

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
OCTOBER 17, 2024

The regular meeting of October 17, 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, Gutierrez, Elliott, and Aldinger.
Absent Board members: Glowinski and Cassidy-Hatchet

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

The Board approved the agenda with the changes of moving NEW BUSINESS Item 1 to after approval of the agenda and that the Executive Session was not needed on a motion by Elliott with a second by Biddle. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Glowinski and Cassidy-Hatchet

Financial Audit FY2023-24 - David Jelonek from GW & Associates PC presented our annual financial audit about the library for this past fiscal year. Acceptance of the Financial Audit FY 2023-24 was approved on a motion by Biddle with a second by Aldinger. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Glowinski and Cassidy-Hatchet

The Minutes of the Regular Board Meeting of September 19, 2024, were approved on a motion by Gutierrez with a second by Biddle. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Glowinski and Cassidy-Hatchet

The Library Fund Profit and Loss Report of September 30, 2024, was approved on a motion by Gutierrez with a second by Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Glowinski and Cassidy-Hatchet

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

AYE: All
NAY: None
ABSENT: Glowinski and Cassidy-Hatchet

Acceptance of the Bills Payable Report for October 17, 2024, was approved on a motion by Elliott with a second by Gutierrez. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Glowinski and Cassidy-Hatchet

Bills paid, September - October 2024: \$31,636.99

Bills payable, October 17, 2024: \$29,456.63

September-October 2024 Director's Report submitted by Laura Bartnik -October 17, 2024

- Building:
 - HVAC issues
 - Joe and Marco from Automated Logic were on site on 10/8 to put the boilers and automation through a series of tests ahead of winter, everything looks great.
 - Elevator Project
 - Contract has been signed and parts are ordered, lead times put us in January which is a more favorable month than previous planned.
 - Generator
 - We've received a few exploratory proposals for natural gas vs diesel replacements, as well as a quote for temp emergency generator service. Currently none of the replacement options can be housed in the current generator room. Due to the complexity of this project we've turned it over to the architects. Lead times for both options from Cummins have a 30-week lead time.
 - IT
 - Vince has left Current Tech his last day was 10/14. We'll be requesting proposals from his new company Nova Tech, as well as Outsource Solutions Group (OSG) which a number of libraries use and recommend.
- Grants
 - DCEO Grant HD250098 Children's Dept \$253,000.00
 - Architects are currently putting together the budget and scope of work; their fees will also be built into the grant.
 - MWRD Grant- Parking Lot
 - Burke engineering was out to survey our parking lights which we are planning to keep. Worst case scenario they may need to replace the electrical and conduit which is running under the parking lot, but that has already been built into the existing budget.
- Meetings

- 9/26 Leyden Area Directors Group
- 10/9 IT overview with Outsource Solutions Group (OSG)
- Programs / Marketing
 - Hispanic Heritage Fiesta
 - Empanada Making
 - The Children's Dept put on 48 programs last month, and did 7 school visits which covered book talks, curriculum nights, and career days.
- Personnel
 - Alex Neri-Solario, Adult Services Associate, last day Oct 16
 - Brea Colson, Guest Services Clerk, last day Oct 26

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

AYE: All

NAY: None

ABSENT: Glowinski and Cassidy-Hatchet

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS

None

NEW BUSINESS

- 1) Financial Audit FY 2023-24 - Moved to after agenda for approval.
- 2) Verification of Truth in Taxation Hearing 10/17/24

Acceptance of the Truth in Taxation Hearing was approved on a motion by Elliott with a second by Aldinger. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski and Cassidy-Hatchet

- 3) Approval of Tax Levy Ordinance 24-607

Acceptance of Tax Levy Ordinance # 24-607 of Northlake Public Library District was approved on a motion by Biddle with a second by Elliott. Gutierrez left at 6:55pm. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski and Cassidy-Hatchet

- 4) Referendum Planning - The Director gave information about the options for a referendum for the spring election to the Board.
- 5) FOIA / OMA Training - The Director discussed upcoming and ongoing training.
- 6) COLA Update - The Director presented the Board with the upcoming COLA increase for 2025.
- 7) HR Source Benchmarking Study and Salary Scale - The Director presented the Board the Benchmarking Study provided by HR Source for discussion.
- 8) Treasurers Bond - The Director presented the updated Treasurers Bond information.
- 9) RTU replacement proposal – These proposals were tabled until the November 2024 meeting.
- 10) Automation for RTU replacement proposal

The Director presented the automation proposal from Automated Logic. Acceptance and approval of Automated Logic was approved on a motion by Biddle with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski and Cassidy-Hatchet

- 11) Insurance Coverage Percentage Change

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 Elliott with a second from Aldinger. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski and Cassidy-Hatchet

PUBLIC DISCUSSION

None

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:45 p.m. by President Wason.

The next Board Meeting is scheduled for November 21, 2024, at 6:30 p.m.

Elizabeth Biddle, Secretary
