

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MARCH 18, 2021

The regular meeting of March 18, 2021, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:39 p.m.

Present Board members: Wason, Glowinski, Tews, Elliott, and Gutierrez.
Absent Board members: Biddle and Cassidy-Hatchet

Also present were: Laura Bartnik, Library Director and Raleigh Ocampo, Asst. Library Director

The Board approved the agenda with the change that the Executive Session was not needed on a motion by Tews with a second by Gutierrez. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Biddle and Cassidy-Hatchet

Minutes of the Regular Board Meeting of February 18, 2021, were approved on a motion by Tews with a second by Glowinski. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Biddle and Cassidy-Hatchet

The Library Fund Profit and Loss Report of February 28, 2021, was approved on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Biddle and Cassidy-Hatchet

Acceptance of the Bills Paid Report for February - March 2021 was approved on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Biddle and Cassidy-Hatchet

Acceptance of the Bills Payable Report for March 18, 2021, was approved on a motion by Glowinski with a second by Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Biddle and Cassidy-Hatchet

Bills paid, February 2021– March 2021: \$31,042.03

Bills payable, March 18, 2021: \$36,411.49

Bartnik Reported on:

February – March 2021 Director's Report submitted by Laura Bartnik

March 18, 2021

- COVID-19 Phase Update
 - We have not had any staff out for COVID-19 related reasons since our last Board meeting.
 - Study rooms are now open and available.
 - Department Heads are hoping to bring back in person programming this summer and offer it alongside digital programming.

- Building Issues:
 - Restoration finished - BELFOR did an excellent restoration job. Once they finished we hooked up the washer/dryer and it's working fine, so we will not have a content claim, just the building claim, which includes all restoration work and HVAC repair work totaling close to 20k.
 - Roof Leaks - finished? All of the ice dams have finally melted from the roof/gutters and so far, all our roof leaks have stopped. We'll have a thorough inspection with our next PM visit, most likely in June. We'll also get a quote for the heating cables at that time.
 - Boiler pipe cleaning - Chemicals arrived and cleaning started 3/16/21.
 - Marianne's office - Has been completed; however, we discovered additional leaking valve issues in the AS offices, as well as Annette's office. All 3 were replaced on 3/8-3/9.
 - Generator repair - Our repairs took place on Friday morning 3/12. We were able to open earlier than expected at 12:30pm. We replaced the mechanical arm assembly, which was expected to reach end of life in 2022. However, when our tech did the test it still failed to switch over. Most likely with the last minor outage in February, it fried the entire panel which was also predicted to be at end of life in 2022. We'll be waiting on a quote and go from there.
 - Phones - We received notice that AT&T is discontinuing their copper cable connections which First Com leases, so we will be switching over to VOX Pri. Installation by wireline will be affordable (only 1-2 hours labor) and once we're switched over we'll actually be saving money on our phone bill.
 - Study room refresh - Our study room "refresh" has been completed. Badly damaged wallpaper was removed, rooms were painted, and replacement furniture has been ordered.
 - Middle Zone refresh - We received some second-hand furniture from Morton Grove Public Library in order to change some spaces in the children's dept. (Middle Zone and children's computer area).

- Grants
 - E-Rate has been filed for 7/1/2021

- Webinars and Trainings
 - Director and all Department Heads participated in HR Source's HR Law for Supervisors workshop on February 23.

- Programs / Marketing
 - E-programs were featured at the ILA Legislative Luncheon, as well as the AgeOptions Area Partner/Stakeholder meeting
- Personnel
 - Katherine Marsh in the Children's Department has resigned; her last day will be 3/27/21.
- Misc.
 - Partnership with Positive Healthcare Services in Lombard to use the programming room as a vaccination site was approved.

Acceptance of the librarian's report was approved on a motion from Glowinski with a second from Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Biddle and Cassidy-Hatchet

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS

None

NEW BUSINESS

- 1) Annual review of Board bylaws

The Board discussed and reviewed the bylaws. Acceptance of the Board bylaws was approved on a motion from Tews with a second from Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Biddle and Cassidy-Hatchet

- 2) Annually designate FOIA and OMA Officers

The Board designated Laura Bartnik, Library Director, as the FOIA Officer and Annette Ignoffo, Business Office Manager, as the OMA Officer. Acceptance of the FOIA and OMA officers was approved on a motion from Glowinski with a second from Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Biddle and Cassidy-Hatchet

- 3) SEI Filing - Informational
- 4) Serving Our Public Chapters 4&5 - Informational

PUBLIC DISCUSSION

No public in attendance.

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:19 p.m. by President Wason.

The next Board Meeting is scheduled for April 15, 2021, at 6:30 p.m.

Elizabeth Biddle, Secretary
