

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
JANUARY 16, 2020

The regular meeting of January 16, 2020, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:31 p.m.

Present board members: Wason, Glowinski, Biddle, Gutierrez, Tews, and Elliot
Absent board members: Cassidy-Hatchet

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 Biddle with a second by Elliott.

AYES: All
NAYES: None
ABSENT: Cassidy-Hatchet

Minutes of the Regular Board Meeting of November 21, 2019 were approved on a motion by Glowinski with a second by Tews.

AYES: All
NAYES: None
ABSENT: Cassidy-Hatchet

The Library Fund Profit and Loss Report of November 30, 2019 was approved on a motion by Glowinski with a second by Tews. Roll call vote:

AYES: All
NAYES: None
ABSENT: Cassidy-Hatchet

Acceptance of the Bills Paid Report for December 2019 and January 2020 was approved on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

AYES: All
NAYES: None
ABSENT: Cassidy-Hatchet

Acceptance of the Bills Payable Report for January 16, 2020 was approved on a motion by Tews with a second by Elliott. Roll Call Vote:

AYES: All
NAYES: None
ABSENT: Cassidy-Hatchet

Bills paid, December 2019 and January 2020: \$76,798.78
Bills payable, January 16, 2020: \$31,390.96

Highler Reported on:
Nov. 2019 – Jan. 2020 Director's Report submitted by Sharon L. Highler
January 16, 2020

Building Issues:

The Adult Services department has started a refresh of the staff office area. The old desks have been replaced with a modern look like the ones in the Guest Services department. Additional storage will finish the project.

The HVAC system was inspected and some minor repairs were made.

The Washer & Dryer, donated by the Friends, is being installed in the Staff Lounge alcove. Annette is working with the electrician, plumber and village inspectors. Youth Services is already planning to wash puppets and bean-bag chairs as soon as the install is completed.

Legislative Luncheon

This year's event will take place on February 3, 2020, in Oak Brook. All of the management team will be attending and will thank Representative Willis for adding Northlake PLD to her grant list as a result of a conversation with her last year. We will try and make similar connections with our other elected officials this year.

Staff In-Service Day

The day went very well. The staff considerations were appreciated by everyone. We had a few surprise mini-awards, including one for Laura and one for Annette. They are responsible for saving or earning the library over \$20,000, each, over the last two years.

Window washing and the upstairs carpet cleaning happened while we were closed.

Tax Objection

The newest objection comes from the Metropolitan Water Reclamation District and affects numerous properties.

Staff Changes:

Jason McGuire, Guest Services Clerk, resigned and had his last day here on 1/3/20. He has accepted a position at another library. We wish him well.

Yolanda Carreno, Page, began on 1/6/2020. Kimberly Favela, Guest Services Clerk, began on 1/13/2020. We welcome them both.

The board accepted the librarians' reports for Nov. 2019 – Jan. 2020 with their thanks and approved on a motion by Glowinski with a second by Tews.

President Wason report: None
Vice President Glowinski report: None

UNFINISHED BUSINESS:

1. Personnel Policy Revisions
 - A. Holidays

Revision to Holiday policy to stipulate: All employees must be scheduled to work during the week of a holiday, including pre-approved vacations, personal days, etc., in order to receive Holiday Pay.

Acceptance of the Holiday Pay revision was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYES: All

NAYES: None

ABSENT: Cassidy-Hatchet

B. Resignations and Terminations

Revision to Resignations and Terminations policy to stipulate: Holiday pay will be granted during the final week of employment only if the employee was previously on the schedule to work.

NEW BUSINESS

2. Trustee E-mail Address Update (Informational) – Trustees were given their new Northlake email addresses and informed this should be the only address used for correspondence about the library.
3. 2020 SEI Filing, Fed. 1, 2020 (Informational)– Trustees were informed the filing was completed.
4. Strategic Plan 2020-22 – The Plan was given to the board to review and the trustees decided this should be tabled until next meeting for time to review.
5. Non-Discrimination and Anti-Harassment Policy – The board discussed the changes to current policy.

Acceptance of changes to the Non-Discrimination and Anti-Harassment Policy was approved on a motion by Glowinski with a second by Biddle.

AYES: All

NAYES: None

ABSENT: Cassidy-Hatchet

6. Surplus Material Policy – The board discussed options of what to do with surplus furniture and materials.

Approval of Surplus Material Policy on a motion by Glowinski with a second by Tews. Roll Call Vote:

AYES: All

NAYES: None

ABSENT: Cassidy-Hatchet

7. NIMEC Authorization to sign Bid, Mar. 3, 2020 – The board discussed Director being able to place bid with energy supplier.

Approval of NIMEC Authorization was approved on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

AYES: All

NAYES: None

ABSENT: Cassidy-Hatchet

8. 2020 Live and Learn Grant Application (Informational) – The board was informed about the Live and Learn Grant submission.
9. 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 7:30 and ended at 7:31.

ADJOURNMENT

Having moved through the agenda the meeting was adjourned at 7:31 p.m. by President Wason.

The next Board meeting is scheduled for February 20, 2020.

Elizabeth Biddle, Secretary
