

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
SEPTEMBER 19, 2024

The regular meeting of September 19, 2024, of the Northlake Public Library District Board of Trustees was called to order by Vice President Glowinski at 6:29 p.m.

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

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

The Board approved the agenda with the change of that the Executive Session was not needed and changes of dates of some of the agenda items on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Wason, Gutierrez, and Elliott

The Minutes of the Public Hearing of August 15, 2024, were approved on a motion by Aldinger with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Wason, Gutierrez, and Elliott

The Minutes of the Regular Board Meeting of August 15, 2024, were approved on a motion by Cassidy-Hatchet with a second by Biddle. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Wason, Gutierrez, and Elliott

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

AYE: All
NAY: None
ABSENT: Wason, Gutierrez, and Elliott

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

AYE: All

NAY: None

ABSENT: Wason, Gutierrez, and Elliott

Acceptance of the Bills Payable Report for September 19, 2024, was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason, Gutierrez, and Elliott

Bills paid, August – September 2024: \$37,344.94

Bills payable, September 19, 2024: \$29,795.65

August-September 2024 Director's Report submitted by Laura Bartnik -September 19, 2024

- Building:
 - HVAC issues
 - Thankfully cooler temps have brought more stability to both RTUs, we should be selecting a replacement proposal at the October meeting.
 - Elevator Project
 - Bids have been completed, once parts re ordered we'll have a better idea on timeline. Tentatively work should start mid-November.
 - Generator
 - Cummins was on site Aug 27, to make final repairs, unfortunately they were unable to find a needed part as it is obsolete (natural gas mixer) at this point having exhausted all repair options we will need to look into replacing the generator. We have an exploratory quote from Cummins and have also reached out to Studio GC as Cummins has told us that code no longer allows this type of generator to be housed inside.
- Grants
 - DCEO Grant HD250098 Children's Dept \$253,000.00
 - We have just received all of our grant paperwork, budget, project narrative etc. We've be working on compiling the packet and getting it back to DCEO ASAP.
 - MWRD Grant- Parking Lot
 - We have tentatively moved our construction start up to late July of 2025
- Meetings
 - 8/20 DCEO Onboarding
 - 8/20 LIMRIIC Fall Meeting
 - 8/22 Proviso Area Directors Meeting
 - 8/22 Referendum Meeting with Roselle Public Library
 - 8/27 Referendum Meeting with Bobby Hernandez
 - 9/3 E-Rate and Fiber Meeting with Comcast
 - 9/4 Facilities Networking Meeting
 - 9/5 SWAN Quarterly
 - 9/18 Referendum Meeting with Bobby Hernandez



- Programs / Marketing
 - Leyden Transitions Snack Cart (Tuesdays & Thursdays AM)
 - Enger School Visits have resumed
 - This Saturday is our Hispanic Heritage Fiesta 1-3pm
- Personnel
 - Janette Serrano has taken a promotion and will be moving from Page to AS Associate.

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, Gutierrez, and Elliott

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Referendum info – The Director discussed the upcoming referendum and materials ordered and printed.
2. **Tentative** Tax Levy Ordinance

The Board approved the tentative Tax Levy Ordinance on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason, Gutierrez, and Elliott

3. Announce Levy Hearing

The Board discussed dates for the Tax Levy hearing and decided on October 17, 2024 at 6:00 p.m. This was approved on a motion from Cassidy-Hatchet with a second from Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason, Gutierrez, and Elliott

4. Capital Projects - The Director discussed with the Board the current and future capital projects on the schedule.

5. Approve Furniture Order

The Director presented to the Board with the quote from Henricksen furniture for discussion. The quote was approved on a motion by Cassidy-Hatchet with a second by Aldinger. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason, Gutierrez, and Elliott

6. Approve Elevator Bid

Elevator Upgrade Bids - The Director presented to the Board the bid worksheet report prepared by Studio GC for the elevator project. After discussions, Construction Solutions of Illinois, Inc. was approved on a motion by Aldinger with a second from Glowinski.

AYE: All

NAY: None

ABSENT: Wason, Gutierrez, and Elliott

7. Insurance Percentages

The Director discussed the upcoming open enrollment premiums. After discussions the Board made the coverage change from 80/20 to 90/10. This was approved on a motion from Biddle with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason, Gutierrez, and Elliott

PUBLIC DISCUSSION

None

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:23 p.m. by Vice President Glowinski.

The next Board Meeting is scheduled for October 17, 2024, at 6:30 p.m.

Elizabeth Biddle, Secretary
