

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MARCH 21, 2019**

The regular meeting of March 21, 2019, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:30 p.m.. Present were board members: Glowinski, Wason, Biddle, Gutierrez, Tews. Absent board members: Cassidy-Hatchet. Also present were: Sharon Highler, Library Director; Laura Bartnik, Assistant Director; and Christie Chaidez, Guest Services Clerk.

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.

AYES: All

Minutes of the Regular Board Meeting of February 21, 2019 were approved on a motion by Gutierrez with a second by Biddle.

AYES: All

The Library Fund Profit and Loss Report of February 28, 2019 was approved on a motion by Glowinski with a second by Gutierrez. Roll call vote:

AYES: Tews, Glowinski, Biddle, Gutierrez, Wason.

NAYS: None.

ABSENT: Cassidy-Hatchet.

Acceptance of the Bills Paid Report for February - March, 2019 was approved on a motion by Biddle with a second by Gutierrez. Roll Call Vote:

AYES: Tews, Glowinski, Biddle, Gutierrez, Wason.

NAYS: None.

ABSENT: Cassidy-Hatchet.

Acceptance of the Bills Payable Report for March 21, 2019 was approved on a motion by Glowinski with a second by Tews. Roll Call Vote:

AYES: Tews, Glowinski, Biddle, Gutierrez, Wason.

NAYS: None.

ABSENT: Cassidy-Hatchet.

Bills paid, February - March, 2019: \$16,932.56.  
Bills payable, March 21, 2019: \$21,790.30.

Highler Reported on:

### **Building Issues:**

Laura continued to monitor temperatures within the building and it was determined that a problem did exist. It was fixed and has been running well.

Anchor Electric double checked more units and discovered that we have several different models of emergency lights. They have adjusted their equipment order and are waiting for the parts to come in.

There have been no new ceiling leaks so far.

The front door motor has been repaired.

### **E-rate Status:**

Laura has completed the e-rate application process and is waiting for bids.

### **Legislative Luncheon 2019 and follow-up:**

I was able to attend and had a chance to briefly chat with State Representative Kathleen Willis. I informed her of our interest in doing a library remodel and she mentioned the possibility of some funding for capital projects. I arranged a meeting with her for the following week.

Laura and I met with Rep. Willis at the library. We showed her the analysis, plans and estimate of costs from Studio GC. In looking at the costs, she offered to submit our library name for future capital projects funding. We will check back with her periodically.

### **Library Annual System Certification Survey 2019:**

This form was completed earlier this month. It is a requirement of RAILS membership.

## **New Services:**

Always striving to be a key figure within the community, we hope to be able to offer two new services in the near future, passport service and preliminary social services contacts.

Passport training is nearly complete. We hope to have the program up and running by summer. It will be centered in the Guest Services department.

Laura has been working with Loyola to establish us as a site for their social services intern program. We are eagerly waiting for our first placement.

## **Long Range Planning Process:**

We are in the process of creating a new patron survey.

Staff members have completed and returned their survey. Their responses will be combined with the patron info and that of the board. This will help determine the service responses of the plan.

## **Staff Changes:**

We have one pending resignation from Page, Valeria Rodriguez. She will be joining the family business.

## **MISC.**

We received our 2019 Per Capita Grant award letter today. We will receive \$33,322.50.

David Barr has been expelled from the library. He was using tobacco in the library. He also became slightly abusive of staff while intoxicated.

- We are continuing to update policies.
- We will continue to implement our service plan.
- We will start comparing payroll services.
- We will continue to work on the strategic planning process.
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## **Meetings and Webinars Attended:**

<b>Date</b>	<b>Event</b>	<b>Time</b>	<b>Cost</b>
2/21/19	Board Meeting	1 hr.	None

2/27/19	Dept. Head Meeting	2 hrs.	None
3/1/19	ILA Legislative Luncheon	3 hrs.	\$45
3/3/19	Meeting with State Rep. Willis	1 hr.	None
3/7/19	SWAN Quarterly meeting- Oak Brook	3hr.	None
3/13/19	Dept. Head Meeting	2 hrs.	None
3/14/19	ISL Webinar Live & Learn Construction Grant Hearing	3 hrs.	None
3/20/19	City Commercial Taping	1.5hrs.	None

The board accepted the librarians' reports for February - March 2019 with their thanks.

President Wason had nothing to report on.

Vice President Glowinski had nothing to report on.

Strategic Rounding Sheets were provided to the Board and Sharon asked for input from each Trustee which will be added to the information already collected from staff.

SEI Filing Information was sent out to Board Members.

There were no members of the public present.

The next regular Board meeting is scheduled for April 18, 2019.

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

*Elizabeth Biddle, Secretary*

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