

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MAY 21, 2020

The regular meeting of May 21, 2020, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:32 p.m. and was held via ZOOM.

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

Absent board members: Tews

Also present were: Sharon Highler, Library Director; Laura Bartnik, Assistant Director; Raleigh Ocampo, Head of Guest Services; Marianne Ryczek, Head of Youth Services; Marion Olea, Head of Teen Services; Annette Ignoffo, Business Office Manager.

BOARD MEETINGS FOR MARCH 2020 AND APRIL 2020 WERE CANCELED DUE TO COVID-19. The library was closed from March 14, 2020 through May 30, 2020 for the public.

The board approved the agenda with the change that the Executive Session was not needed, on a motion by Cassidy-Hatchet with a second by Glowinski.

AYES: All

NAYES: None

ABSENT: Tews

Minutes of the Regular Board Meeting of February 20, 2020 were approved on a motion by Biddle with a second by Gutierrez.

AYES: All

NAYES: None

ABSENT: Tews

The Library Fund Profit and Loss Report of February 29, 2020, March 31, 2020 and April 30, 2020 was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll call vote:

AYES: All

NAYES: None

ABSENT: Tews

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

AYES: All
NAYES: None
ABSENT: Tews

Acceptance of the Bills Payable Report for May 21, 2020 was approved on a motion by Cassidy-Hatchet with a second by Gutierrez. Roll Call Vote:

AYES: All
NAYES: None
ABSENT: Tews

Bills paid, March 2020, April 2020, and May 2020: \$84,139.84
Bills payable, May 21, 2020: \$79,352.23

Highler Reported on:

March - May 2020 Director's Report submitted by Sharon L. Highler

a. Building Issues:

Wooden Chairs on 2nd floor: This project has been on hold as has the major renovation with Studio GC. We hope to start where we stopped as soon as possible.

Generator Repairs: This was done before we closed in March.

HVAC Repairs: We were able to complete the needed repairs while we were closed. The normal maintenance and changing of filters was also completed.

NIMEC: The bid process was completed and the rates are locked in.

Toilet Repairs: While completing some onsite work, water was noticed around several toilets. Repairs were completed.

Washer & Dryer Install: This was completed before we closed in March, also. This vendor was much easier to work with.

Misc.: We had the cleaning service complete a complete deep cleaning with bleach once we were closed. This will be repeated before staff returns to the building. Jim has worked on computer upgrades.

b. Grants

1. Live and Learn: The hearing was rescheduled for May 20, 2020.
2. DCEO: Laura submitted all required paperwork before we closed.

c. Personnel:

1. Personnel Policy Manual distribution, Restructuring: The policy was completed and will be available to staff online this year.
2. Staff Changes: Before we closed in March, Laura and I started the reorganization of the management team, which will be effective June 29, 2020. Raleigh Ocampo was promoted to Assistant Director/Head of Guest Services. Marion Olea was promoted to Head of Adult Services. This has left the Teen Services Librarian position open. By conducting several virtual interviews, Marion has successfully found a new staff member and has offered the position to Jade Parks. Everyone is looking forward to the new team. We've

already had a lot of practice with the new team during the last weeks at home.

d. Tentative Budget: While this topic will be discussed in greater detail next month, the management team is recommending the following for FY 2020/21:

1. Salary Adjustment: Since the next minimum wage adjustment isn't until January, salaries will not be adjusted in July this year. In January an adjustment will need to be made.
2. Budget Adjustment: So far property taxes have been collected at the expected rate. In anticipation of a change during the next collection periods, actual spending will be held back at least by 15-25% of the actual budget. This strategy worked well for us in the past.

e. Misc.:

1. Hot Spots, Laptops and ZOOM: Libraries will survive this test. All things electronic have been brought into play. Patrons have been able to get cards online. We tried programs online. We held meetings online. The future of library service and survival will be deeply rooted in providing electronic access to materials, staff and who knows what else will come.
2. Working at Home: All departments did some form of work at home. Please see the department reports.

I have constantly read email, attended webinars and meetings and participated in many, many discussions. I have read all manner of articles. All this was done in an effort to come up with a plan to safely resume service to the community. We have had scientific information and best practices to guide our thinking as we developed our plans, purchased supplies and adjusted our service thinking.

In addition to the above, I have sewed and donated washable cloth masks for staff to wear, making sure everyone has at least two. This will be our new uniform!

And when we open the building to the public, there is a supply for patrons in need, especially children.

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS:

1) Non-Discrimination and Anti-Harassment Policy Revision

The board approved the Non-Discrimination and Anti-Harassment Policy, on a motion by Glowinski with a second by Cassidy-Hatchet.

AYES: All

NAYES: None

ABSENT: Tews

2) Non-Discrimination and Anti-Harassment Ordinance #20-589

The board approved the Non-Discrimination and Anti-Harassment Ordinance, on a motion by Glowinski with a second by Cassidy-Hatchet.

AYES: All
NAYES: None
ABSENT: Tews

- 3) SEI Filing for 2020 – All done except for Biddle and Elliott. Sharon Highler will redo for Biddle and Elliott.

NEW BUSINESS

- 1) Approve Board Meeting Schedule for FY 2020-21

The board approved the Board Meeting Schedule for FY 2020-21, on a motion by Biddle with a second by Cassidy-Hatchet.

AYES: All
NAYES: None
ABSENT: Tews

- 2) Approve New Check Signer

The board approved the New Check Signer, on a motion by Glowinski with a second by Biddle.

AYES: All
NAYES: None
ABSENT: Tews

- 3) FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19

The board approved the FMLA Leave Expansion and Emergency Paid Sick Leave Policy, on a motion by Cassidy-Hatchet with a second by Elliott.

AYES: All
NAYES: None
ABSENT: Tews

- 4) Phased Reopening Plan

The board approved the Phased Reopening Plan, on a motion by Glowinski with a second by Biddle.

AYES: All
NAYES: None
ABSENT: Tews

5) Disruptive Behavior Policy Revision

The board approved the Disruptive Behavior Policy Revision, on a motion by Elliott with a second by Biddle.

AYES: All
NAYES: None
ABSENT: Tews

There were no members of the public present.

ADJOURNMENT

Having moved through the agenda the meeting was adjourned at 7:28 p.m. by President Wason.

The next Board meeting is scheduled for June 11, 2020 at 5:30 p.m.

Elizabeth Biddle, Secretary
