

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
JANUARY 21, 2021

The regular meeting of January 21, 2021, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:31 p.m. and was held via ZOOM.

Present Board members: Wason, Glowinski, Biddle, Tews, Elliott, Gutierrez and Cassidy-Hatchet.
Absent Board members: None

Also present were: Laura Bartnik, Library Director, Raleigh Ocampo, Asst. Library Director, and 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 Tews. Roll Call Vote:

AYE: All
NAY: None
ABSENT: None

Minutes of the Regular Board Meeting of November 19, 2020, were approved on a motion by Gutierrez with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: None

The Library Fund Profit and Loss Report of November 30, 2020 and December 31, 2020, was approved on a motion by Glowinski with a second by Tews. Roll Call Vote:

AYE: All
NAY: None
ABSENT: None

Acceptance of the Bills Paid Report for December 2020 – January 2021, was approved on a motion by Cassidy-Hatchet with a second by Tews. Roll Call Vote:

AYE: All
NAY: None
ABSENT: None

Acceptance of the Bills Payable Report for December 2020 – January 2021, was approved on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

AYE: All
NAY: None
ABSENT: None

Bills paid, December 2020 – January 2021: \$26,396.63
Bills payable, December 2020 – January 2021: \$96,259.81

Bartnik Reported on:

December – January 2020/21 Director's Report submitted by Laura Bartnik
January 21, 2021

- COVID-19 Phase Update
 - Since the November Board meeting, we've had 5 staff out at various times on quarantine. All staff tested were negative. All cases were exposed outside of the library and based on workflow, no other staff were required to quarantine.
 - Current positivity rate for us (region 10) is 8.6% and FALLING. A stark contrast to November when we were at 16%.
 - We reopened our doors on Friday, January 15th; however, we'll continue to offer curbside, which includes faxing, copies, etc.
- Building Issues:
 - Boilers - It's been a rough couple of months for our boilers! After our failed inspection, the boilers were cleaned as part of our routine maintenance. The cleaning caused some new issues with re-pressurizing. However, after some adjustments, both boilers are running fine. Based on our Studio GC building study the boilers are slated to be replaced in 2026 with a ballpark estimate of 54k.
 - Roof - NIR was out in early January for our regularly scheduled PM service. The patch that was done in November was inspected and is holding. Gutters and drains were cleared of debris and a few minor repairs were made. Based on the age of our roof and the condition, NIR has rated us at a C rating and has given us a life expectancy of 5-7 years. Studio GC has estimated we have 10 years left. NIR is recommending we up our PM service from 2 visits a year to 3 to hopefully get to that 10-year mark and beyond. Extremely ballpark replacement cost for a total roof replacement is 350k.
 - Insurance - On December 3, we had our insurance loss control inspection. The only issues identified were: unraveling carpet, walkways need to be cleared in the basement shelving storage room, and a few ceiling tiles need to be replaced.
 - Self-Check Stations - Our stations were updated on January 8. Processing time has been night and day.
 - Carpet Cleaning - Raleigh scheduled cleaning for January 7. Since our building was closed to the public, we could do a more thorough deep steam clean.
- Grants
 - IL State Library PPE - We received our State Library PPE award letter for \$500.
 - CARES - We should be receiving our \$5,000 CARES Act funding by the end of the month.
 - IL Build Grant - We have FINALLY received word on our State Build Grant! We are back in the queue for processing.
 - Back To Books - Unfortunately, we did not receive the Back to Books grant. Due to the pandemic, they shifted their focus to schools and libraries with much smaller budgets.
 - Per Capita - We submitted our application as well as expense report. We decided to continue

to make building improvements with our funds. The grant was written for carpet replacement, continued furniture replacement, as well as hardware, software, and materials.

- Webinars and Trainings
 - Our in-service day was held on January 8. We were able to squeeze quite a bit into our half day. We opened for curbside service from 1-5p.m. just in time to meet the Friday afternoon rush.
- Programs / Marketing
 - We typically see less program attendance in December in a normal year. However, we're happy to report that our December programming has remained steady with between 20-30 attendees for all of our YS programs and craft kits. AS was also happy to report 136 patrons participated in our Drive-Up/Walk-Up Christmas Cookie Bar.
 - RB digital has merged with OverDrive. Effective February 1, all of our E-content will be in 1 place.
- Personnel
 - We welcomed Daniela Ruelas, a new Page, to the library December 29, 2020.

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: None

President Wason report: None
Vice President Glowinski report: None

UNFINISHED BUSINESS

None

NEW BUSINESS

- 1) 2021 SEI Filing, February 1, 2021 - Discussed
- 2) Schedule "Closed Session Minutes" Review

The Board discussed the "Closed Session Minutes" Review and decided to leave them closed. Acceptance of the decision to leave the "Closed Session Minutes" closed was approved on a motion from Glowinski with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: None

3) FFCRA Extension

The Board discussed the options available about extending FFCRA to the library. In reviewing the options, the Board decided to extend the FFCRA until July 1, 2021, with a review again in June 2021 if needed and retroactive to January 1, 2021. Acceptance of the extension of FFCRA was approved on a motion from Glowinski with a second from Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: None

- 4) Board Actions Calendar – The Board reviewed the Annual Calendar from the attorney’s office.
- 5) Board review for PCG of Serving our Public 4.0 Standards for Illinois Public Libraries Ch. 3 – The Director presented this standard for the Board to review.

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:17 p.m. by President Wason.

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

Elizabeth Biddle, Secretary
