

**NILES PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
December 15, 2010
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: Secretary Maureen Polcyn; Treasurer Chris Ball; and Trustee Linda Ryan. Ms. Barbara Nakanishi and Mr. Sam Puleo gave previous notice. Mr. Dennis O'Donovan arrived at 6:50 p.m.

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: Tracy Gruen, Reporter, Pioneer Press and Judy Walther, CPA and Senior Manager, McClure, Inserra and Company, Chartered.

Approval of Minutes

*Regular Board Meeting
November 17, 2010*

Ms. Ryan MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of November 17, 2010. Ms. Polcyn SECONDED.

Roll Call Vote:

Ayes: Ball, Dubiel, Polcyn, Ryan.

Nays: None.

Motion PASSED.

Treasurer's Report

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

Mr. McNutt reported that all budget expenses appear to be on track. He reported that as of December 1, \$1.7 million in property taxes have been received. The library recently received it's Per Capita Grant for 2009.

Roll Call Vote:

Ayes: Ball, Dubiel, Polcyn, Ryan.

Nays: None.

Motion PASSED.

Payment of Bills

Ms. Polcyn MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$155,115.70, payroll expenses of \$266,763.54 for a total monthly expense of \$421,879.24. Mr. Ball 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 she will be attending a meeting in January on the merger of the five library systems. The main focus of the merger will be the delivery service. The consolidated system will be funded by the State.

She then reported on the Veterans' Breakfast—"it's such a neat thing." She suggested the trustees attend a breakfast in the future just to see how proud the veterans in attendance are. Some of them come wearing bits and pieces of their uniforms and medals and all very eager to share some of their stories. The meal for this year's breakfast was donated by Kappy's.

She ended her report saying it's not too late to sign up for the winter reading program.

RECOMMENDED MOTIONS

*Replacement of Air-Conditioning System
IT Services Center*

Ms. Ryan MOVED the Library Board of Trustees approve the purchase and installation of the replacement air-conditioning system for the IT Services Center from Oak Brook Mechanical Services at a cost of \$8,987.00. Ms. Polcyn SECONDED.

Mr. Dabrowski reported that he did try to obtain prices on the parts needed to repair the air-conditioning system, but was unable to because he is not a licensed contractor and not certified in refrigeration. He reviewed the quotes received and explained the discrepancies in price on the same unit, warranty, and installation. He went over the repairs that have been made since August and what may go wrong with the unit which is 13 years old and runs continuously around the clock. Discussion was held on the Carrier product.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Purchase and

Ms. Polcyn MOVED the Library Board of Trustees approve

Installation of Carpeting Youth Services 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 Carpets in the Park at a cost of \$4,600. Ms. Ryan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

After a brief discussion on a pin audit for the taxing boundaries of the Niles Library, the Trustees decided to hold-off with the action until other options were reviewed.

Revised Job Descriptions Maintenance Services Mr. Ball MOVED the Library Board of Trustees approve the revised job descriptions for the positions of Maintenance Services Supervisor and Maintenance Services Assistant. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Increase in Capitalization Ms. Polcyn MOVED the Library Board of Trustees increase the minimum capitalization threshold to \$2,500, an increase from the current \$1,000. Ms. Ryan SECONDED.

After receiving an explanation from Ms. Walther, the Trustees asked that the motion be withdrawn as worded and changed as follows:

Ms. Polcyn MOVED the Library Board of Trustees increase the minimum capitalization threshold to \$2,500, an increase from the current \$1,000, for accounting purposes only and not for purposes of disposing equipment. Ms. Ryan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Communications

Ms. Weiss took this opportunity to read a letter she received from the Atlantic County Library System in New Jersey praising Joel Hahn for his assistance in helping them to prepare a report to meet their financial reporting requirements.

Mr. Dubiel added that St. Sabinas, one of the schools that benefitted from the donation of computers, was

stunned by the contribution. The students shared a computer prior to our generous donation. Also, K.L.E.O. which is not a school but a training center in the community trying to help people out of poverty by providing them with basic computer skills was most appreciative of the donation of computers.

Secretary's Report

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.

Library Audit

Ms. Walter reported on the findings of the library's audit. Deficiencies in the Library's internal control described as material weaknesses were found in the following:

- Authorized signers
- Bank Reconciliations
- Bank Statement Reporting

Comments and recommendations in operational matters were discussed regarding the following:

- New Bank Accounts
- General Accounting Controls
- Dual Controls Over Cash Receipts
- Operating Transfer
- Reinforcement of Internal Controls
- Investment Earnings
- Monthly Income Statement
- Unrealized Gains and Losses

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 – There was no report.

Legislation – There was no report.

North Suburban Library System – There was no report.

Unfinished Business There was none.

New Business There was none.

Adjournment Mr. O'Donovan MOVED to adjourn. Mr. Ball SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

The meeting adjourned at 8:10 p.m.

President

Secretary