

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
AUGUST 19, 2021

The regular meeting of August 19, 2021, 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, Glowinski, Biddle, Tews and Cassidy-Hatchet

Absent Board members: Gutierrez and Elliott

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 on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

Minutes of the Regular Board Meeting of June 17, 2021, were approved on a motion by Biddle with a second by Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

The Library Fund Profit and Loss Report of June 2021, was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

The Library Fund Profit and Loss Report of July 2021, was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

Acceptance of the Bills Payable Report for July and August, 2021, was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

Acceptance of the Bills Paid Report for July and August 2021 was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

Bills paid, July and August 2021: \$59,686.78

Bills payable, July and August, 2021: \$73,512.00

Bartnik Reported on:

July - August 2021 Director's Report submitted by Laura Bartnik
August 19, 2021

- COVID-19 Phase Update
 - Our extended FFCRA expired July 1.
 - Masks return to the library.
 - Current positivity rate is 5%.
- Building Issues:
 - HVAC- We still have our temporary fix on the second-floor unit. The first-floor unit has had a whole host of problems. Raleigh, Garrett and myself have been trained to get up on the roof and do a hard reset, as well as clear out alarms and a soft reset. Joe fixed another switch on August 9 and it appears to be stable. Saturday, August 7, both boilers went into alarm. Boiler #1 has a small leak and is easy to fix. Boiler #2 they've eliminated some of the major causes but are still troubleshooting. The basement compressor had also gone out but was replaced on August 12. Since our last meeting, we've developed 2 small leaks, which were easy fixes and one was repaired on August 9.
 - Ceiling tiles- Our tiles were finally installed on August 12.
 - Plumbing- Our stripped outdoor spigot has been fixed. We've also identified the cause of the sewage smell in one of the children's bathrooms. The repair will require digging through the floor around the drain. However, we have matching replacement tiles and Juan is able to do the tile patch.
 - Roof repair- We received a quote for flashing repair on the lower roof that was brought to our attention during our last PM visit, as well as some additional patching that is needed after the last major storm. We've pushed these to September to triage HVAC and plumbing issues. We also still have the heating element project on the back burner to prevent ice damming.

- Grants
 - Per Capita (39k)
 - NEH grants (Operating 10k, Project 5k)
 - Digitization grant (22k)
 - Build grant (\$474,459)
 - Emergency Connectivity Fund (\$3,600)
 - Road to Recovery Grant (15k)

- Webinars and Trainings
 - Laura and Annette met with Joe from Brian Zabel and Associates for an in depth look at our special funds.

- Programs / Marketing
 - Fall Fiesta planned for Sunday, September 12, 1-3p.m.

- Personnel
 - Flor and David have joined the Guest Services team, filling vacancies left by Lizeth and Diana.
 - Marion has begun interviewing for her part-time position in AS.

- Misc.

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 Elliott

President Wason report: None
 Vice President Glowinski report: None

UNFINISHED BUSINESS

1. .02% Ordinance Typo Clarification – Corrected from last meeting
2. StoryWalk

The Board discussed the StoryWalk project to be collaborated on with the City of Northlake and was approved on a motion from Glowinski with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All
 NAY: None
 ABSENT: Gutierrez and Elliott

NEW BUSINESS

1. Accept Secretary's Audit of Minutes FY 2020-21

After completing the audit of the Secretary's Minutes by Tews and Cassidy-Hatchet, the minutes were approved on a motion by Cassidy-Hatchet with a second from Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

2. Verification of B&A Hearing 8/19/21

Acceptance of the B&A Hearing was approved on a motion by Biddle with a second by Glowinski. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

3. Adopt Ordinance # 21-594, Budget and Appropriations of the Northlake Public Library District for the Fiscal Year beginning July 1, 2021, and ending June 30, 2022.

Acceptance of Ordinance # 21-594, Budget and Appropriations of Northlake Public Library District was approved on a motion by Glowinski with a second by Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

4. Accept Estimate of Revenues for Fiscal Year beginning July 1, 2021 and ending June 30, 2022.

Acceptance of the Estimate of Revenues for Fiscal Year beginning July 1, 2021 – June 30, 2022 was approved on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

5. Approve State Annual Report (IPLAR), FY 2020-21

Acceptance of the State Annual Report (IPLAR), FY2020-21, with updates to Board member information was approved on a motion by Cassidy-Hatchet with a second by Glowinski. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

6. **Tentative Tax Levy Ordinance**

The Board approved the tentative Tax Levy Ordinance on a motion by Biddle with a second by Tews.
Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

7. **FMLA Expansion due to COVID-19 Policy**

The Board discussed and accepted the FMLA Expansion due to COVID-19 Policy on a motion by Tews with as second by Glowinski. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

8. **Travel Policy**

The Board discussed and approved updates to the Travel Policy on a motion by Cassidy-Hatchet with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

9. **Chapters 7-8 of Serving Our Public 4.0 Standards for IL Public Libraries**

PUBLIC DISCUSSION

No public in attendance.

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:58 p.m. by President Wason.

The next Board Meeting is scheduled for September 16, 2021, at 6:30 p.m.

Elizabeth Biddle, Secretary
