

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
JUNE 11, 2020

The regular meeting of June 11, 2020, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 5:40 p.m.

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

Absent board members: Gutierrez, Tews, and Elliott.

Also present were: Sharon Highler, Library Director; Laura Bartnik, 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 Cassidy-Hatchet.

AYES: All

NAYES: None

ABSENT: Gutierrez, Tews, and Elliott

Minutes of the Regular Board Meeting of May 21, 2020 were approved on a motion by Biddle with a second by Glowinski.

AYES: All

NAYES: None

ABSENT: Gutierrez, Tews, and Elliott

The Library Fund Profit and Loss Report of May 31, 2020, was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll call vote:

AYES: All

NAYES: None

ABSENT: Gutierrez, Tews, and Elliott

Acceptance of the Bills Paid Report for May-June 2020 was approved on a motion by Cassidy-Hatchet with a second by Glowinski. Roll Call Vote:

AYES: All

NAYES: None

ABSENT: Gutierrez, Tews, and Elliott

Acceptance of the Bills Payable Report for June 11, 2020 was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYES: All

NAYES: None

ABSENT: Gutierrez, Tews, and Elliott

Bills paid, May-June 2020: \$17,657.97

Bills payable, June 11, 2020: \$20,279.65

Highler Reported on:

May – June 2020 Director's Report submitted by Sharon L. Highler

June 11, 2020

a. Building Issues:

Wooden Chairs on 2nd floor: The chairs were delivered and put in place upstairs. When patrons return there will be less concern of them ending up on the floor.

HVAC Repairs: More repairs were completed. The system will need to be reprogrammed by the fall. Overall, we had fewer HVAC issues than previous years. Rapid reporting of problems has allowed the building manager to quickly deal with situations as they arise.

b. Grants

1. 2020 Per Capita Grant awards were announced. Reporting deadlines have been extended.
2. Live and Learn: The hearing was held on May 20, 2020. We were notified the outcome last week.
3. DCEO: Laura will reach out to the parent agency for guidance moving forward so that work can be scheduled for the remodel projects.

c. Personnel:

1. Staff Changes: While there have been no additional staff changes, the Organizational chart and Person In Charge (PIC) list needed to be updated.
2. Transfer of authority: A new credit card has been ordered for Marion. Forms have been submitted to update authority with the bank, Empower, LIMRiCC, vendors, etc.
3. Covid-19 Accommodation: So far, we have only needed to make one scheduling accommodation due to lack of child care. Use of vacation was the best option and what was ultimately chosen by the staff member.

d. Services for Patrons:

1. Curbside and more: So far this service is doing very well. Patrons are very happy to have access to materials again. This option may prove to become a permanent service.
2. Summer Lunches: This year the food service is providing a breakfast and lunch option for the kids. Because of Covid-19 restrictions we elected to provide families with five days of meals all at once, on Tuesdays. The youth staff ordered the normal 60 cold meals to start with and an additional 20 shelf-stable meals. The program was advertised on our website and views/shares keep rising. I donated some snacks, noodles and a bag of apples and oranges since we always run out the first day and this was just a drop in the bucket. **WOW!!!, what a turnout!** The sixty meals went quickly, as did the additional shelf stable meals. A few families received the donated snacks but when we totaled all the children we had to turn away, there were an additional 222. This is more in one day than we have served all week in past summers. Marianne is working with the Food Depository to receive additional meals next week to cover all we turned-away this week.

Kudos to the YS department for thinking fast, acting fast and providing excellent service to our families in need. This was an exhaustive process.

3. Other Summer Activities: The reading programs and programs will be available electronically or as pick-up craft kits. Please see the updated library website for details.

e. Misc.:

Budget Adjustment: So far property taxes continue to be collected at the expected rate. While the EAV went up, our overall rate went down on our levy report for 2019.

A big thank you to all trustees, past and present, that I have had the pleasure to work with. You have all contributed to some of the best years of my career. This library community is lucky to have you!

President Wason report: Sharon Highler was presented with a Certificate of Recognition for 10years of service as she retires.

Vice President Glowinski report: None

UNFINISHED BUSINESS:

1. SEI Filing for 2020 – All completed for this year
2. Strategic Plan Progress – An updated version of the plan was given to the board to show progress.

NEW BUSINESS

1. Transfer of Authority
 - a. Bank – The new director Laura Bartnik has been added to all current bank information and previous director Sharon Highler removed.
 - b. IMRF Appointment of Authorized Agent

Laura Bartnik was accepted as the new Authorized Agent on a motion from Biddle, with a second from Glowinski.

AYES: All

NAYES: None

ABSENT: Gutierrez, Tews, and Elliott

- a. IIIT Signers - The new director Laura Bartnik has been added to all investment information and previous director Sharon Highler removed.
 - b. ProPay - The new director Laura Bartnik has been added to all bank (Swan) information and previous director Sharon Highler removed.
2. Self-Quarantine, Isolation, Disinfection and Return-to-Work Protocol

Acceptance of the Self-Quarantine, Isolation, Disinfection and Return-to-Work Protocol was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYES: All
NAYES: None
ABSENT: Gutierrez, Tews, and Elliott

3. Tentative Budget FY 2020-21

Acceptance of the Tentative Budget FY 2020-21 was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYES: All
NAYES: None
ABSENT: Gutierrez, Tews, and Elliott

4. Announce B&A Hearing

After discussion the B&A Hearing is scheduled for Thursday July 16, 2020 at 6:00pm. Acceptance of the B&A Hearing date was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYES: All
NAYES: None
ABSENT: Gutierrez, Tews, and Elliott

5. .02% Main. Ordinance # 20-590

Acceptance of .the 02% Main. Ordinance #20-590 was approved on a motion by Cassidy-Hatchet with a second by Glowinski. Roll Call Vote:

AYES: All
NAYES: None
ABSENT: Gutierrez, Tews, and Elliott

6. Non-Resident Fee & Card Ordinance # 20-591 (Action)

Acceptance of the Non-Resident Fee & Card Ordinance #20-591 was approved on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYES: All
NAYES: None
ABSENT: Gutierrez, Tews, and Elliott

7. Prevailing Wage Statement (No Ordinance needed) – The statement was presented and discussed.
8. Schedule “Closed Session Minutes” Review – Discussion was had as to open and review or to leave closed. ALL attending members voted to leave “Closed Session Minutes” closed.
9. Set Secretary’s Minutes Audit

After discussion the Secretary’s Minutes Audit is scheduled for the Thursday July 16, 2020 board meeting.

There were no members of the public present.

ADJOURNMENT

Having moved through the agenda the meeting was adjourned at 6:47 p.m. by President Wason.

The next Board meeting is scheduled for July 16, 2020 at 6:30 p.m.

Elizabeth Biddle, Secretary
