

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MAY 16, 2024

The regular meeting of May 16, 2024, of the Northlake Public Library District Board of Trustees was called to order by Vice President Glowinski at 6:30 p.m.

Present Board members: Glowinski, Biddle, Gutierrez, Cassidy-Hatchet, and Aldinger.
Absent Board members: Wason and Elliott.

Also present were: Laura Bartnik, Director, Raleigh Ocampo, Asst. Director, and Annette Ignoffo, Business Office Manager.

The Board approved the agenda with the change of that the Executive Session was not needed on a motion by Aldinger with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Wason and Elliott

The Minutes of the Regular Board Meeting of April 18, 2024, were approved on a motion by Biddle with a second by Aldinger. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Wason and Elliott

The Library Fund Profit and Loss Report of April 30, 2024, was approved on a motion by Cassidy-Hatchet with a second by Biddle. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Wason and Elliott

Acceptance of the Bills Paid Report for April - May 2024 was approved on a motion by Cassidy-Hatchet with a second by Gutierrez. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Wason and Elliott

Acceptance of the Bills Payable Report for May 16, 2024, was approved on a motion by Gutierrez with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None

ABSENT: Wason and Elliott

Bills paid, April - May 2024: \$47,748.48

Bills payable, April 18, 2024: \$36,013.10

April-May 2024 Director's Report submitted by Laura Bartnik -May 16, 2024

- Building:
 - HVAC issues
 - Joe was out for a regular PM visit to wash both roof top units and clean the coils.
 - Flooring
 - Back staff stairs were completed on 5/8
 - Circ desk and elevator were completed after with no disruptions.
 - Elevator
 - Colley was out on 5/6 for a regular PM visit, no change in the damaged board.
 - Landscaping
 - Sergio was out for our spring cleanup and was out weekly to cut grass, trim, and weed.
 - Raleigh and Laura planted.
 - Roof
 - NIR was out on 5/13 for a roof PM visit and in our report listed the condition of our roof as a B (previously was a C)
- Grants
 - DCEO HD200063 –
 - **Wrap Up** – Still Waiting for final processing.
 - Live and Learn now called IL State Library Construction Grant
 - Unfortunately, it is unlikely our project will be funded this year.
 - Norma Hernandez
 - We've submitted our "Children's Dept Refresh" project to Norma's request for community funding ideas.
- Meetings
 - 4/22 State Library Idea Exchange with Alexi Giannoulis.
 - 4/25 State Library Construction Grant Committee
 - 4/29 LACONI with NAMI Mental Health First Aid Training
 - 5/3 Inservice- Building Scavenger Hunt, and Code Adam Drill
 - 5/8 Facilities Networking Group: Elevators, HVAC Automation, Generators, EV Chargers.
- Programs / Marketing
 - Most popular program in the children's dept- Dia de Los Ninos, and Teddy Bear Tea Party!

 - YS secured 27 donors this year for our Summer Reading Program, ever kid will receive \$180 in freebies!!!
 - Most popular adult programs- Eclipse Viewing Party (we passed out 500 pairs of glasses), and Zumba
 - Summer Reading Kick Off June 1st, 1-3pm



- Personnel
 - No Change.

Acceptance of the librarian's report was approved on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Elliott

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS

None

NEW BUSINESS

- 1) Approve Board Meeting Schedule for FY 2024-25

The Board approved the Meeting Schedule for FY 2024-25 on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Elliott

- 2) Approve Board Reorganization

The Board briefly discussed reorganization and it was decided Gutierrez would step down as Treasurer and Aldinger will be taking over as Treasurer. Acceptance of the Board members switching was approved on a motion by Biddle with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Elliott

- 3) Budget Preparations – The Director discussed some of the possible changes for the upcoming budget year.
- 4) Background Check Policy

The Director explained the details of adding a Background Check Policy for employees for the Library. The policy was approved on a motion from Cassidy-Hatchet with a second from Gutierrez. Roll Call Vote:

- 5) Consideration of an ordinance providing for and requiring the submission of the proposition of increasing the District’s limiting rate to the voters of the District at the general election to be held on November 5, 2024.

The Board discussed the consideration of an ordinance for the upcoming general primary election on November 5, 2024. This was approved on a motion from Biddle with a second from Aldinger. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Elliott

PUBLIC DISCUSSION

None

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:02 p.m. by Vice President Glowinski.

The next Board Meeting is scheduled for June 20, 2024, at 6:30 p.m.

Elizabeth Biddle, Secretary
