

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
FEBRUARY 18, 2021

The regular meeting of February 18, 2021, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:32 p.m. and was held via Zoom.

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

Also present were: Laura Bartnik, Library Director, Raleigh Ocampo, Asst. Library Director, Annette Ignoffo, Business Office Manager, and Ed Dicristofano, FE Moran HVAC.

The Board approved the agenda with the change that the Executive Session was not needed on a motion and to move HVAC from new business to the beginning by Biddle with a second by Tews. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

Minutes of the Regular Board Meeting of January 21, 2021, were approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

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

AYE: All
NAY: None
ABSENT: Gutierrez

Acceptance of the Bills Paid Report for January – February 2021 was approved on a motion by Cassidy-Hatchet with a second by Glowinski. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

Acceptance of the Bills Payable Report for February 18, 2021, was approved on a motion by Glowinski with a second by Tews. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

Bills paid, January 2021 – February 2021: \$15,891.65
Bills payable, February 18, 2021: \$30,922.09

Bartnik Reported on:

January – February 2021 Director's Report submitted by Laura Bartnik
February 18, 2021

- COVID-19 Phase Update
 - Since the January Board meeting, we've only had 1 staff member out for COVID-19 related reasons.
 - Current positivity rate for us (region 10) is 4% and FALLING.
 - Notary services and Passports resumed on February 1
 - While curbside services are still being utilized, there has been an increase in traffic to the library for in-person services.
 - Curbside was briefly suspended due to extreme temps.
- Building Issues:
 - Plumbing- Patrick was out to replace the water tank, while making those repairs they noticed more sediment collecting, causing a small leak and loss of water pressure. They will be out to repair the part and add a screen to collect more sediment.
 - Anchor Electric- Steve from Anchor Electric was out to replace a few ballasts, as well as fix the emergency lights in the basement program room.
 - Fire Sprinkler- FE Moran was out to do our 5-year sprinkler test. We only needed one minor repair, but we passed our test and are good for another 5 years.
 - HVAC- Ed was out on February 3 to do our routine PM service. He discovered that the air-handler pulleys and sheaves on both the supply and return fans are showing wear and should be replaced.
 - That same day we also noticed leaking in Marianne's office and called Joe out to inspect and repair.
 - On February 7, we needed to call Joe back out for extreme leaking in 2 locations; a broken coil above the children's reference desk, which had already flooded the reference area, the play area, and the basement lounge. Shortly after, another coil broke above the guest services desk, causing flooding in that area. We seemed to have the perfect storm of issues: extreme temps, automation issues with the dampers and seized valves, which caused the coils to freeze and break.
 - Roof- On February 10 we noticed a roof leak. NIR was out to inspect and unfortunately, the leak is due to ice damming at the roof seam. Thankfully it's a slow drip, we'll just leave a drip pan there until it can be addressed in the spring. NIR's recommendation is to add a heating coil in that area that would be turned on every winter and off in the spring.
- Grants
 - We finally received our \$5,000 CARES Act funding.

- PerCapita- We will be making some hardware/memory upgrades on both staff and public computers. Raleigh has begun to gather quotes for the study room refresh.
- Webinars and Trainings
 - 1/26 Laura and Raleigh attended the Zoom SWAN member update
 - 1/28 Laura attended to Zoom RAILS member update
- Programs / Marketing
 - E-magazines are now live on OverDrive as of February 1; in 2 days we had over 40 checkouts.
 - Media on Demand- as we get further and further in this pandemic, our e-content continues to soar. We typically see between 500-600 checkouts a month, in January we had over 800 checkouts.
 - The YS department has just started a subscription to “Beanstack” for summer reading
- Personnel
 - None.
- Misc.
 - Raleigh and Laura met with Cori Davis from Positive Healthcare Services in Lombard about the potential to be a vaccination site.
 - Raleigh, Laura, and Annette met with Joe from Brian Zabel Associates, and Dalena Welkomer from Baird to gather preliminary information on our 2024 plans.
 - Annual State Library Certification was completed on 2/15/21.

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

AYE: All
NAY: None
ABSENT: Gutierrez

President Wason report: None
Vice President Glowinski report: None

UNFINISHED BUSINESS

None

NEW BUSINESS

- 1) HVAC – Moved to the beginning of the meeting and discussed the current and past HVAC issues along with suggestions for the future.
- 2) Succession Policy

The Director presented the Board with an Administrative Succession Plan and the Board discussed what would happen if the Director was unable to continue. Acceptance of the Administrative Succession Plan was approved on a motion from Biddle with a second from Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez

3) General Obligation Bonds

The Director presented the Board with suggestions for the ending of the current bond (2024). The Board reviewed the options packet sent by Baird on what the library's options are for what to do next.

PUBLIC DISCUSSION

No public in attendance.

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:52 p.m. by President Wason.

The next Board Meeting is scheduled for March 18, 2021, at 6:30 p.m.

Elizabeth Biddle, Secretary
