

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

The regular meeting of February 20,2020, 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, Glowinski, Biddle, Gutierrez, Cassidy-Hatchet, and Elliot
Absent board members: Tews

Also present were: Sharon Highler, Library Director; Laura Bartnik, Assistant Director; Annette Ignoffo, Business Office Manager.

The board approved the agenda, on a motion by Glowinski with a second by Cassidy-Hatchet.

AYES: All
NAYES: None
ABSENT: Tews

Executive Session: 5 ILCS 120/2 (c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel, including hearing testimony on a complaint lodged against an employee or against legal counsel to determine its validity.

Executive session started at 6:37pm and ended at 7:03pm.

Minutes of the Regular Board Meeting of January 16, 2020 were approved on a motion by Biddle with a second by Glowinski.

AYES: All
NAYES: None
ABSENT: Tews

The Library Fund Profit and Loss Report of January 31, 2020 was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll call vote:

AYES: All
NAYES: None
ABSENT: Tews

Acceptance of the Bills Paid Report for January 2020 – February 2020 was approved on a motion by Gutierrez with a second by Elliott. Roll Call Vote:

AYES: All
NAYES: None
ABSENT: Tews

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

AYES: All

NAYES: None

ABSENT: Tews

Bills paid, January 2020 and February 2020: \$42,829.00

Bills payable, February 20, 2020: \$52,257.15

Highler Reported on:

January – February 2020 Director's Report submitted by Sharon L. Highler

February, 2020

Building Issues:

Some of the wooden chairs on the second floor have reached end of life. Many were repaired. Several were beyond fixing. We are in the process of replacing them.

The generator was inspected and found to need some repairs. This will take place soon.

The HVAC system needed some minor repairs to the roof-top unit. One of the motors was replaced.

The Washer & Dryer, installation was delayed. It turns out we were sold a dryer that needed to be vented. It was returned after numerous attempts to rectify the situation. Ultimately, we are now working with another vendor and hope to have the job completed soon.

Legislative Luncheon

We were able to sit with Rep. Willis and properly thank her for submitting our library for grant funds. We took her a "Thank You" bag with two of my favorite books in case she is asked to read for a story-time and a library t-shirt.

Staff Changes:

None

Misc.

Much of my time this month was spent on the total Personnel Policy review. We also viewed a webinar on Labor Law.

Next month will begin a review of job descriptions.

The board discussed an upcoming Trustee Forum Workshop in Oak Brook on Saturday March 14, 2020.

The board accepted the librarians' reports for Jan. 2020 – February 2020 with their thanks and approved on a motion by Biddle with a second by Cassidy-Hatchet.

AYES: All

NAYES: None

ABSENT: Tews

President Wason report: None
Vice President Glowinski report: None

UNFINISHED BUSINESS:

1. Review and Adopt Policy Revisions
 - a. Personnel Policy Revisions - The board discussed changes to the current personnel policy.

The board approved the proposed changes to the personnel manual, on a motion by Glowinski with a second by Gutierrez.

AYES: All
NAYES: None
ABSENT: Tews

2. Strategic Plan 2020-22 – The board discussed the new plan and how it would affect the library. How it would be a living document and change with the library changes.

The board approved the Strategic Plan 2020-22, on a motion by Biddle with a second by Gutierrez.

AYES: All
NAYES: None
ABSENT: Tews

3. Non-Discrimination and Anti-Harassment Policy Resolution – This item was tabled until next board meeting.
4. DCEO Grant – The Director informed the board the library received notification of grant award for the library remodel. Sharon and Laura are composing paperwork to be returned. The board also discussed various grants available and what is possibly available.

NEW BUSINESS

1. Personnel Transition

The board accepted the director Sharon Highler's resignation, effective June 12, 2020.

The board approved the acceptance of director Sharon Highler's resignation, on a motion by Glowinski with a second by Cassidy-Hatchet.

AYES: All
NAYES: None
ABSENT: Tews

2. Salary Scale Adjustment for FY 2020-21 – The director reminded the board about the salary scale adjustments and upcoming July 1, 2020 implementations accordingly with Chicago.

3. Trustee Cassidy-Hatchet discussed and invited everyone for an upcoming training for the census.

ADJOURNMENT

Having moved through the agenda the meeting was adjourned at 8:10 p.m. by President Wason.

The next Board meeting is scheduled for March 19, 2020.

Elizabeth Biddle, Secretary
