee Reports

Building and Grounds – There was no report.

Finance – There was no report.

Technology – There was no report.

Personnel & Policy – There was no report.

Strategic Planning – There was no report.

Liaison Reports

Friends of the Library –Ms. Wilsey reported that the Friends hosted a very nice luncheon at the White Eagle which was well attended. She added that the Friends' Board is a very committed.

Legislation – There was no report.

North Suburban Library System – There was no report.

Unfinished Business

There was none.

New Business

Hires & Resigantions

Mr. O'Donovan MOVED the Library Board of Trustees approve the resignation of Ariel P. Malasig from the part-time position of Circulation Services Clerk, effective January 9, 2011. Mr. Puleo SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Executive Session

Ms. Nakanishi MOVED the Library Board of Trustees go into Executive Session to discuss closed session minutes. Mr. Puleo SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Executive Session stated at 7:20 PM. Executive Session ended at 7:26 PM.

Final Action

Mr. Puleo MOVED the Library Board of Trustees authorize the release of the following Executive Session Minutes for public inspection: November 19, 2008; August 19, 2009; May 19, 2010; June 16, 2010; August 18, 2010; and September 15, 2010. Ms. Ryan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Adjournment

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

Roll Call Vote:

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

Nays: None.

Motion PASSED.

The meeting adjourned at 7:28 p.m.

President

Secretary