

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

The regular meeting of July 16, 2020, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:40 p.m.

Present board members: Wason, Glowinski, Biddle, Tews, and Elliott.

Absent board members: Gutierrez and Cassidy-Hatchet.

Also present were: Laura Bartnik, Library Director; Raleigh Ocampo, Assistant Director; 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.

AYE: All

NAY: None

ABSENT: Gutierrez and Cassidy-Hatchet

Minutes of the Regular Board Meeting of June 11, 2020 were approved on a motion by Biddle with a second by Elliott.

AYE: All

NAY: None

ABSENT: Gutierrez and Cassidy-Hatchet

The Library Fund Profit and Loss Report of July 2019 – June 2020, was approved on a motion by Glowinski with a second by Biddle. Roll call vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Cassidy-Hatchet

Acceptance of the Bills Paid Report for July 2020 was approved on a motion by Glowinski with a second by Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Cassidy-Hatchet

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

AYE: All

NAY: None

ABSENT: Gutierrez and Cassidy-Hatchet

Bills paid, June/July 2020: \$39,046.20

Bills payable, July 16, 2020: \$39,027.44

Bartnik Reported on:

June – July 2020 Director's Report submitted by Laura Bartnik

July 16, 2020

- Building Issues: HVAC, Plumbing, Exterminator, Electrician.
 - HVAC- Screens have been cleaned, and we are still waiting on reprogramming, however the system seems to be running fine, even in these extreme temps the system has been able to correct itself.
 - Plumbing- 2nd fl toilet, staff lounge sink, and pump room leaks have all been fixed.
 - Exterminator- we needed to call the exterminator out for an additional treatment for flying ants, they did not charge us.
 - Electrician- Steve from Anchor Electric was out to repair a damaged socket for a light.
 - Window- After much delay our window that had the rock strike from the road has been fixed.
- Covid-19 Phase Update (computers & programming)
 - We entered phase 3 of our library reopening plan on June 29th. We now offer computers, printing, copying and faxing in our lobby by appointment. Both AS and YS departments have also ramped up digital programming and attendance is picking up as patrons adapt to the new format. At this point all our key services are open and available to the public with a few restrictions. We experienced a spike in COVID cases on 7/10 but have been declining. If that trend continues for 14 days we'd like to move to phase 4.
- Website Overhaul
 - Raleigh, Karla and Garrett have been working on a complete website overhaul. New design, layout, content and more. They're just now wrapping it up with some final Covid-19 updates on each of the pages and we'll have a demo at the August board meeting.
- Summer Reading Programs
 - English Conversation- 200 views! Some from as far as Texas and Guatemala
 - AS and Teen participation in the Summer Reading program is steady with almost 400 entries, however we've seen a drop in YS participation.
- Kid's Café Lunch Program
 - This past Tuesday was the last summer lunch. The YS dept handed out 1240 lunches and turned away 369.
- Personnel: New Teen Librarian, Digital Personnel Policy.
 - Jade Parks joined our team as the teen librarian on June 29th.
- Our Personnel Policy is now available in a digital format so all employees have the most current version at all times.

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS:

- 1) Strategic Plan Progress – No changes to the current plan.
- 2) Library Fund Profit and Loss Report Clarification – Everyone understood the previous email Laura sent.
- 3) Covid-19 Phased Re-Opening Plan Revisions

Acceptance of the COVID-19 Phased Re-Opening Plan Revisions was approved on a motion by Biddle with a second by Glowinski. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Cassidy-Hatchet

NEW BUSINESS

- 4) Accept Secretary's Audit of Minutes FY 2019-20

Secretary Biddle signed the minutes and Glowinski and Tews will audit after this meeting, so this will be tabled until the next meeting.

- 5) Fine Free

After discussion about how this affects the library, acceptance of the library going fine frees was approved on a motion by Glowinski with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Cassidy-Hatchet

- 6) Verification of B&A Hearing 7/16/20

Acceptance of the B&A Hearing was approved on a motion by Biddle with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Cassidy-Hatchet

- 7) Accept Estimate of Revenues for Fiscal Year beginning July 1, 2020 and ending June 30, 2021.

Acceptance of the Estimate of Revenues for Fiscal Year beginning July 1, 2020 – June 30, 2021 was approved on a motion by Glowinski with a second by Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Cassidy-Hatchet

- 8) Adopt Ordinance # 20-592, Budget and Appropriations of the Northlake Public Library District for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.

Acceptance of Ordinance # 20-592, Budget and Appropriations of Northlake Public Library District was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Cassidy-Hatchet

- 9) Approve Public Hearing Date for 2020 Tax Levy

All board members agree the 4.9% increase is sufficient, so no hearing will be required.

- 10) Election Day 2020 Holiday

The board agreed to Election Day November 3, 2020 being a Holiday and was approved on a motion by Tews with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Cassidy-Hatchet

There were no members of the public present.

ADJOURNMENT

Having moved through the agenda the meeting was adjourned at 7:40 p.m. by President Wason.

The next Board meeting is scheduled for August 20, 2020 at 6:30 p.m.

Elizabeth Biddle, Secretary
