

**MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
OCTOBER 17, 2019**

The regular meeting of October 17, 2019, 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, Gutierrez, Tews and Elliot

Absent board members: Glowinski and Cassidy-Hatchet

Also present were: Sharon Highler, Library Director; Laura Bartnik, Assistant Director; and Grace Elliot.

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

AYES: All

NAYES: None

ABSENT: Glowinski and Cassidy-Hatchet

Minutes of the Nominating Committee of September 19, 2019 were approved on a motion by Biddle with a second by Gutierrez.

AYES: All

NAYES: None

ABSENT: Glowinski and Cassidy-Hatchet

Minutes of the Regular Board Meeting of September 19, 2019 were approved on a motion by Tews with a second by Biddle.

AYES: All

NAYES: None

ABSENT: Glowinski and Cassidy-Hatchet

The Library Fund Profit and Loss Report of September 30, 2019 was approved on a motion by Tews with a second by Biddle. Roll call vote:

AYES: All

NAYES: None

ABSENT: Glowinski and Cassidy-Hatchet

Acceptance of the Bills Paid Report for September and October 2019 was approved on a motion by Biddle with a second by Tews. Roll Call Vote:

AYES: All
NAYES: None
ABSENT: Glowinski and Cassidy-Hatchet

Acceptance of the Bills Payable Report for October 17, 2019 was approved on a motion by Gutierrez with a second by Tews. Roll Call Vote:

AYES: All
NAYES: None
ABSENT: Glowinski and Cassidy-Hatchet

Bills paid, September and October 2019: \$26,483.73
Bills payable, September 19, 2019: \$17,536.18

Highler Reported on:

Building Issues:

Due to upcoming State Law changes, bathroom signage of the two single stall restrooms, located in the Youth Department have been changed to all gendered bathrooms, and are now labeled A, and B.

HVAC repairs have been completed, an additional condenser on the lower level roof has been replaced and the basement has cooled considerably.

Painting and carpet cleaning has been scheduled for the LL Meeting room. Once those are completed it will be made available to the public.

The parking lot repairs have finally been completed, we're just waiting on an invoice.

We have reached out to a tree trimming company and received some bad news about some diseased and dying trees north of the entrance. We're gathering some other quotes and will go from there to either treat or remove them.

Payroll Incident

Annette has been working diligently to resolve payroll issues as a result of what first seemed to be a cyber breach, but what we now know was an embezzlement scheme by the cloud company attached to ProData. We've migrated payroll services to Quick Books and have had our first payroll with only minor issues which were immediately corrected. We're still working closely with our attorney and LIRA to resolve the issue with payroll taxes and fines, which have been frozen.

Poster Printer

In August we added a poster printer to our existing Toshiba contract. Unfortunately this poster was not capable of printing high graphics posters, so we're currently in the process of swapping it out with Toshiba.

Trustee Education

There was some discussion on the nontraditional services that libraries are beginning to offer ranging from social workers, to environmental education.

Staff Changes:

We do have a resignation from one of our pages as she is moving out of the area.

The board accepted the librarians' reports for October 2019 with their thanks.

President Wason report: None

Vice President Glowinski report: None

Old Business:

1. Personnel Policy Revisions
 - a. None
2. Notary Service Policy Revisions

Making changes to our current Notary Service Policy was approved on a motion by Biddle with a second by Gutierrez.

AYES: All

NAYES: None

ABSENT: Glowinski and Cassidy-Hatchet

New Business:

3. Levy Ordinance #19-588 (Action)

After discussion by the board, the Levy Ordinance #19-588 was passed on a motion by Tews with a second by Gutierrez. Roll Call Vote:

AYES: All

NAYES: None

ABSENT: Glowinski and Cassidy-Hatchet

4. Board review for PCG of the required organizational management webinar, The Digital Public Library, and the IL Digital Archives. Also Serving our public, Ch 3-Personnel Majority of board members stated they had indeed viewed the webinar, Sharon will be resending the link to those who have not. Ch 3- Personnel was discussed by Sharon Highler and Laura

Bartnik who were happy to report that we are meeting every standard except for 1 which will be completed in the upcoming weeks.

5. 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.

The next regular Board meeting is scheduled for Thursday November 21, 2019 at 6:30 p.m.

Having moved through the agenda the meeting was adjourned at 7:27 p.m. by President Wason.

Elizabeth Biddle, Secretary
