

MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
NOVEMBER 19, 2020

The regular meeting of November 19, 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, Tews, and Elliott.  
Absent Board members: Gutierrez and Cassidy-Hatchet.

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

The Board approved the agenda with the change that the Executive Session was not needed, as well as moving the financial audit presentation on a motion by Glowinski with a second by Biddle. Roll Call Vote:

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

Minutes of the Regular Board Meeting of October 15, 2020, were approved on a motion by Biddle with a second by Elliott. Roll Call Vote:

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

The Library Fund Profit and Loss Report of October 31, 2020, was approved on a motion by Glowinski with a second by Tews. Roll Call Vote:

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

Acceptance of the Bills Paid Report for October - November 2020, was approved on a motion by Glowinski with a second by Tews. Roll Call Vote:

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

Acceptance of the Bills Payable Report for November 19, 2020, was approved on a motion by Glowinski with a second by Tews. Roll Call Vote:

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

Bills paid, October - November 2020: \$33,908.72

Bills payable, November 19, 2020: \$683,816.85

Bartnik Reported on:

October - November 2020 Director's Report submitted by Laura Bartnik

November 19, 2020

- COVID-19 Phase Update
  - YS Department closure due to COVID: 1 staff member tested positive and per IDPH's recommendations, all other YS staff were required to test and quarantine until they had a negative result. 4 additional non-YS staff members also were tested out of an abundance of caution. All staff tested were negative.
  - AS had one staff member test positive, and one additional member was required to get tested and quarantine until a negative result, which thankfully they were.
  - GSD also has one case currently; however, due to when this person was scheduled no other staff members were required to get tested or quarantine.
  - Since our last Board meeting, we've had 3 staff members test positive for COVID, and 12 staff members out on quarantine for contact.
  - Current positivity rate for us (region 10) is 16% and rising. Currently, we have 49/100 SWAN libraries reverting back to curbside services or closing outright. We are currently in Tier 1 state mitigations (bars restaurants and 25% capacity). We are already meeting all of the legal mitigations from the state, however, to err on the side of caution, we plan to revert to curbside service effective 11/20 through the holiday surge. This allows us to still provide services to the community, while facing staffing shortages due to quarantine, as well as to limit everyone's exposure.
  
- Building Issues:
  - Tuckpointing- Completed!
  - Switched contracts from Cintas and Affiliated over to FE Moran.
  - Jim has left CTC for a new job; our new IT tech will be Vince.
  - Roof - We had a small roof leak, which was patched. We will continue to watch it but they are recommending replacing the flashing around the lower RTU.
  - Garbage - Annette worked on updating quotes for garbage and recycling pick up. We were ready to make the switch to save money, however, our current company (Republic) decided to match our lowest quote.
  - Self-Check Stations - Raleigh has begun to look into replacements for our aging self-check machines. With the pandemic we're relying on them more than ever.
  - Front Doors - We've had 2 service calls on our front slider doors. They finally seem to be fixed.
  - Boiler - The state fire marshal was out on Friday 11/13 to inspect our boilers. We failed the inspection due to condensation in the temp/pressure gage. He also noticed a few hot spots on the casing. Joe will be out to make the repairs within the 30-day time frame.

- Grants
  - We received our State Library PPE award letter for \$500.
  - Still waiting on news from all other grants (CARES, FEMA, State Build Grant, Back to Books)
  
- Webinars and Trainings
  - Passport Audit
  - In-Service Day will be January 8, 2021 and will be a ½ day. The library will be open from 1-5pm.
  
- Programs / Marketing
  - Our Halloween trick-or-treat event saw 138 kids/teens.
  - Our YS craft kits are increasingly popular.
  
- Personnel
  - Michelle Frigo's last day was October 31, 2020. Liliana Gaona in Guest Services has applied and been offered the position; her first day in YS will be Nov 15, 2020. The vacancy in Guest Services was filled by Diana Salkic (former page) who was offered the position and starts November 15, 2020.
  
- Formal complaint
  - A patron has recently sent us a formal complaint about enforcing the mask mandate and ADA requirements. We have responded with our current policies, which have been vetted by our attorney.

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: Gutierrez and Cassidy-Hatchet

President Wason report: None

Vice President Glowinski report: None

### **UNFINISHED BUSINESS**

1. Historical marker/StoryWalk – Tabled until the spring once the city meets to discuss details.

### **NEW BUSINESS**

1. IMRF Board Elections Resolution 2020-2

The Board discussed candidates and decided to vote for the incumbent Gwen Henry. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Cassidy-Hatchet

2. Library Closing Dates for 2021

The Library Closing Dates for 2021 was discussed and approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Cassidy-Hatchet

3. Salary adjustments for January 2021

The Board discussed the five (5) options presented by the Director and decided to go with option four (4) (\$1 for pages and 2.5% for everyone else) and was approved on a motion from Glowinski with a second from Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Cassidy-Hatchet

4. Approve Staff In-Service Day Awards – January 8, 2021

a. Service Awards

The Director presented Service Award recognition for staff members making 5, 10, and 15 years of service. The Board discussed and approved the Service Awards on a motion from Tews with a second from Glowinski. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Cassidy-Hatchet

b. Holiday Bonus

The Board discussed and approved Holiday Bonuses on a motion from Glowinski with a second from Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Cassidy-Hatchet

5. Technology Plan 2021-2025

The Board was told by the Director that information was still being gathered for Technology Plan 2021-2025 and will be discussed further at the January 2021 meeting.

6. Board review for PCG of Serving our Public 4.0 Standards for Illinois Public Libraries, Ch 2.

The Board was given information about the standards the library is already meeting from chapter 2 of Serving our Public 4.0. The library is only deficient in its technology plan and the management team has already begun to update the plan.

There were no members of the public present.

## **ADJOURNMENT**

Having moved through the agenda, the meeting was adjourned at 7:35 p.m. by President Wason.

The next Board Meeting is scheduled for January 21, 2021, at 6:30 p.m.

Elizabeth Biddle, Secretary

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