

MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
OCTOBER 21, 2021

The regular meeting of October 21, 2021, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:29 p.m.

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

Absent Board members: Glowinski, Gutierrez, and Tews

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 changes of moving NEW BUSINESS Item 1 to after approval of the agenda and 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: Glowinski, Gutierrez, and Tews

Financial Audit FY2020-21 – Brian Zabel from Brian Zabel & Associates presented our annual financial audit about the library for this past fiscal year.

Acceptance of the Financial Audit FY 2020-21 was approved on a motion by Cassidy-Hatchet with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski, Gutierrez, and Tews

Minutes of the Regular Board Meeting of September 16, 2021, with spelling corrections were approved on a motion by Elliott with a second by Wason. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski, Gutierrez, and Tews

The Library Fund Profit and Loss Report of September 30, 2021, was approved on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski, Gutierrez, and Tews

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

AYE: All

NAY: None

ABSENT: Glowinski, Gutierrez, and Tews

Acceptance of the Bills Payable Report for October 21, 2021, was approved on a motion by Cassidy-Hatchet with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski, Gutierrez, and Tews

Bills paid, September - October 2021: \$22,285.40

Bills payable, October 2021: \$30,951.03

Bartnik Reported on:

September – October 2021 Director’s Report submitted by Laura Bartnik  
October 21, 2021

- Building Issues:
  - Railing Repainting
  - The Grout Doctor - Grout and tile resurfacing.
  - Stove replacement
  - Plumbing issue
- COVID-19 Phase Update
  - Current positivity rate is 2%
- Grants
  - We were the recipients of the Road to Recovery Grant (\$14,232).
- Webinars and Trainings
  - Annette and I will be starting our yearly OMA and FOIA trainings. RAILS now offer a free FOIA hotline for libraries.
  - We’ve begun to review our disaster plan, as well as check off our yearly safety trainings.
- Programs / Marketing
  - Library Card Sign-up
  - In-person programing: Halloween craft, Teens, and Seniors

- Personnel: Youth Services will be hiring for a part-time YS Associate position.
- Misc.
  - New Board website
  - Insurance rates

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

AYE: All

NAY: None

ABSENT: Glowinski, Gutierrez, and Tews

President Wason report: None

Vice President Glowinski report: None

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

- 1) Financial Audit FY 2020-21 – Discussed at the beginning of meeting.
- 2) FOIA / OMA Training – The Director discussed upcoming and ongoing training.
- 3) Board review for PCG of Serving Our Public 4.0 Standards for Illinois Public Libraries Ch. 11 – The Director went through the current standards with the Board.

### **PUBLIC DISCUSSION**

No public in attendance.

### **ADJOURNMENT**

Having moved through the agenda, the meeting was adjourned at 7:26 p.m. by President Wason.

The next Board Meeting is scheduled for November 18, 2021, at 6:30 p.m.

Elizabeth Biddle, Secretary

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