

**NILES PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES**

**July 19, 2010
Board Room
6960 Oakton Street
Niles, Illinois**

Call to Order

The meeting was called to order by Vice President Barbara Nakanishi at 6:31 p.m. Trustees present were: Secretary Maureen Polcyn and Trustees Dennis O'Donovan, Sam Puleo, and Linda Ryan. Mr. Morgan Dubiel gave previous notice. Mr. Chris Ball arrived at 6:47 PM.

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

Approval of Minutes

*Regular Board Meeting
June 16, 2010*

Ms. Polcyn MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of June 16, 2010. Mr. Puleo SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Treasurer's Report

Ms. Polcyn MOVED the Library Board of Trustees approve the June Treasurer's Report as submitted to the Board. Ms. Ryan SECONDED.

Mr. McNutt reported on the financial statements through the end of the fiscal year. The income statement shows 106% of the anticipated revenue – revenue was underestimated by 6% last year. The budgeted expenses for this year were \$7.3 Million of which the library spent \$6.2 Million – 85% of the budgeted expenses. Salaries were at 96% of the budgeted amount. Library materials were exactly 100% of the budgeted amount. Everything else was just a little bit less. Capital expenditures were \$200,000 less than the budgeted amount of \$514,000 – the library spent \$307,000. Everything was pretty much on track. Only 73% of the budgeted amount was spent on Building Equipment & Maintenance. The excess will be put into the Special Reserve Fund within the next month or two.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Mr. McNutt then gave a final overview of the new budget for fiscal year 2010/2011. In summary, the new budget is \$619,000 less compared to last year's budget. The budget is on track with enough money to cover any unforeseen circumstances. He reported that the Library is in a very sound

financial position. Even with the reduction of \$620,000 in the new budget, Mr. McNutt projects a \$1.2 Million surplus at the end of next year.

*Budget for Fiscal Year
2010/2011*

Mr. Puleo MOVED the Library Board of Trustees approve the Budget for fiscal year 2010/2011 as presented to the Board. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Payment of Bills

Mr. O'Donovan MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$188,532.77 and payroll expenses of \$264,150.44 for a total monthly expense of \$452,683.21. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Director's Report

Ms. Weiss began her report with the sad news of the sudden death of Mr. Tim Costello, son of former trustee, Mrs. Irene Costello. She reported that a donation was made in his memory to the American Heart Association.

Ms. Weiss reported that the new carpeting was installed in the main area of the library all the way through the Audiovisual and YA areas. Also, the vending machines will be replaced mid-August by a new company. She then thanked all those who participated in this year's 4th of July parade. Ms. Weiss announced that this year's ILA Conference will be held at Navy Pier in September. She asked that those interested in attending to please notify Diane Winberg so that Early Bird registration can be made by August 9. Ms. Weiss ended her report with the two-page picture spread of the library program on Coral Reef Feeding in the Niles Herald-Spectator.

Ms. Ryan referred to IT Services report on possible upgrades to the physical memory in the PC's in order to run software which has been requested by departments that are doing Grants which include software. She asked whether this is a result of purchasing the new computers with less memory. Ms. Weiss responded that it was and that all of the computers weren't even installed yet. Ms. Ryan asked that in making decisions as a Board, it should take note and consider that going with less in order to save some money isn't always the best way to go.

Mr. O'Donovan excused himself from the meeting at 6:48 PM.

RECOMMENDED MOTIONS

Disposal of Library Furniture

Ms. Ryan MOVED the Library Board of Trustees find that the following items are no longer useful for library purposes, that it has a present collective value of less than \$1,000 and hereby authorize the disposal of them: two wooden chairs. Mr. Puleo SECONDED.

Roll Call Vote:

Ayes: Ball, Nakanishi, Polcyn, Puleo, Ryan.

Nays: None.

Motion PASSED.

Canon Business Solutions

Ms. Polcyn MOVED the Library Board of Trustees authorize payment to Canon Business Solutions in the amount of \$5,116.70. Mr. Puleo SECONDED.

Roll Call Vote:

Ayes: Ball, Nakanishi, Polcyn, Puleo, Ryan.

Nays: None.

Motion PASSED.

Philadelphia Insurance Companies

Mr. Puleo MOVED the Library Board of Trustees authorize payment to the Philadelphia Insurance Companies in the amount of \$5,207.00. Mr. Ball SECONDED.

Roll Call Vote:

Ayes: Ball, Nakanishi, Polcyn, Puleo, Ryan.

Nays: None.

Motion PASSED.

Disposal of Library Equipment

Mr. Puleo MOVED the Library Board of Trustees find that the following items are no longer useful for library purposes, that it has a present collective value of less than \$1,000 and hereby authorize the disposal of them; 1 digital camera, 1 CD/DVD NAS Server, 1 Firewall and 2 UPS's. Ms. Ryan SECONDED.

Roll Call Vote:

Ayes: Ball, Nakanishi, Polcyn, Puleo, Ryan.

Nays: None.

Motion PASSED.

Committee Reports

Strategic Planning – Ms. Nakanishi reported that a meeting will be scheduled in August.

Approval of Minutes

Ms. Nakanishi MOVED the Library Board of Trustees approve the Strategic Planning Committee Minutes of June 21, 2010. Ms. Ryan SECONDED.

Roll Call Vote:

Ayes: Ball, Nakanishi, Polcyn, Puleo, Ryan.

Nays: None.

Motion PASSED.

Wiseman Consultants

Ms. Polcyn MOVED the Library Board of Trustees approve to hire Dan Wiseman of Wiseman Consultants to lead the staff and Board in creating a Strategic Direction Plan at a cost not to exceed \$8,000.00. Ms. Nakanishi SECONDED.

Roll Call Vote:

Ayes: Ball, Nakanishi, Polcyn, Puleo, Ryan.

Nays: None.

Motion PASSED.

Building and Grounds – Ms. Nakanishi asked whether the fence around the parking lot will be painted. Mr. McNutt said that it is in the new budget.

Finance – The budget was passed.

Technology – There was no report.

Personnel & Policy – There was no report.

Communications

They were included in the Board Packet.

Hearing of Delegates

Ms. Pasnick thanked the Board for passing the budget because when it's delayed it creates havoc with acquisitions and paying the bills.

Mr. Ball took this opportunity to thank Mr. McNutt for all of his work to put together the budget. Ms. Nakanishi added that all of Mr. McNutt's experience with library budgets is our good fortune. Ms. Ryan thanked all on the Board who took the time to come in and meet with Linda Weiss and Jim McNutt and to have their questions answered.

Secretary's Report

A certified copy of Ordinance 10-2, an Ordinance Adopting the Prevailing Wage Rate for Laborers, Workers, and Mechanics Employed by the Niles Public Library District was sent to Art Ludwig, Director of the Illinois Department of Labor and to Jacqueline Price, Director, Index Division of the Office of Secretary of State on June 18, 2010. The Notice of Determination of the Prevailing Rate of Wages was published in the Niles Herald-Spectator on Thursday, June 24, 2010.

A Notice of the Public Hearing on August 18, 2010, at the hour of 6:25 p.m., at the Niles Public Library District offices, 6960 Oakton Street, Niles, Illinois, concerning Tentative Ordinance 10-4, a tentative ordinance providing for budget and appropriations of the Niles Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2010, and ending June 30, 2011, was published in the Niles Herald-Spectator on Thursday, July 15, 2010. A copy of the Ordinance was posted on the Library's public bulletin board.

Liaison Reports

Friends of the Library –There was no report.

Legislation – There was no report.

North Suburban Library System – Ms. Weiss reported that the State Library has discontinued paying for some of the databases that they have been providing so libraries will have to pick-up the cost on their own. She then reported that NSLS has applied for a LSTA (Library Services and Technology ACT) grant which would provide funding to continue van delivery until December. Also, the State hopes to provide vouchers to reimburse library systems for money owed which would cover the cost of van delivery for another six to eight months. The State would like five library systems to merge into two systems.

Unfinished Business

There was none.

New Business

Hires/Resignations

Ms. Polcyn MOVED the Library Board of Trustees approve the appointment of Arianne Carey to the part-time position of Youth Services Librarian at a rate of \$24.50, effective August 2, 2010. Ms. Ryan SECONDED.

Roll Call Vote:

Ayes: Ball, Nakanishi, Polcyn, Puleo, Ryan.

Nays: None.

Motion PASSED.

Adjournment

Mr. Puleo MOVED to adjourn. Mr. Ball SECONDED.

Roll Call Vote:

Ayes: Ball, Nakanishi, Polcyn, Puleo, Ryan.

Nays: None.

Motion PASSED.

The meeting adjourned at 7:00 p.m.

President

Secretary