

**NILES PUBLIC LIBRARY DISTRICT  
BOARD MEETING MINUTES**

**July 22, 2009  
Board Room  
6960 Oakton Street  
Niles, Illinois**

**Call to Order**

The meeting was called to order by Vice President Barbara Nakanishi at 7:01p.m. Trustees present were: Treasurer Chris Ball and Trustees Dennis O'Donovan and Linda Ryan. Mr. Morgan Dubiel gave previous notice. Ms. Maureen Polcyn arrived at 7:34p.m. Mr. Sam Puleo was absent.

Staff present were: Val Clark, Reference Services Supervisor; Barb Kruser, Adult Fiction and Audio Services Supervisor; Kevin Lockhart, Business Manager; Ann Pasnick, Technical Services Supervisor; Cyndi Rademacher, Adult Fiction and Audio Services Librarian; Linda Weiss, Library Director; and Sue Wilsey, Public Relations and Marketing Supervisor.

Also present: Dennis Walsh, Attorney, Klein, Thorpe & Jenkins.

**Approval of Minutes**

*Regular Board Meeting  
June 17, 2009*

Mr. O'Donovan MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of June 17, 2009. Mr. Ball SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

**Treasurer's Report**

There was no report. Mr. Lockhart reported that with the fiscal year ended on June 30, there's a lot of stuff to close out in the fiscal year before he could print out a report. What he did tell the trustees was that financially the library is doing very well. He reported that the library is one of the fortunate few that are earning over 1.6% which is fantastic considering the last offer he received for investments was .9%. No further investments are being made at this time. Property taxes are expected to roll in late August, early September assuming Cook County doesn't do anything strange which is very possible.

**Payment of Bills**

Mr. Ball MOVED the Library Board of Trustees approve the payment of bills for operating expenses of \$173,083.29 and payroll expenses of \$258,747.10, for a total monthly expense of \$431,830.39. Mr. O'Donovan SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

**Director's Report**

Ms. Weiss began her report with the meeting room application from the Niles All American Toastmasters Club, a non-profit organization located in Niles. A recommended motion will follow with changes made to the meeting room application reflecting the approved changes to the library's meeting room policy.

Ms. Weiss reported on the library's participation in the Niles July 4<sup>th</sup> parade.

Ms. Weiss reported on the Mystery Authors event which was very well received by an audience of 100 people on Friday, July 10. Ms. Weiss then introduced Cyndi Rademacher who organized the event along with many other events at the library.

Ms. Weiss passed around the table an annual report that she put together with regards to what the library has done in the last fiscal year. Circulation was up 14% for the year.

Ms. Weiss referred to the email she received from NSLS requesting that we name a contact person who will report back to the Board any NSLS news. The trustees then asked Ms. Weiss about the NSLS Board which is made up of Trustees from various libraries within the system. Ms. Weiss explained that each library that is represented has a voice on issues being addressed by the NSLS Board. The Niles Library has not been represented in 18 years. Ms. Weiss said that it would be good to have a trustee attending the NSLS Board Meetings. Ms. Ryan said that she would like to volunteer for one year to attend the NSLS Board Meetings.

Ms. Weiss reported that the Library has been invited to apply for the Department of Commerce and Economic Opportunity Grant. The money would be used for capital projects. Other projects include the State Report and the Per Capita Grant. Lastly, the biggest project will be the Big Read Grant received by the Library. The book selected for the Big Read is the *The Maltese Falcon* by Dashiell Hammett. Copies of the book will be available at the August Board Meeting giving the Trustees an opportunity to read the book. April and May of 2010 will be filled with programming and activities based around the Big Read throughout the Library District. Three area high schools have already added the book to their curriculum.

Ms. Weiss ended her report with reference to handouts which she received at a NSLS Trustee workshop on holding effective meetings. Copies of the handouts were included in the Trustee Board Packets.

## RECOMMENDED MOTIONS

*Job Description*  
*Human Resources Coordinator*

Mr. Ball MOVED the Library Board of Trustees approve the job description for the Human Resources Coordinator position. Ms. Ryan SECONDED.

Roll Call Vote:

Ayes: Ball, O'Donovan, Ryan.

Nays: Nakanishi.

Motion NOT PASSED.

*Meeting Room Application*

Mr. O'Donovan MOVED the Library Board of Trustees approve the changes to the Meeting Room Application to reflect the revisions of the Meeting Room Policy of the Niles Public Library which were approved at the June Board Meeting. Ms. Nakanishi SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

*Visographic*

Mr. O'Donovan MOVED the Library Board of Trustees approve payment to Visographic in the amount of \$5,759.62. Mr. Ball SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

*Disposal of Library Equipment*

Mr. O'Donovan MOVED the Library Board of Trustees find that the following items are no longer useful for library purposes, that they have a present collective value of less than \$1,000, and hereby authorize the disposal of them: 12 double-sided magazine shelving selections. Mr. Ball SECONDED.

Roll Call Vote:

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

Nays: None.

Motion PASSED.

**Communications**

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

**Hearing of Delegates**

There were none.

**Secretary's Report**

A certified copy of Ordinance 09-2, 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 23, 2009. The Notice of Determination of the Prevailing Rate of Wages was published in the Niles Herald-Spectator on Thursday, June 25, 2009.

A Notice of the Public Hearing on August 19, 2009, at the hour of 6:55 p.m., at the Niles Public Library District offices, 6960 Oakton Street, Niles, Illinois, concerning Tentative Ordinance 09-3, a tentative ordinance providing for budget and appropriations of the Niles Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2009, and ending June 30, 2010, was published in the Niles Herald-Spectator on Thursday, July 16, 2009. A copy of the Ordinance was posted on the Library's public bulletin board.

**Committee Reports**

Building and Grounds – There was no report.

Finance – There was no report.

Grievance – There was no report.

Personnel & Policy – There was no report.

Audit – There was no report.

**Liaison Reports**

Friends of the Library – A meeting is scheduled in August.

Legislation – There was no report.

North Suburban Library System – There was no report.

**Unfinished Business**                    There was none.

**New Business**                            Mr. Lockhart reported that he had the new signature cards from Fifth Third Bank for the newly appointed Trustees to sign. Mr. Lockhart asked the Trustees would be opened to having either Linda Weiss or himself on the signature cards for two reasons: 1) If someone was not available at the Board Meeting or one of the three designated signees was not available then one of them would be available to sign the checks; and 2) and to be able to obtain specific information on an account. At this time the bank will not allow him access to library accounts since he is not a signer. The trustees asked that more discussion be held on this subject at the August Board Meeting.

*Hires/Resignations*                    There are none.

*Executive Session*                        Mr. O'Donovan MOVED the Library Board of Trustees enter into Executive Session to discuss the compensation and employment of a specific employee of the Library District. Ms. Polcyn SECONDED.

Roll Call Vote:

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

    Nays: None.

Motion PASSED.

Executive Session started at 7:46 p.m.

Executive Session ended at 8:14 p.m.

**Adjournment**                            Ms. Polcyn MOVED to adjourn. Mr. Ball SECONDED.

Roll Call Vote:

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

    Nays: None.

Motion PASSED.

The meeting adjourned at 8:16 p.m.

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President

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Secretary