

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
APRIL 15, 2021

The regular meeting of April 15, 2021, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:44 p.m.

Present Board members: Wason, Glowinski, Tews, and Biddle.

Absent Board members: Cassidy-Hatchet, Elliott, and Gutierrez

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

The Board approved the agenda with the change that the Executive Session was not needed on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet, Elliott, and Gutierrez

Minutes of the Regular Board Meeting of March 18, 2021, were approved on a motion by Biddle with a second by Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet, Elliott, and Gutierrez

The Library Fund Profit and Loss Report of March 31, 2021, was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet, Elliott, and Gutierrez

Acceptance of the Bills Paid Report for March 2021 – April 2021 was approved on a motion by Glowinski with a second by Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet, Elliott, and Gutierrez

Acceptance of the Bills Payable Report for April 15, 2021, was approved on a motion by Tews with a second by Glowinski. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet, Elliott, and Gutierrez

Bills paid, March 2021 - April 2021: \$31,652.23

Bills payable, April 15, 2021: \$34,575.30

Bartnik Reported on:

March - April 2021 Director's Report submitted by Laura Bartnik

April 15, 2021

- COVID-19 Phase Update
 - Positive Health Services Mobile Clinic began on April 8, 2021. We did have a few technical difficulties with the appointment site, which caused a bit of confusion. We're happy to join Villa Park Library, Elmhurst, Berkeley, Bellwood, and Melrose Park Districts as a mobile site.

- Building Issues:
 - Boiler pipe cleaning- Chemicals arrived and cleaning started 3/16/21. What was supposed to be a 10-day cleaning is now pushing 30+ days, but we are seeing improvement. We will be contracting for a PM service to check water and chemical levels on a monthly basis, which will prevent this situation from happening again.
 - Additional leaks continue to pop up here and there; thankfully none are extreme and are easily fixable.
 - Generator repair- We are still working out the billing kinks as there are some discrepancies over the cost of parts. Once this is squared away we'll be ready to move forward with the additional repair.
 - Phones- First Com was out on 4/1 to install the new VoX PRI, and on 4/12 Wireline connected the cables to our PBX system. We experienced zero down time.
 - Ian was out on Friday 4/9 to fix our broken water fountain and a leaky sink.
 - Asphalt Parking Lot- We're not scheduled to have our parking lot redone until 2023, but we do have some areas that are looking rough after all the plowing this winter. I contacted Rose Paving to come out for an inspection and restriping, and we'll go from there. We may need to address some cracks to get us to 2023.
 - Flag Pole- Our flag pole has not had a flag for at least 10 years. First due to overgrown trees and then due to a broken crank shaft assembly. We are happy to report it has been fixed.

- Grants
 - Adult Services will be re-applying for our Digital Preservation grant. This was a project we had previous applied for to digitize our archives.

- Webinars and Trainings
 - I will be doing the District Library Budget and Appropriations workshop on 4/16.

- Programs / Marketing
 - One of the most exciting programs from this month has been our PHS Mobile Clinic for vaccines, which took place on 4/9 and will continue through June.
 - Jade, our Teen Librarian, has started a digital teen volunteer program using Discord (a digital distribution platform). Students are completing a wide variety of tasks ranging from book reviews for our Goodreads page, to inspirational yard signs, to program advisory in order to earn service learning hours in order to graduate. We generally have around 20-30 teen volunteers in our traditional summer volunteer program, but our digital program has 40 students!

- Personnel
 - The Youth Services conducted interviews in early April to replace a part-time associate. They had an excellent candidate pool in spite of the pandemic and have offered the position to Jessie Bond. Her tentative start date will be 4/27.

Acceptance of the librarian's report was approved on a motion from Wasson with a second from Tews.
Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet, Elliott, and Gutierrez

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS

- 1) SEI Filing – Discussed by the Board. The Library Director will be emailing reminders to Board members who have not completed their filings.

NEW BUSINESS

- 1) Trustee Election Results – The Board briefly discussed the election and the results.
- 2) Approve Updated Adult Services Job Descriptions

The Board received and discussed updated copies of job descriptions for the Adult Services Department.

Acceptance of the Adult Services job descriptions was approved on a motion from Glowinski with a second from Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet, Elliott, and Gutierrez

- 3) Cards for Kids Guest Services Policy Update

The Board received the Cards for Kids Guest Services Policy and discussed what the changes entailed.

Acceptance of the updated Cards for Kids Guest Services Policy was approved on a motion from Glowinski with a second from Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet, Elliott, and Gutierrez

- 4) Strategic Plan Update – The Board was given an updated version of the library’s Strategic Plan and discussed what has been completed.
- 5) Serving Our Public Ch 6 - Informational

PUBLIC DISCUSSION

No public in attendance.

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:24 p.m. by President Wason.

The next Board Meeting is scheduled for May 20, 2021, at 6:30 p.m.

Elizabeth Biddle, Secretary
