

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
JUNE 20, 2024

The regular meeting of June 20, 2024, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:35 p.m.

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

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 Glowinski with a second by Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Biddle, Gutierrez, and Cassidy-Hatchet

The Minutes of the Regular Board Meeting of May 16, 2024, were approved on a motion by Aldinger with a second by Glowinski. Roll Call Vote:

AYE: All
NAY: None
ABSTAIN: Wason and Elliott
ABSENT: Biddle, Gutierrez, and Cassidy-Hatchet

The Library Fund Profit and Loss Report of May 31, 2024, was approved on a motion by Glowinski with a second by Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Biddle, Gutierrez, and Cassidy-Hatchet

Acceptance of the Bills Paid Report for May - June 2024 was approved on a motion by Glowinski with a second by Aldinger. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Biddle, Gutierrez, and Cassidy-Hatchet

Acceptance of the Bills Payable Report for June 20, 2024, was approved on a motion by Glowinski with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Biddle, Gutierrez, and Cassidy-Hatchet

Bills paid, May - June 2024: \$29,254.76

Bills payable, June 20, 2024: \$31,781.43

May-June 2024 Director's Report submitted by Laura Bartnik -June 20, 2024

- Building:
 - HVAC issues
 - Joe was out for some minor replacement parts for RTU1. This unit also needs a R-22 recharge to get us through the summer.
 - Parking Lot
 - Burke Engineering was out to take a few samples and measurements for our 2025/26 parking lot project.
 - Landscaping
 - Sergio has been out regularly to cut grass, trim, and weed.
 - Laura and Raleigh have been removing cicadas from the north side of the building
 - Plumbing
 - FE Moran was out to inspect an issue with the east side spigot. Thankfully the spigot is working great and the issue is with our hose.
- Grants
 - DCEO HD200063 –
 - **Wrap Up** – There has been some movement with our final close out, adjustments needed to be made with the Jan and April reports.
 - 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.
 - PNG Grant
 - ???
 - MWRD Grant
 - We had our first meeting for the Green Infrastructure Grant (permeable parking lot)
- Meetings
 - 5/23 Proviso Area Directors Meeting.
 - 6/4 Green Infrastructure Meeting
 - 6/6 SWAN Quarterly Meeting, State Library Database package overview
 - 6/10 DCEO Grant Report meeting
 - 6/12 Jamie Rachlin / Chapman & Cutler, 2024 B&A, and Levy meeting
- Programs / Marketing
 - YS made multiple visits to 5 schools, and promoted both the Summer Reading Challenge, as well as the Summer Reading Kick Off Party to nearly 2000 students.
 - AS made 3 visits to La Michoacana to promote SRP

- Summer Reading Kick Off June 1st, 1-3pm recap
- Personnel
 - No Change.

Acceptance of the librarian’s report was approved on a motion by Glowinski with a second by Aldinger.
Roll Call Vote:

AYE: All
NAY: None
ABSENT: Biddle, Gutierrez, and Cassidy-Hatchet



President Wason report: None
Vice President Glowinski report: None

UNFINISHED BUSINESS

None

NEW BUSINESS

- 1) Appoint 2024-25 Check Signers

The Board decided to keep check signers as they are and was approved on a motion from Glowinski with a second from Gutierrez. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Biddle, Gutierrez, and Cassidy-Hatchet

- 2) Resolution 2024-01 transfer of funds from General Fund to Special Reserves

The Board approved Resolution 2021-01 to transfer funds from General Funds to Special Reserves on a motion by Aldinger with a second from Glowinski. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Biddle, Gutierrez, and Cassidy-Hatchet

3) Tentative Budget FY 2024-25

The Board discussed and reviewed the tentative budget and it was approved on a motion from Elliott with a second from Glowinski. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Biddle, Gutierrez, and Cassidy-Hatchet

4) Tentative B&A

The Board discussed and reviewed the tentative B&A and it was approved on a motion from Glowinski with a second from Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Biddle, Gutierrez, and Cassidy-Hatchet

5) Announce B&A Hearing

The Board discussed dates for the B&A hearing and decided on August 15, 2024 at 6:00 p.m. This was approved on a motion from Glowinski with a second from Aldinger. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Biddle, Gutierrez, and Cassidy-Hatchet

6) .02% Main. Ordinance # 24-605

The Board discussed the .02% Main. Ordinance # 24-605 and it was approved on a motion from Elliott with a second from Glowinski. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Biddle, Gutierrez, and Cassidy-Hatchet

7) Participate in the State Library's non-resident library card program for FY24-25 using the tax bill method

The Board discussed the State Library's non-resident library card program for FY24-25 and decided to use the Tax Bill Method. This was approved on a motion from Glowinski with a second from Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Biddle, Gutierrez, and Cassidy-Hatchet

8) Schedule "Closed Session Minutes" Review

The Board discussed current and previous Closed Session Minutes and decided to leave ALL minutes closed. This was approved on a motion from Glowinski with a second from Aldinger. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Biddle, Gutierrez, and Cassidy-Hatchet

9) Set Secretary's Minutes Audit

The Board set the Secretary Minutes Audit for August 15, 2024 at 6:00 p.m. with Trustees Elliott and Glowinski serving as auditors. This was approved on a motion from Glowinski with a second from Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Biddle, Gutierrez, and Cassidy-Hatchet

10) State of IL Capital Bill FY 24 – The Director explained to the Board about a DCEO grant for the Youth department in the amount of \$253,000 that was appropriated as part of FY23 Capital Bill. As of Capital Bill FY24 it has still not been expended.

PUBLIC DISCUSSION

None

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:35 p.m. by President Wason.

The next Board Meeting is scheduled for August 15, 2024, at 6:30 p.m.

Elizabeth Biddle, Secretary
