

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
AUGUST 15, 2019**

The regular meeting of August 15, 2019, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:30 p.m.

Present board members: Glowinski, Wason, Biddle, Tews, Cassidy-Hatchet.

Absent board members: Gutierrez.

Also present were: Sharon Highler, Library Director; Laura Bartnik, Assistant 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 Cassidy-Hatchet.

AYES: All

NAYES: None

ABSENT: Gutierrez

Minutes of the Regular Board Meeting of June 2019 were approved on a motion by Glowinski with a second by Biddle.

AYES: All

NAYES: None

ABSENT: Gutierrez

The Library Fund Profit and Loss Report of June 30-July 31, 2019 was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll call vote:

AYES: All

NAYES: None

ABSENT: Gutierrez

Acceptance of the Bills Paid Report for June 2019, July 2019, and August 15, 2019 was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYES: All

NAYES: None

ABSENT: Gutierrez

Acceptance of the Bills Payable Report for August 15, 2019 was approved on a motion by Cassidy-Hatchet with a second by Tews. Roll Call Vote:

AYES: All  
NAYES: None  
ABSENT: Gutierrez

Bills paid, June, July, August, 2019: \$102,873.27.  
Bills payable, August 15, 2019: \$23,343.96.

Highler Reported on:

1. Building Issues:  
HVAC problems were resolved. The normal preventive maintenance was performed.  
The normal inspection and pm was performed for the generator. All was well.  
The normal pm was performed on the roof. One small hole was found and patched.  
The parking lot was evaluated and two problem areas will be fixed in the near future.
2. Historical Marker:  
The library has been approached about providing a historical marker for the site of the first library. The board decided more is needed.
3. Summer Programs have or are ending. Participation was slightly less than last year.
4. Summer lunches followed the usual pattern with dwindling participation as summer progressed.
5. Staff Changes:  
All of our new staff members are fitting in very well. Our newly promoted staff is also doing an excellent job.

New Hires:  
Monica Jaramillo, Page (pt), started on July 30, 2019.

This completes our current round of hiring and fulfills our organization for now.

6. MISC.  
I completed work on the budget.  
I am previewing webinars to help us complete the PCG requirement.

The board accepted the librarians' reports for June – August 2019 with their thanks.

President Wason report: None  
Vice President Glowinski report: None

Old Business:

1. Personnel Policy Revisions
  - a. Equal Employment Opportunity Policy
  - b. Leave Requests

Acceptance of the Personnel Policy Revisions a and b for August 15, 2019, were approved on a motion by Glowinski with a second by Tews. Roll Call Vote:

AYES: All  
NAYES: None  
ABSENT: Gutierrez

New Business:  
Appointment and Swearing in of Trustee to fill Board Vacancy

The Board tabled this appointment until further notice on a motion by Glowinski with a second by Tews. Roll Call Vote:

AYES: All  
NAYES: None  
ABSENT: Gutierrez

The next regular Board meeting is scheduled for Thursday September 19, 2019 at 6:30 p.m.

Having moved through the agenda the meeting was adjourned at 7:15 p.m. by President Wason.

Elizabeth Biddle, Secretary

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