

**NILES PUBLIC LIBRARY DISTRICT  
BOARD MEETING MINUTES**

**May 18, 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, Treasurer Chris Ball and Trustees Dennis O'Donovan, Sam Puleo and Linda Ryan. Ms. Maureen Polcyn arrived at 6:35 p.m.

Staff present were: Sue Brice, Page Services Supervisor; Don Burkhart, Computer Services Supervisor; Val Clark, Reference Services Supervisor; David Dabrowski, Maintenance Services Supervisor; Susan Dove-Lempke, Youth Services Supervisor; Barb Kruser, Adult Fiction/Audiovisual Services Supervisor; Jim McNutt, Business Manager; Ann Pasnick, Technical Services Supervisor; Kathy Pricone, Circulation Services Supervisor; Linda Weiss, Library Director; Sue Wilsey, Public Relations and Marketing Supervisor; Diane Winberg, Administrative Assistant; and Rich Wozniczka, Computer Services Technician.

Also present: Ms. Danette Matyas, New-Elected Trustee.

*Swearing in of Trustees*

President Morgan Dubiel gave the Oath of Office to Ms. Barbara Nakanishi and Ms. Danette Matyas.

*Election of Officers*

President Morgan Dubiel called for election of Board Officers.

**President**

Nominations being in order for President, Ms. Nakanishi MOVED that she, Barbara Nakanishi, be nominated for President. Following, Mr. Ball MOVED that Mr. Dubiel be nominated for President. There being no further nominations, both Ms. Nakanishi and Mr. Dubiel accepted the nominations. The official vote was taken by handwritten ballot. Ms. Nakanishi was elected as President.

**Vice President**

Nominations being in order for Vice President, Ms. Nakanishi MOVED that Linda Ryan be nominated for Vice President. There being no further nominations, Ms. Ryan accepted the nomination and was elected as Vice President.

**Secretary**

Nominations being in order for Secretary, Ms. Nakanishi MOVED that Mr. Ball be nominated for Secretary. There being no further nominations, Mr. Ball accepted the nomination and was elected as Secretary.

**Treasurer**

Nominations being in order for Treasurer, Ms. Nakanishi MOVED that Ms. Matyas be nominated for Treasurer. There being no further nominations, Ms. Matyas accepted the nomination and was elected as Treasurer.

Ms. Nakanishi took this opportunity to say that she is highly honored to have been elected to the position of President of the Library Board and that together with the trustees, managers, supervisors and staff; she is looking forward to doing great things by moving ahead and implementing the library's strategic plan.

## Approval of Minutes

*Regular Board Meeting  
April 20, 2011*

Ms. Ryan MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of April 20, 2011. Mr. Puleo SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

*Finance Committee Meeting  
May 5, 2011*

Mr. Puleo MOVED the Library Board of Trustees approve the Minutes of Finance Committee Meeting of May 5, 2011. Mr. Ball SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

## Treasurer's Report

Mr. McNutt began his report saying that the signatories of the checking account at Fifth Third Bank, as well as all of the other investment accounts, will need to be updated with the signatures of the newly-elected officers.

Mr. McNutt provided the Trustees with additional information on the library's investment accounts.

At 6:35 p.m. Ms. Polcyn entered the meeting. Ms. Weiss presented Ms. Polcyn with a Proclamation honoring Ms. Polcyn for her years of service to the Niles Library. Ms. Polcyn thanked everyone and excused herself from the meeting.

Mr. McNutt continued with his report. He reported that everything appears to be on track and that tax revenues continue to be low with 91% being collected.

Mr. McNutt then presented the trustees with a detailed budget review for 2011/2012. Mr. McNutt reported on the library's financial position—revenue over expenses. He gave a summary overview of operating funds and the Special Reserve Fund. Included in his review were estimates of revenues and expenditures for the general fund, special reserve fund and debt service fund. The Finance Committee will meet on May 31 to continue discussion of the proposed budget for 2011/2012.

Ms. Nakanishi thanked Mr. McNutt for the excellent communication of the budget's draft.

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

Roll Call Vote:

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

Nays: None.

Motion PASSED.

**Payment of Bills**

Mr. Puleo MOVED the Library Board of Trustees approve the payment of bills for operating expenses of \$148,972.20, payroll expenses of \$261,643.14 and a debt service payment of \$65,962.50, for a total monthly expense of \$476,577.84. Mr. O'Donovan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

**Hearing of Delegates**

There were none.

**Director's Report**

Ms. Weiss began her report with an apology to Ms. Kruser for omitting her monthly report. A copy of her actual report was put at the Trustees places. A highlight in Ms. Kruser's report was the Chamber's Annual Golf Outing on Wednesday, July 21, at the Old Orchard Country Club.

Ms. Weiss reported that the merger of the five library systems is moving forward with the RAIL services.

Ms. Weiss asked Mr. Ball, the library's newly-elected Secretary, to visit the Illinois Attorney General's FOIA/OMA website to register as the library's new OMA officer, and to complete the online electronic training curriculum. She asked that all OMA officers take their online recertification course.

Ms. Weiss referred to the updated version of the library's strategic plan. She asked the Trustees for their input on the update. Ms. Weiss suggested that discussion of the updated strategic plan be discussed and finalized during the Finance Committee Meeting on May 31.

Ms. Weiss passed around an article on the Poplar Creek Library which appeared in the *Library Journal* where they were ranked #1 in library design. The recent renovation of existing space and some new construction was done by Lonny Frye, Architects.

Ms. Weiss mentioned the very nice letter received from the Village of Niles Teen Center thanking the library for its continued support. Ms. Wilsey reported on Golf Mill's participation, along with Teen Center, in the Library's summer reading program by hosting an ice cream social at the Teen Center on June 10<sup>th</sup>.

**RECOMMENDED MOTIONS**

*Embury*

Mr. Dubiel MOVED the Library Board of Trustees approve payment to Embury for \$11,598.13. Mr. Puleo SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

*Staff Development Day*

Mr. Dubiel MOVED the Library Board of Trustees close the Library on Friday, August 12, 2011, to allow all the staff to participate in a Staff Development Day. Mr. O'Donovan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

**Communications**

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

**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 – There was no report.

Legislation – Ms. Weiss reported on current legislation waiting to be passed on library card applications and insurance bonds for elected officers.

North Suburban Library System – There was no report.

**Old Business**

There was none.

**New Business**

*Hires/Resignations*

Mr. Dubiel MOVED the Library Board of Trustees approve the resignation of Alma Princip from the part-time position of Circulation Services Clerk, effective May 26, 2011. Mr. O'Donovan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

**Adjournment**

Mr. Dubiel MOVED to adjourn. Ms. Matyas SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

The meeting adjourned at 8:05 p.m.

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President

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Secretary