

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
AUGUST 15, 2024

The regular meeting of August 15, 2024, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:30 p.m.

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

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 Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

The Minutes of the Regular Board Meeting of June 20, 2024, were approved on a motion by Aldinger with a second by Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

The Library Fund Profit and Loss Report of June 2023 - July 2024, was approved on a motion by Cassidy-Hatchet with a second by Biddle. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

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

AYE: All
NAY: None
ABSENT: Gutierrez

Acceptance of the Bills Payable Report for August 15, 2024, was approved on a motion by Cassidy-Hatchet with a second by Aldinger. Roll Call Vote:

AYE: All
NAY: None

ABSENT: Gutierrez

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

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

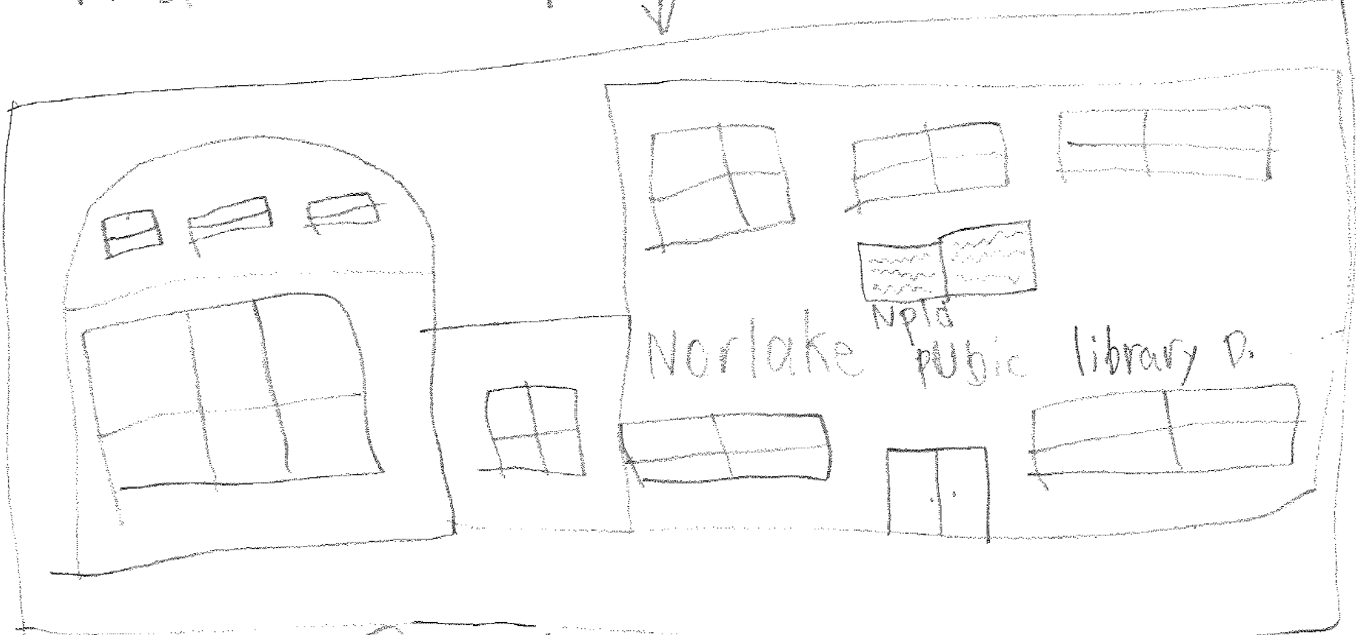
June-August 2024 Director's Report submitted by Laura Bartnik -August 15, 2024

- Building:
 - HVAC issues
 - Unfortunately, July has brought nonstop issues with RTU 1. We're currently down a compressor and have started the replacement project leg work, updating our exploratory quotes, brought our architect up to speed and are preparing the specs.
 - Elevator Project
 - The elevator project is in full swing, the bid packet has been prepared and bids will be selected at the September meeting.
 - Landscaping
 - Sergio was out to clean up after the storm on 7/15. We had a large branch come down on the west side of the building.
 - Generator
 - June 29th the block heater over heated and melted some of the connecting hoses. The smoke set off the fire alarms and the fire dept arrived, Marion and Raleigh arrived shortly after. The generator was turned off and a call for service was put in. The block heater was replaced; however, the tech noticed a small leak in the water pump, which may have been the culprit. The lead time for replacement parts has been quite long. The generator is expected to be back online Aug 27.
- Grants
 - DCEO HD200063 –
 - **Wrap Up** – final payment was authorized by our grant manger on 8/5
 - Norma Hernandez “Children’s Dept Refresh”
 - Bobby Hernandez reached out confirming that funding has been released and submitted to DCEO, all contact information has been verified.
 - PNG Grant
 - ???
 - MWRD Grant- Parking Lot
 - We are working on an updated IGA between the library, city, MWRD, and ACCD. Our preliminary IGA was just to move forward with the project. This updated IGA will have all the necessary technical specs provided by the MWRD and the city’s engineers (Burke Engineering)
- Meetings
 - 6/25 HR Source Benchmarking Project Kickoff
 - 6/27 Leyden Area Directors Meeting
 - 7/12 LIRA full membership meeting
 - 7/25 HR Source Benchmarking Project Comparison Selection
 - 7/29 Midwest Mechanical RTU replacement Meeting
 - 8/5 OMNIA Partners Overview
 - 8/8 IDPH Naloxone Check In
 - 8/14 LACONI Unconference

- Programs / Marketing
 - 684 patrons participated in summer reading
 - Loteria-between 50-60 attendees each session.
 - Back to School Ice Cream Social-280 patrons
- Personnel
 - No Change.



Dear NPID team this a letter to everybody
I hope you have a great 4 of July.
and a good vacation So read this
letter but Make sure that you
read this letter but you library
is the best in the whole
wide world! ↴



↑ Drawing ↑

I hope you like it.

Your friend,

P.S everybody love your library!
Jorge Alvarez

President Wason report: None
Vice President Glowinski report: None

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Accept Secretary’s Audit of Minutes FY 2023-24

After completing the audit of the Secretary’s Minutes by Cassidy-Hatchet and Elliott, the minutes were approved on a motion by Cassidy-Hatchet with a second from Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

2. Verification of B&A Hearing 8/15/24

Acceptance of the B&A Hearing was approved on a motion by Biddle with a second by Aldinger. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

3. Adopt Ordinance # 24-606, Budget and Appropriations of the Northlake Public Library District for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025.

Acceptance of Ordinance # 24-606, Budget and Appropriations of Northlake Public Library District was approved on a motion by Elliott with a second by Biddle. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

4. Accept Estimate of Revenues for Fiscal Year beginning July 1, 2024 and ending June 30, 2025.

Acceptance of the Estimate of Revenues for Fiscal Year beginning July 1, 2024 – June 30, 2025 with correction of date was approved on a motion by Cassidy-Hatchet with a second by Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

5. Approve State Annual Report (IPLAR), FY 2023-24

Acceptance of the State Annual Report (IPLAR), FY2023-24, with updates to Board member information was approved on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

6. Tentative Tax Levy Percentage

The Director explained the delay of the Tax Levy and percentage increase to the Board. The Board approved a 7% increase on a motion by Cassidy-Hatchet with a second by Aldinger. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

7. Personnel Policy Revision: Staff Member Anniversary

This policy was approved on a motion from Cassidy-Hatchet with a second from Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

8. Election Timeline Update – The Director gave the Board the updated 2025 Consolidated Election Timeline.

9. Referendum Marketing Materials Review – The Director discussed with the Board what some of the marketing materials will be for the upcoming referendum.

PUBLIC DISCUSSION

None

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:03 p.m. by President Wason.

The next Board Meeting is scheduled for September 19, 2024, at 6:30 p.m.

Elizabeth Biddle, Secretary
