

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
JUNE 17, 2021

The regular meeting of June 17, 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, Cassidy-Hatchet and Elliott.
Absent Board members: Gutierrez

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

Swearing in of re-elected Board members: Glowinski

The swearing in of the elected Board members was approved on a motion by Tews with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

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

AYE: All
NAY: None
ABSENT: Gutierrez

Minutes of the Regular Board Meeting of May 20, 2021, were approved on a motion by Tews with a second by Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

The Library Fund Profit and Loss Report of May 31, 2021, was approved on a motion by Biddle with a second by Tews. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

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

AYE: All
NAY: None
ABSENT: Gutierrez

Acceptance of the Bills Payable Report for June 17, 2021, was approved on a motion by Tews with a second by Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

Bills paid, May - June 2021: \$34,469.40
Bills payable, June 17, 2021: \$33,456.69

Bartnik Reported on:

May - June 2021 Director's Report submitted by Laura Bartnik
May 20, 2021

- COVID-19 Phase Update
 - With the state entering Phase 5 of the Restore Illinois Plan on June 11, we felt comfortable upping our library Phase 5 plans to June 11 as well.
 - 96% of our staff are vaccinated!
 - Our vaccine clinic has finished and we are proud to have played a part in vaccinating 350 of our patrons.

- Building Issues:
 - HVAC- After many years our air conditioning has finally started to act up. The first floor was without air on 3 of the hottest days of the year so far. However, temps remained below 85 degrees, which is our threshold for closing. Once that was fixed, our second floor decided to act up. We're still in the process of troubleshooting the second floor.
 - Generator repair- Cummins received our part ahead of time and completed repairs on 6/11.
 - Asphalt Parking Lot- Crack sealing took place on 6/9. Lot marking took place on 6/14.
 - Scan Stations- Our displays have arrived! TBS plans to install on June 22.
 - Ceiling tiles- Our tiles have been delivered and work will start on June 21.

- Grants
 - Studio GC has estimated a 95k increase in materials from our initial budget. Unfortunately, this means we will be shelving the Makerspace portion of this grant and focusing on the new entrance. We absolutely plan to apply for a Live and Lean Grant in the future to complete the Makerspace project, as well as the bathroom on the second floor.

- Webinars and Trainings
 - On May 20, the entire management team participated in the webinar "Patrons Without Masks".

- Programs / Marketing
 - Teen Programs – Outdoor teen programing has resumed.
 - Summer Lunches- Stable numbers so far around 150 each Monday.
- Personnel
 - Marko Sanchez, our new Page, started on 6/2. Marko is a former teen volunteer.
- Misc.
 - Changes to OMA

Acceptance of the librarian's report was approved on a motion from Glowinski with a second from Biddle. Roll Call Vote:

AYE: All
 NAY: None
 ABSENT: Gutierrez

President Wason report: None
 Vice President Glowinski report: None

UNFINISHED BUSINESS

- 1) Approve YS Job Descriptions

After reviewing changes discussed at previous meeting, YS job descriptions were approved on a motion by Biddle with a second by Cassidy-Hatchett. Roll Call Vote:

AYE: All
 NAY: None
 ABSENT: Gutierrez

NEW BUSINESS

- 1) Swearing in of Trustees

The elected Board members were sworn in at the beginning of the meeting.

- 2) Appoint 2021-22 Check Signers

The Board decided to keep check signers as they are and was approved on a motion from Glowinski with a second from Tews. Roll Call Vote:

AYE: All
 NAY: None
 ABSENT: Gutierrez

3) Tentative Budget FY 2021-22

The Board discussed and reviewed the tentative budget and it was approved on a motion from Glowinski with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

4) Tentative Budget & Appropriations (B&A)

The Board discussed and reviewed the tentative B&A and it was approved on a motion from Glowinski with a second from Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

5) Announce B&A Hearing

The Board discussed dates for the B&A hearing and decided on August 19, 2021 at 6:00 p.m. This was approved on a motion from Biddle with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

6) .02% Main. Ordinance # 21-595

The Board discussed the .02% Main. Ordinance # 21-595 and it was approved on a motion from Glowinski with a second from Tews. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

7) Participate in the State Library's non-resident library card program for FY21-22 using the tax bill method.

The Board discussed the State Library's non-resident library card program for FY21-22 and decided to use the Tax Bill Method. This was approved on a motion from Biddle with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

8) Prevailing Wage Statement (No Ordinance needed) – Discussed

9) Schedule “Closed Session Minutes” Review

The Board discussed current and previous Closed Session Minutes and decided to leave ALL minutes closed. This was approved on a motion from Cassidy-Hatchet with a second from Tews. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

10) Set Secretary’s Minutes Audit

The Board set the Secretary Minutes Audit for August 19, 2021 at 6:00 p.m with Trustees Tews and Elliott. This was approved on a motion from Biddle with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

11) Approve GS Job Descriptions (Action)

The Board discussed GS Job Descriptions and they were was approved on a motion from Tews with a second from Glowinski. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

PUBLIC DISCUSSION

No public in attendance.

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:30 p.m. by President Wason.

The next Board Meeting is scheduled for August 19, 2021, at 6:30 p.m.

Elizabeth Biddle, Secretary
