

**MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MAY 23, 2019**

The regular meeting of May 23, 2019, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:31 p.m... Present were board members: Biddle, Wason, Glowinski, Tews, Cassidy-Hatchet and Gutierrez. Also present were: Sharon Highler, Library Director; Laura Bartnik, Assistant Director; and Willie Hatchet.

The board approved the agenda with the change that business item number 2 be moved up to under approval of agenda and that the Executive Session was not needed on a motion by Glowinski with a second by Cassidy-Hatchet.

AYES: All.

Trustees Laura Cassidy-Hatchet, Elizabeth Biddle, and Julie Tews were sworn in by President Wason.

Minutes of the Regular Board Meeting of April 18, 2019 were approved on a motion by Cassidy-Hatchet with a second by Biddle.

AYES: All.

The Library Fund Profit and Loss Report of April 30, 2019 was approved on a motion by Cassidy-Hatchet with a second by Gutierrez. Roll call vote:

AYES: Biddle, Wason, Glowinski, Tews, Cassidy-Hatchet and Gutierrez

NAYS: None

Acceptance of the Bills Paid Report for May 23, 2019 was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYES: Biddle, Wason, Glowinski, Tews, Cassidy-Hatchet and Gutierrez

NAYS: None

Acceptance of the Bills Payable Report for May 23, 2019 was approved on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

AYES: Biddle, Wason, Glowinski, Tews, Cassidy-Hatchet and Gutierrez

NAYS: None

Bills paid, May 23 2019: \$29,886.06

Bills payable, May 23 2019: \$93,802.26

Highler reported on:

Accounting Services

Annette no longer works for Zabinski Accounting. She has continued her services here, and we will be hiring a Business Office Manager for the new fiscal year. Kelli will continue to be available on call as needed.

Building Issues:

HVAC issues continue. 2 of the rooftop units need condensers replaced.

Anchor Electric has completed the final portion of the building LED retrofit project.

The Koala changing pad had to be replaced in YS, the company representative donated the replacement.

Some tiles have broken on the first-floor ladies' restroom. They were repaired, but now the bathroom needs to be re-grouted. This will take place this summer.

Long Range Planning Process:

Guest Services continues to regroup. The vacancy created by Christie and Cathy were filled from current staff. Heidi announced her retirement and Raleigh is planning to fill the position with 2-part timers. YS is changing a part timer to full time, as well as allocating 3 extra hours to a part timer.

New Services:

Laundromat Story time has begun at 4 different facilities throughout Northlake and Stone Park with mixed results.

Passport services are up and running, 3 have been completed and 3 more appointments are upcoming.

Staff Changes:

Guest Services Associate Heidi Patruno will retire June 18, 2019 after 31 years of service.

Business Office Senior Associate, Jo Ann Green was terminated May 1, 2019

Adult Services Associate, Erin Lovelace, was terminated April 22, 2019

Liliana Gaona, former page, was promoted to Guest Services Clerk

Giovanni Solano, former page, was promoted to Guest Services Clerk

New Hires:

Naomi Martinez, Adult Services Associate

Naidelin Alvarez, Page

Emely Ortiz, Page

Diana Salkic Page

MISC:

Summer Reading Kickoff Party will take place on June 8

Summer Lunches will start on June 10<sup>th</sup>.

The board accepted the librarians' reports for April-May with their thanks.

President Wason had nothing to report.

Vice President Glowinski had nothing to report, but wanted to pass along a compliment for Adult Services staff in dealing with her program room reservation for a meeting. Changes to the Personnel Policy have been tabled until a future meeting.

The board reorganized but chose to remain in the same positions on a motion from Wason with a second from Cassidy-Hatchet.

AYES: All

The board approved the Meeting Schedule from FY 2019-20 with a motion from Glowinski, and a second from Tews.

AYES: All

The board appointed Trustees Wason, Biddle and Gutierrez and Library Director Highler as FY 2019-21 check signers on a motion from Glowinski and a second from Cassidy-Hatchet.

AYES: All

The board passed the Tentative Budget for FY 2019-20 on a motion from Glowinski and a second from Gutierrez. Roll Call Vote:

AYES: Biddle, Wason, Glowinski, Tews, Cassidy-Hatchet and Gutierrez  
NAYS: None

The next regular Board meeting is scheduled for June 20, 2019.

Having moved through the agenda the meeting was adjourned at 7:06 p.m. by President Wason.

*Elizabeth Biddle, Secretary*

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