

**NILES PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
June 15, 2011
Board Room
6960 Oakton Street
Niles, Illinois**

Call to Order

The meeting was called to order by President Barbara Nakanishi at 6:30 p.m. Trustees present were: Vice President Linda Ryan, Secretary Chris Ball, Treasurer Danette Matyas and Trustees Morgan Dubiel and Sam Puleo. Trustee Dennis O'Donovan arrived at 6:37 p.m.

Staff present were: 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, Information Service Specialist.

Also present: Mr. Steve Larson, Municipal Advisor, Ehlers & Associates, Inc., and Mr. Rick Kambic, Bugle Newspapers.

Approval of Minutes

*Regular Board Meeting
May 18, 2011*

Mr. Dubiel MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of May 18, 2011. Mr. Puleo SECONDED.

Roll Call Vote:

Ayes: Ball, Dubiel, Matyas, Nakanishi, Puleo, Ryan.

Nays: None.

Motion PASSED.

*Finance Committee Meeting
May 31, 2011*

Mr. Dubiel MOVED the Library Board of Trustees approve the Minutes of Finance Committee Meeting of May 31, 2011. Ms. Ryan SECONDED.

Ms. Weiss informed the trustees that the names of three individuals attending the meeting were mistakenly omitted from the Minutes. The correction was made to the original minutes. After some discussion ***regarding the content as to whether or not Lonny Frye quoted \$650,000 for drawings***, the vote was taken.

Roll Call Vote:

Ayes: Nakanishi, O'Donovan, Ryan.

Nays: Ball, Dubiel, Matyas, Puleo.

Motion NOT PASSED.

Mr. Ball asked Ms. Winberg to please provide him with the CD from the meeting so that he can listen to the recording and make the necessary changes to the minutes, if any.

Mr. Larson presented the Board with a suggested timetable for the refunding (refinancing) of the 2003 Bonds which were used to help finance the library's building improvements after the 1995 referendum. Mr. Larson discussed the refunding, interest rates and payments, and setting a sale date. The bonds can be refunded within 90 days of the first call date for the bonds which is December 1, 2011. The savings is the interest cost plus the cost of refinancing. Ms. Nakanishi thanked Mr. Larson for all of his information.

Treasurer's Report

Mr. McNutt provided the Trustees with additional schedules showing current funds balances and a cash distribution overview showing liquid investments and fixed investments with their maturity dates.

Mr. McNutt continued with his report reviewing the income statement and the balance sheet. He reported that we are currently 91.7% through the year and everything is tracking nicely.

Mr. Dubiel MOVED the Library Board of Trustees approve the May Treasurer's Report as submitted to the Board. Mr. Puleo 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 \$175,523.30, payroll expenses of \$258,350.55 for a total monthly expense of \$433,873.85. Ms. Matyas 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 a thank you note received from a staff member with some very special needs for which a collection was taken by staff.

Ms. Weiss reported that on this date we received notification that we have been selected to receive a Business and Libraries Working Together grant from Secretary of State and State Librarian Jesse White to assist local small businesses. The grant will provide "business packages" that include equipment such as laptop computers, DVD players, projectors and video cameras, software and training videos. The funding from the grant will allow us to offer information and assistance to small business owners in our community which are trying to getting started.

Ms. Weiss shared some "nice things" with the Trustees. She read articles written by Youth Services Cate Levinson and Susan Lempke and a poem written by an ESL student. Ms. Weiss reported that the Summer Sunday Celebration on June 12th was a success and very well attended.

RECOMMENDED MOTIONS

Wintrust CD

Mr. Dubiel MOVED the Library Board of Trustees reinvest \$500,000 in Certificate of Deposit with Wintrust that mature on June 24, 2011. Mr. O'Donovan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Transfer of Funds

Mr. Dubiel MOVED the Library Board of Trustees authorize the Library to transfer \$3,000,000 from the Illinois Funds to an existing account at Benefit Trust Corporation. Mr. O'Donovan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Technology Assessment

Mr. Dubiel MOVED the Library Board of Trustees approve payment of \$6,000 to conduct an assessment of Library technology. Ms. Ryan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Purchase of Software and Licenses

Mr. Dubiel MOVED the Library Board of Trustees approve the purchase of software and licenses from CDW-G in the amount of \$28,592.37. Ms. Matyas SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Ordinance 11-1

Mr. Dubiel MOVED the Library Board of Trustees adopt Ordinance 11-1, an Ordinance Setting the Board Meeting Schedule for the Fiscal Year Commencing July 1, 2011 and Ending June 30, 2012. Mr. O'Donovan SECONDED.

After a review of the dates, the Trustees asked that the December meeting be moved up from the third Wednesday to December 14. The Ordinance was amended to reflect this change.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Health Insurance

Mr. Dubiel MOVED the Library Board of Trustees accept the Blue Cross Alternative Plan with an annual premium of \$278,319.96 and to increase the HRA reimbursement by \$600 for individual or \$1,200 for those paying for spouse or dependent coverage. Ms. Ryan SECONDED.

After a review and discussion of the current plan, renewal options, and a proposed alternative plan prepared by Trustee Linda Ryan, the Trustees

agreed to accept the Blue Cross Grandfathered Renewal plan. Mr. Dubiel WITHDREW the motion as presented. Ms. Ryan SECONDED.

Renewal of Health Insurance

Mr. Dubiel MOVED the Library Board of Trustees accept the Blue Cross Blue Shield Grandfathered Renewal Plan. Mr. Puleo SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Insurance Premiums

Mr. Puleo MOVED the Library Board of Trustees agree that the Niles Public Library District will begin to pay 75% of the dependent care portion of the Blue Cross/Blue Shield Grandfathered Renewal Plan effective July 1, 2011. Mr. Dubiel SECONDED.

Roll Call Vote:

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

Nays: Ball, Dubiel, Matyas.

Motion PASSED.

Strategic Plan

Mr. Ball MOVED the Library Board of Trustees approve the concepts presented in the Strategic Plan. Ms. Ryan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Resolution 11-5

Mr. Dubiel MOVED the Library Board of Trustees adopt Resolution 11-5, a Resolution of the Board of Trustees of the Niles Public Library District for the Amendment of the Niles Public Library District Flexible Benefit Plan. Mr. Ball SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

McClure Inserra & Co.

Mr. Dubiel MOVED the Library Board of Trustees approve payment to McClure Inserra & Company Chartered in the estimated amount of \$13,300. Mr. Puleo SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Ordinance 11-2

Ms. Ryan MOVED the Library Board of Trustees adopt Ordinance 11-2, an Ordinance Adopting the Prevailing Wage Rates for Laborers, Workers, and Mechanics Employed by the Niles Public Library District. Mr. Dubiel SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Ordinance 11-3

Mr. Puleo MOVED the Library Board of Trustees adopt Ordinance 11-3, a Tentative Ordinance Providing for Budget and Appropriations of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2011 and Ending June 30, 2012. Ms. Ryan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Capital Replacement Study

Ms. Ryan MOVED the Library Board of Trustees approve payment to Frye Gillan Molinaro Architects, Ltd., in the amount of \$14,000 for professional services to complete a Capital Replacement Study for the existing Niles Public Library. Mr. Ball SECONDED.

After an explanation of what the Study would entail by Mr. McNutt, discussion was held.

Roll Call Vote:

Ayes: O'Donovan

Nays: Ball, Dubiel, Matyas, Nakanishi, Puleo, Ryan.

Motion NOT PASSED.

Communications

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

Secretary's Report

An update to Exhibit A of Resolution 10-2, a Resolution of the Board of Library Trustees of the Niles Public Library District, Cook County, Illinois, Designating Persons for Training Under Open Meetings Act and Freedom of Information Act, was made to add Mr. Chris Ball, newly-elected Secretary of the Niles Library Board, as an OMA Designee. At the same time, Ms. Maureen Polcyn was removed from the list of designated persons.

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 – Ms. Weiss reported that she will be attending a final meeting at NSLS on Friday, June 17th for a merger update of the library systems and a farewell.

Old Business

There was none.

New Business

Hires/Resignations

Mr. Dubiel MOVED the Library Board of Trustees approve the resignation of Jack Mandik from the part-time position of Library Page, effective April 5, 2011; the appointment of Brianna Anderson to the part-time position of Reference Services Clerk at a rate of \$15.00 per hour, effective May 31, 2011; the resignation of Lois Olson from the part-time position of Circulation Services Clerk, effective June 12, 2011; the resignation of Krystyna Banek from the part-time position of Circulation Services Clerk, effective June 9, 2011; the appointment of Krystyna Banek to the part-time position of Reference Services Clerk at a rate of \$15.00 per hour, effective July 11, 2011; the appointment of G. Michael Coldewey to the part-time position of IT Services Assistant at a rate of \$15.00 per hour, effective June 20, 2011; the appointment of Peter Motyl to the part-time position of IT Services Assistant at a rate of \$15.00 per hour, effective June 21, 2011. Ms. Ryan SECONDED.

Mr. Dubiel suggested that part-time resignations be eliminated from the motion for approval of new hires and resignations. The Trustees all agreed. Ms. Weiss said that she would inform the Trustees of future part-time resignations, unless there is a need for discussion.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Adjournment

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

Mr. McNutt informed the Trustees that a request had been made for all employees to please park at Culver School in order to maximize patron parking for the summer. Employees with medical necessities would be exempt.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

The meeting adjourned at 8:53 p.m.

President

Secretary

