

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
AUGUST 20, 2020

The regular meeting of August 20, 2020, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:34 p.m.

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

Absent Board members: Tews.

Also present were: Laura Bartnik, Library Director; Raleigh Ocampo, Assistant Director; 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: Tews

Minutes of the Regular Board Meeting of July 16, 2020, were approved on a motion by Biddle with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Tews

The Library Fund Profit and Loss Report of June 30, 2020 – July 31, 2020, was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Tews

Acceptance of the Bills Paid Report for August 2020, was approved on a motion by Cassidy-Hatchet with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Tews

Acceptance of the Bills Payable Report for August 20, 2020 was approved on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Tews

Bills paid, July/August 2020: \$22,241.24
Bills payable, August 20, 2020: \$37,916.65

Bartnik Reported on:

July – August 2020 Director’s Report submitted by Laura Bartnik
August 20, 2020

- Building Issues: HVAC, Electrician, Juan.
 - HVAC- We had our regular PM service, and were happy to report zero issues, but due to the power outage we did have 2 fuses that blew, as well as one exhaust fan driver go in the week following our inspection.
 - Electrician- Steve from Anchor Electric was back out to replace bulbs in a bank of emergency lights in the SE stairwell.
 - Doors- Juan was out to take a look at our 2 East Exit doors, which have been difficult to close/latch.
 - IT - We also needed to call IT out for a service call after the power outage when a few of our virtual servers didn’t reboot.
 - Generator- we also had our generator inspection, which was timely since we just had the power outage.
- Covid-19 Phase Update
 - We entered Phase 4 of our library re-opening plan on August 5th. We are open but with slightly reduced hours, limited seating, and we are urging patrons to keep their visit to under an hour. Curbside is also still available. We are planning to resume Sunday hours after Labor Day, as well as return to full hours.
- Financial
 - Currently, we are still on track to collect the bulk of our tax disbursements; we received 1 large disbursement and 2 smaller ones in July/August.
 - Interest rates have plummeted, which was expected even prior to COVID, but have been accelerated by COVID.
- Webinars and Trainings
 - The bulk of my Fridays are filled with Director University Training, including: library finance, budgeting, emergency preparedness, building maintenance, security, records retention, and FOIA.
 - Annette and I have also watched a number of Human Resource webinars on the changing EFMLA and FFCRA.
- FOIA
 - We received the standard yearly FOIA from The Better Government Association
- Grants
 - State Grant – still no word after multiple attempts for an update
 - Back to Books – \$4,900.00
 - PPE - \$500.00

- Incident
 - On August 8th around 3 p.m., we had a patron who was suffering from a health crisis in our parking lot. Thanks to a quick response from staff, Northlake PD and Fire they were taken care of immediately.
- GMAIL and Drive training – Raleigh
- Website demo - Raleigh

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS:

- 1) Accept Secretary’s Audit of Minutes FY 2019-20

Acceptance of the Secretary’s Audit of Minutes for FY2019-20 was approved on a motion by Cassidy-Hatchet with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Tews

- 2) Historical Library Marker

After discussion about style and cost, to which style is tabled until the next meeting, acceptance of the Historical Library Marker was approved with a budget of less than \$1,000.00 on a motion by Cassidy-Hatchet with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Tews

NEW BUSINESS

- 1) Approve State Annual Report (IPLAR), FY 2019-20

Acceptance of the State Annual Report (IPLAR), FY2019-20, was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Tews

- 2) Present **Tentative** Tax Levy Ordinance – Discussion of the Tax Levy being presented at the September 17, 2020, meeting.
- 3) IMRF Transfer from General Fund
 - a. \$5,000 from Professional Services to IMRF

Acceptance of the IMRF Transfer in April 2020 was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Tews

- 4) IMRF Accelerated payment – Discussion of the details of three (3) payments.
- 5) Story Walk – Trustee Biddle discussed what the Village of Northlake had envisioned in the past and what other surrounding villages have in their parks.

There were no members of the public present.

ADJOURNMENT

Having moved through the agenda the meeting was adjourned at 7:43 p.m. by President Wason.

The next Board Meeting is scheduled for September 17, 2020, at 6:30 p.m.

Elizabeth Biddle, Secretary
