

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

The regular meeting of November 21, 2019, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:33 p.m.

Present board members: Wason, Glowinski, Biddle, Gutierrez, Tews, Cassidy-Hatchet and Elliot  
Absent board members: None

Also present were: Sharon Highler, Library Director; Laura Bartnik, Assistant Director; Annette Ignoffo, Business Office Manager and Brian Zabel, CPA (Auditor).

The board approved the agenda with the change that the Executive Session was not needed, on a motion by Biddle with a second by Gutierrez.

AYES: All  
NAYES: None  
ABSENT: None

Minutes of the Regular Board Meeting of October 17, 2019 were approved on a motion by Gutierrez with a second by Elliott.

AYES: All  
NAYES: None  
ABSENT: None

The Library Fund Profit and Loss Report of October 31, 2019 was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll call vote:

AYES: All  
NAYES: None  
ABSENT: None

Acceptance of the Bills Paid Report for October and November 2019 was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYES: All  
NAYES: None  
ABSENT: None

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

AYES: All  
NAYES: None  
ABSENT: None

Bills paid, October and November 2019: \$28,805.60  
Bills payable, November 21, 2019: \$653,509.12

Highler Reported on:

Oct. – Nov. 2019 Director’s Report submitted by Sharon L. Highler

**Building Issues:**

The HVAC system was inspected and the filters changed.

The mini meeting room (old tech-services department) has been patched and repainted. The carpet is cleaned and the room will soon be available for use. – Discussed having the fire department come out to have the room coded.

The dying trees have been removed or trimmed.

**Cannabis and Libraries**

Annette and I attended a webinar presented by RAILS and HR Source. It covered the new law that goes into effect on Jan. 1, 2020 legalizing recreational use of cannabis. This issue will be debated for a while since there are no court rulings. In the meantime, HR Source attorneys are recommending a new “Drug-Free Workplace Policy” and check sheet

**LIRA Insurance Meeting**

Laura and I attended the semi-annual insurance meeting. There will be increases in pricing but our pool is managing to find coverage at better pricing than most.

**Poster Printer Situation**

The new poster printer has been delivered and installed. It is a vast improvement over the other model.

**Tree Trimming**

It was needed and we will look into tree replacements once construction is completed.

**Trustee Education**

This month I wanted to introduce you to WebJunction Illinois’ publication “What Does a Library Trustee Do?” I have also included NPLD Library Trustee Orientation Appendices. Finally, there is an article on meetings as pertaining to OMA.

**Workplace transparency Act and Training**

This is the other Act going into effect in January. We will look at our policy and provide required training for staff.

**Staff Changes:**

Monica Jaramillo, Page, resigned and had her last day here on 11/2/19. She moved too far away to commute.

**Misc:**

Financial Audit FY2018-19 – Brian Zabel from Zabel and Associates went through our annual audit and discussed the yearly financials.

The board accepted the librarians' reports for November 2019 with their thanks and approved on a motion by Glowinski with a second by Cassidy-Hatchet.

President Wason report: None

Vice President Glowinski report: None

**UNFINISHED BUSINESS:**

1. Review and Adopt Policy Revisions
  - A. Personnel Policy – Insurance

Acceptance of changes in the Insurance from HMO to accepted lowest cost was approved on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

AYES: All

NAYES: None

ABSENT: None

2. Room Usage Policy

Acceptance of changes to designate the meeting room in adult services to Second Floor Meeting room and the old tech services room to Lower Level Meeting Room was approved on a motion by Biddle with a second by Gutierrez.

**NEW BUSINESS**

3. Proviso Civics Class Assignment (Informational) – No one attended the meeting for interviews with the board. Cassidy-Hatchet did one interview the previous week with two students.
4. Financial Audit FY 2018-2019 – Discussed as part of the Directors report under miscellaneous.
5. Drug-Free Workplace Policy – The board discussed the Drug-Free Workplace Policy and the changes taking effect in Illinois January 1, 2020.

Acceptance of changes to the Drug-Free Workplace Policy was approved on a motion by Glowinski with a second by Tews.

6. Change in June Board Meeting Date for 2020 (Action)

Approval of change in the Board Meeting schedule from June 18, 2020 to June 11, 2020 was approved on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYES: All

NAYES: None

ABSENT: None

7. Approve Staff In-Service Day Awards - Jan. 10, 2020

Discussion and Approval of Staff In-Service Day Awards was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYES: All

NAYES: None

ABSENT: None

8. Library Closing Dates for 2020 (Action)

Acceptance of Library Closing dates for 2020 was approved on a motion by Tews with a second by Cassidy-Hatchet. Roll Call Vote:

AYES: All

NAYES: None

ABSENT: None

9. 2020 Per Capita Grant Application – The board discussed the process and what goes into applying for grant.

Executive Session: 5 ILCS 120/2 (c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel, including hearing testimony on a complaint lodged against an employee or against legal counsel to determine its validity.

**ADJOURNMENT**

Having moved through the agenda the meeting was adjourned at 7:50 p.m. by President Wason.

The next Board meeting is scheduled for January 16, 2020.

Elizabeth Biddle, Secretary

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