

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MAY 20, 2021

The regular meeting of May 20, 2021, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:30 p.m.

Present Board members: Wason, Biddle, Tews, Gutierrez, Cassidy-Hatchet and Elliot.

Absent Board members: Glowinski

Also present were: Laura Bartnik, Library Director, Raleigh Ocampo, Asst. Library Director, and Annette Ignoffo, Business Office Manager.

Swearing in of re-elected Board members: Wasson, Glowinski, Gutierrez, and Elliott.

The swearing in of the elected Board members was approved on a motion by Tews with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski

The Board approved the agenda with the changes of #1 of new business be added to the beginning and the Executive Session was not needed on a motion by Biddle with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski

Minutes of the Regular Board Meeting of April 25, 2021, were approved on a motion by Tews with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski

The Library Fund Profit and Loss Report of April 30, 2021, was approved on a motion by Biddle with a second by Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski

Acceptance of the Bills Paid Report for May 2021 was approved on a motion by Tews with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski

Acceptance of the Bills Payable Report for May 20, 2021, was approved on a motion by Gutierrez with a second by Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski

Bills paid, April 2021 - May 2021: \$37,016.21

Bills payable, May 20, 2021: \$71,649.17

Bartnik Reported on:

April – May 2021 Director's Report submitted by Laura Bartnik
May 20, 2021

- COVID-19 Phase Update
 - With the state planning on moving to Phase 5 of the Restore Illinois Plan around July 4, we have tentative plans on moving to Phase 5 of our own library reopening plan on July 1. We've already made some changes and will continue to ease into this next phase over the next month.
 - 92% of our staff are vaccinated! We've reached herd immunity.
 - Our vaccine clinic continues to run through the end of May.
- Building Issues:
 - Boiler pipe cleaning- Our boiler cleaning has finally finished and the water chemical solution is now running clear. With the cleaning complete we're experiencing less leaks.
 - Generator repair- We finally got our billing issues settled with Cummins. One of the parts for the upcoming repair has an 8-12week lead time. So, these repairs will happen in next FY.
 - Asphalt Parking Lot- We received a reasonable quote from our lowest bidder from previous parking lot repairs to do the crack sealing.
 - Scan Stations- Unfortunately, our scan stations were delayed with the bottle neck at the Panama Canal. We should receive an update by end of May.
 - Roof- NIR Roof Care was out on 5/11 for our regular PM service; they repaired an open seam and 3 puncture holes.
 - Ceiling tiles- related to the leaking, we currently have 72 ceiling tiles that need to be replaced. We've contracted with a company to swap them all out, and staff should be able to maintain them beyond that.
- Grants
 - There has been some movement on our DCEO grant. Our grant manager is asking for updated budgets, as well as an updated grant narrative for the 2021-22 FY. He is confident

we will be awarded this upcoming FY. Studio GC is in the process of updating our budgets and we'll see where we land.

- Webinars and Trainings
 - On May 3, I participated in the Census data workshop for librarians.
- Programs / Marketing
 - On April 30, Youth Service hosted their Día del Niño outdoor event featuring craft kits to go, as well as a mini StoryWalk. 96 patrons attended, 25 picked up materials after the event.
- Personnel
 - Interviewing has wrapped up for our page position; however, with a number of graduations this year, we expect a few more page positions to open in September.
- Misc.
 - After finally being approved for Google for Nonprofits, we'll be saving \$3,600 a year moving forward.
 - Surplus Property

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

AYE: All

NAY: None

ABSENT: Glowinski

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS

- 1) SEI Filing for 2021– All Board members have completed their filings.

NEW BUSINESS

- 1) Swearing in of Trustees

The elected Board members were sworn in at the beginning of the meeting. Acceptance of the Elected Board members was approved on a motion from Tews with a second from Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski

- 2) Approve Board Meeting Schedule for FY 2021-22

Acceptance of the Board Meeting Schedule for FY 2021-22 with the cancellation of the July 15, 2021, on a motion by Tews with a second from Gutierrez. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Glowinski

3) Approve Board Reorganization

The Board briefly discussed reorganization and decided to leave all positions as they are. Acceptance of the Board members staying in their current positions was approved on a motion by Tews with a second from Gutierrez.

AYE: All
NAY: None
ABSENT: Glowinski

4) YS Job Descriptions

The Board received and discussed updated copies of job descriptions for the Youth Services Department. They felt some things needed to be reworded or changed. This item will be tabled until the next meeting on June 17, 2021.

PUBLIC DISCUSSION

No public in attendance.

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:21 p.m. by President Wason.

The next Board Meeting is scheduled for June 17, 2021, at 6:30 p.m.

Elizabeth Biddle, Secretary
