

**NILES PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES**

September 15, 2010

Board Room

6960 Oakton Street

Niles, Illinois

Call to Order

The meeting was called to order by President Morgan Dubiel at 6:39 p.m. Trustees present were: Vice President Barbara Nakanishi; Secretary Maureen Polcyn; Treasurer Chris Ball and Trustees Dennis O'Donovan and Linda Ryan. Mr. Sam Puleo gave previous notice.

Staff present was: Dave Dabrowski, Maintenance Supervisor; Val Clark, Reference Services Supervisor; Barb Kruser, Adult Fiction and Audiovisual Services Supervisor; Susan Lempke, Youth 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; and Diane Winberg, Administrative Assistant; and Rich Wozniczka, IT Specialist.

Approval of Minutes

*Budget & Appropriations
Public Hearing
August 18, 2010*

Ms. Polcyn MOVED the Library Board of Trustees approve the Minutes of the Budget and Appropriations Public Hearing of August 18, 2010. Mr. O'Donovan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

*Regular Board Meeting
August 18, 2010*

Ms. Polcyn MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of August 18, 2010. Ms. Ryan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Treasurer's Report

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

Mr. McNutt reported that the audit is in process. He then reviewed the income statement. Medical insurance expenses are higher than they should be since they were paid for a three-month period.

Roll Call Vote:

Ayes: Dubiel, Nakanishi, O'Donovan, 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 \$160,103.66 and payroll expenses of \$255,151.38 for a total monthly expense of \$415,255.04. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Director's Report

Ms. Weiss began her report with a slide show of the 13th Annual Super Sunday. The day was full with the Friends and Niles Chamber Book Sale outside, a juggler performing inside and out, and the Wheel of Wisdom which was enjoyed by all ages. People began to line-up for the Book Sale at 11:30 AM. The profit from the Book Sale was split with the Chamber's Dollars for Scholars.

Ms. Weiss reported that the 2011 application for the Per Capita Grant has been completed and signed. Copies of the application were given to the Trustees.

Ms. Weiss then gave an update on the Delivery Committee for NSLS. She reported that NSLS will be receiving anticipated LSTA funding which will allow van delivery to operate through the end of December. NSLS expects to receive the remainder of the money owed them for the fiscal year that ended in June 2010 which would enable van delivery to operate up until the time of the planned merger with four other Illinois library systems. The current target date for the completion of the merger is July 2011.

Ms. Weiss mentioned that the Illinois Library Association Annual Conference will be taking place at Navy Pier on September 28-30, 2010.

RECOMMENDED MOTIONS

Disposal of Library Furniture Ms. Ryan MOVED the Library Board of Trustees find the following items are no longer useful for library purposes, that they have a collective value of less than \$1,000, and hereby authorize the disposal of them: six oversized book shelving sections. Ms. Polcyn SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Ms. Polcyn excused herself from the meeting at 6:49 PM.

Communications

They were included in the Board Packet.

Hearing of Delegates

There were none.

Secretary's Report

A certified copy of Ordinance 10-5, an 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 filed with the Cook County Clerk on August 19, 2010. The Ordinance was published in the Niles Herald-Spectator on Thursday, August 26, 2010.

The Illinois Public Library Annual Report for Fiscal year 2009/2010 was completed and submitted over the Internet on August 25, 2010.

A certified copy of the Receipts and Expenditures for the Niles Public Library District for the six months ending June 30, 2010, was filed with the Cook County Clerk on August 19, 2010.

A certified copy of the Report of the Statement of Operations for the Niles Public Library District for the twelve months ending June 30, 2010 along with the Certificate of Publication was filed with the Cook County Clerk on September 10, 2010. The Report of the Statement of Operations was published in the Niles Herald-Spectator on September 9, 2010.

Committee Reports

Building and Grounds – Ms. Nakanishi reported that as discussed with Architect Lonny Frye, the Building and Grounds Committee will coordinate together with the Strategic Planning Committee.

Strategic Planning – Mr. Dubiel suggested that all of the trustees start participating since there is so much going on and decisions will need to be made. Ms. Weiss reported that currently internal statistical data is being gathered for the next meeting with Dan Wiseman. The goal is to start focus groups and to compile all of their input by January and to do a presentation of all the findings in February at which time a plan will be drafted.

Finance – There was no report.

Technology – There was no report.

Personnel & Policy – There was no report.

Liaison Reports

Friends of the Library –On behalf of the Friends, Mr. Chris Hanusiak thanked the Trustees and staff of the library for all of their help in making Super Sunday a success especially with their assistance in helping the Niles Chamber of Commerce to promote this event. Mr. Hanusiak said the Friends are looking forward to working with the library in promoting future events for the community. The Friends organization now consists of 47 members with a full Board. Their meetings take place the second Monday of every month.

Legislation – There was no report.

North Suburban Library System – An update was given during the Director’s Report.

Unfinished Business

There was none.

New Business

Hires/Resignations

There were none.

Executive Session

Mr. Dubiel MOVED the Library Board of Trustees enter into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District; and the discussion of minutes of closed session meetings. Ms. Ryan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

Executive Session started at 7:15 p.m. Executive Session ended at 8:01 p.m.

Adjournment

Ms. Ryan MOVED to adjourn. Mr. O'Donovan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

The meeting adjourned at 8:02 p.m.

President

Secretary