

MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
SEPTEMBER 17, 2020

The regular meeting of September 17, 2020, of the Northlake Public Library District Board of Trustees was called to order by Vice President Glowinski at 6:47 p.m.

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

Absent Board members: Wason and Tews.

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

The Board approved the agenda with the change that the Executive Session was not needed, on a motion by Cassidy-Hatchet with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Tews

Minutes of the Regular Board Meeting of August 20, 2020, were approved on a motion by Biddle with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Tews

The Library Fund Profit and Loss Report of July 31, 2020 – August 31, 2020, was approved on a motion by Cassidy-Hatchet with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Tews

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

AYE: All

NAY: None

ABSENT: Wason and Tews

Acceptance of the Bills Payable Report for September 17, 2020 was approved on a motion by Cassidy-Hatchet with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Tews

Bills paid, August/September 2020: \$23,839.94

Bills payable, September 17, 2020: \$21,850.99

Bartnik Reported on:

August – September 2020 Director's Report submitted by Laura Bartnik  
September 17, 2020

- Building Issues:
  - Tuckpointing
  - Elevator
  - Plumbing Cross Connection Inspection
  - Camera out
  
- COVID-19 Phase Update
  - We entered Phase 4.5 the Tuesday after Labor Day, which resumes Sunday hours as well as a return to full hours.
  
- LIMRiCC Insurance Rates and News
  - Current Rates
  - Provider Switch
  
- Webinars and Trainings
  - Due to the delay with the Per Capita Grant applications and filing, we still do not know what training requirements there will be for Trustees and staff for 2021. We should have that information in October and will include it in either the Oct. or Nov. Board agenda.
  
- Programs / Marketing
  - Census Drive-Thru Event: 54 families, 93 family packages, 525 face masks, 194 hand sanitizers, 107 youth kits (with crafts, books, coupons, coloring book, census info), and 60 adult kits (with crafts, water bottle, cloth mask (in the facemask count as well), coupons, census info, library programs info) were handed out in the parking lot.
  
  - Fine Free and Fall Programming postcard
  
  - Stone Park Fire and the Library's response

President Wason report: None

Vice President Glowinski report: None

## **UNFINISHED BUSINESS**

1. Historical marker – This item is tabled until the October 2020 meeting.
2. Story Walk - This item is tabled until the October 2020 meeting.

## **NEW BUSINESS**

3. Tax Levy Ordinance No. 20-593

Acceptance of the Tax Levy Ordinance No. 20-593, was approved on a motion by Cassidy-Hatchet with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Tews

4. Set Director Spending Limits

New Director Spending discussed and set at \$10,000 before additional approval needed by Board was approved on a motion by Gutierrez with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Tews

5. Debt Service Schedule – Copy of Debt Service Schedule given to Board members and discussed it ending in the next couple years.
6. 2021 Candidates Guide – Discussed 2021 Election and Board members up for re-election.

There were no members of the public present.

## **ADJOURNMENT**

Having moved through the agenda the meeting was adjourned at 7:18 p.m. by Vice President Glowinski.

The next Board Meeting is scheduled for October 15, 2020, at 6:30 p.m.

Elizabeth Biddle, Secretary

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