

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
JANUARY 19, 2019**

The regular meeting of January 17, 2019, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:26 p.m. Present were board members: Cassidy-Hatchet, Glowinski, Wason and Biddle. Absent board members: Tews and Gutierrez. Also present were: Sharon Highler, Library Director; Laura Bartnik, Assistant Director; Raleigh Ocampo, Head of Guest Services and Rick McCarthy from Studio GC.

The board approved the agenda with the change that sections b. and c. of the Librarians' report and business item 4 be moved up under Acceptance of bills paid and that the Executive Session was not needed on a motion by Biddle with a second by Cassidy-Hatchet.

AYES: All

Minutes of the Regular Board Meeting of November 15, 2018 were approved on a motion by Biddle with a second by Cassidy-Hatchet.

AYES: All

The Library Fund Profit and Loss Report of Nov. 30, 2018 and Dec. 31, 2018 was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll call vote:

AYES: Cassidy-Hatchet, Glowinski, Wason, Biddle

NAYS: None

ABSENT: Tews, Gutierrez

Acceptance of the Bills Paid (in the amount of \$74,222.66)/ Payable (in the amount of \$47,445.10) Report for January 17, 2019 was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll call vote:

AYES: Cassidy-Hatchet, Glowinski, Wason, Biddle

NAYS: None

ABSENT: Tews, Gutierrez

Raleigh Ocampo was introduced as the new Head of Guest Services and explained the reorganizational efforts to combine former Circulation Services, Technical Services, and Outreach Services into a new department called Guest Services.

Rick McCarthy from Studio GC presented a Visioning and Architectural Needs Assessment Report.

Highler Reported on:

Building Issues:

HVAC routine repairs and parts replacements.

Lighting updates on the emergency lighting portion of the building retrofit, including phasing out the Lutron smart switches in the near future.

Alcove bookshelf repairs in the AV room which have been completed.

Sliding Door repairs, which including adjusting settings to account for snow, rain and salt.

Organizational Chart, Jan 2019 & Person in Charge List, 1-11-19

New charts were distributed reflecting the reorganizational changes in Guest Services.

SEI Address Check

Verification of current address was discussed, and now the SEI is ready to be filed with the county.

Staff Changes

Karla Alba was hired in Adult Services to replace Raleigh Ocampo.

Erin Lovelace was hired in Adult Services to replace Rebecca Heraty.

Trustee Election

Biddle, Tews and Cassidy-Hatchet were the only candidates to file a packet.

The board accepted the librarians' reports for November 2018- January 2018 with their thanks.

President Wason had nothing to report on.

Vice President Glowinski had nothing to report on.

Sharon gave a report on the Staff in-Service Day, Jan 11, 2019.

The board reviewed the Per Capita Grant Application – 2019 and Financial Report-2017.

Acceptance of the following policies: Holidays, Personal Days, Salary Schedule, Staff In-Service Attendance and Tuition Reimbursement for Formal Coursework were approved on a motion by Glowinski with a second by Biddle.

AYES: All

Acceptance of the Disruptive Patron Behavior Policy was approved on a motion by Glowinski with a second from Cassidy-Hatchet.

AYES: All

Annual Library Certification for FY 2019 was distributed and discussed.

Authorization was granted to sign the annual NIMIC Contract to provide electricity pricing on a motion from Biddle with a second by Cassidy-Hatchet.

AYES: All

The next regular Board meeting is scheduled for February 21, 2019.

Having moved through the agenda the meeting was adjourned at 8:13 p.m. by President Wason.

*Elizabeth Biddle, Secretary*

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