

MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
OCTOBER 15, 2020

The regular meeting of October 15, 2020, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:35 p.m.

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

Absent Board members: Glowinski.

Also present were: Laura Bartnik, Library Director.

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 Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski

Minutes of the Regular Board Meeting of September 17, 2020, were approved on a motion by Gutierrez with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski

The Library Fund Profit and Loss Report of September 30, 2020, was approved on a motion by Biddle with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski

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

AYE: All

NAY: None

ABSENT: Glowinski

Acceptance of the Bills Payable Report for October 15, 2020, was approved on a motion by Biddle with a second by Tews. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Glowinski

Bills paid, September/October 2020: \$19,241.84  
Bills payable, October 15, 2020: \$23,496.47

Bartnik Reported on:

September-October 2020 Director's Report submitted by Laura Bartnik  
October 15, 2020

- Building Issues:
  - Tuckpointing
  - Elevator moving from Schindler to Colley, seeking additional quotes for door arm assembly.
  - Plumbing Cross Connection Fixed
- COVID-19 Phase Update
  - Curbside Service hours have been extended to all open hours by appointment (by appointment is extremely flexible).
  - While our study rooms remained closed to groups, staff have consistently made exceptions for Zoom meetings, job interviews, etc.
  - We have begun accepting notary appointments and walk ins. As well as resumed passport processing.
- Grants
  - Cook County has opened CARES Act funding to Library and Fire Protection Districts for up to \$5,000. Districts must fill out an Illinois Governmental Agreement between the district and Cook County, as well as pass a resolution accepting the IGA.
- Webinars and Trainings
  - Annette and I have begun our yearly OMA and FOIA trainings
  - Directors University wrapped up on October 2, 2020. The program consists of 46 hours of intensive trainings specifically geared for first year directors.
  - Management team have begun our PCG requirements of reviewing Ch. 1 of Serving our Public 4.0 Standards for Illinois Public Libraries
    - NPLD is meeting each of the standards outlined for Illinois public libraries; however, we realized that our technology plan needed to be updated, so I'm in the process of updating that along with key staff.
- Programs / Marketing
  - Digital programing is going very well. We've acquired some new software to facilitate a split screen and other fancy video editing functions. Please check out our YouTube channel. All digital content is archived there.
    - Fine Free Update

- The response has been overwhelmingly positive; patrons are very grateful.
- SORA- Connects all the local school districts with our Media on Demand content.

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. Historical marker – This item is tabled until the November 2020 meeting.
2. StoryWalk - This item is tabled until the November 2020 meeting.

### **NEW BUSINESS**

1. Financial Audit FY 2019-20

Acceptance of the Financial Audit FY 2019-20, was approved on a motion by Gutierrez with a second by Tews. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Glowinski

2. General Purchasing Policy

The general purchasing policy was approved on a motion by Tews with a second by Gutierrez. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Glowinski

3. Resolution 2020-01 Intergovernmental Agreement with Cook County

The resolution to accept the intergovernmental agreement with cook county to accept CARES Act funding for PPE was passed on a motion from Biddle with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Glowinski

#### 4. Tuckpointing Quotes

The Board was presented with 3 quotes for tuckpointing (North Shore, Olsen and Garfield Building Maintenance), they accepted North Shore's proposal on a motion from Gutierrez with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Glowinski

#### 5. FOIA / OMA Training

The board was given information about FOIA and OMA training.

#### 6. Board review for PCG of Serving our Public 4.0 Standards for Illinois Public Libraries, Ch 1.

The Board was given information about the standards the library is already meeting from chapter 1 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 7:31 p.m. by President Wason.

The next Board Meeting is scheduled for November 19, 2020, at 6:30 p.m.

Elizabeth Biddle, Secretary

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