

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
NOVEMBER 18, 2021

The regular meeting of November 18, 2021, 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, Cassidy-Hatchet, Gutierrez, and Tews
Absent Board members: Glowinski 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 changes of 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: Glowinski and Elliott

Minutes of the Regular Board Meeting of October 21, 2021, were approved on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Glowinski and Elliott

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

AYE: All
NAY: None
ABSENT: Glowinski and Elliott

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

AYE: All
NAY: None
ABSENT: Glowinski and Elliott

Acceptance of the Bills Payable Report for November 18, 2021, was approved on a motion by Cassidy-Hatchet with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski and Elliott

Bills paid, October - November 2021: \$20,754.74

Bills payable, November 18, 2021: \$671,672.83

Bartnik Reported on:

October – November 2021 Director’s Report submitted by Laura Bartnik
November 18, 2021

- Building Issues:
 - Grout Dr: grout and tile resurfacing.
 - Stove replacement
 - Pipe crack repair scheduled for November 29
 - LIRA Insurance Increase of 7% (we were told to budget for a 30% increase)
- COVID-19 Phase Update
 - Current positivity rate is 2%
 - FMLA COVID-19 Expansion is set to expire December 31
- Grants
 - Our big grant- project clarifications have been finished; we’re now in the final review period.
- Webinars and Trainings
 - RAILS training survey
- Programs / Marketing
 - Trick-or-Treat
 - Day of the Dead
 - In-person programing for YS
- Personnel: YS has hired a part timer, and we’ve filled one of our Page positions.
- Misc.

Acceptance of the librarian’s report was approved on a motion from Biddle with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski and Elliott

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS

- 1) StoryWalk – Trustee Biddle spoke about the mayor’s plans to have the StoryWalk in the park across from the library. It will go from County Club Drive to Armitage along the walkway. The library will pick out 3 books to give to the mayor for approval.

NEW BUSINESS

- 1) Library Closing Dates for 2022

Acceptance of the Library Closing dates for 2022 was approved on a motion by Gutierrez with a second by Cassidy-Hatchet.

- 2) Salary Adjustments for January 2022

The Director discussed the increased rate for COLA (Cost-Of-Living- Adjustments) and the options of different percentages along with what other libraries were intending to do in regards to employee raises for the upcoming year. After the discussion and weighing the options, the Board agreed on a 4.5% increase in salaries for all employees, except the Pages, for the upcoming 2022 year. The Pages will get a \$1.00 raise in accordance with local and state laws. Acceptance of the Salary Adjustments for 2022 was approved on a motion from Biddle with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski and Elliott

- 3) Approve Staff In-Service Day Awards– Jan. 7, 2022
 - a. Service Awards

The Director presented Service Award recognition for staff members making 5, 10, and 15 years of service. The Board discussed and approved the Service Awards on a motion from Cassidy-Hatchet with a second from Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski and Elliott

- b. Holiday Bonus

The Board discussed and approved Holiday Bonuses on a motion from Tews with a second from Gutierrez. Also, the Board decided to add this item to the Personnel Policy instead of voting on this every year. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski and Elliott

- 4) Board review for PCG of Serving Our Public 4.0 Standards for Illinois Public Libraries Ch. 12 - The Director went through the current standards with the Board.
- 5) Executive Session: 5 ILCS 120/2 (c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel, including hearing testimony on a complaint lodged against an employee or against legal counsel to determine its validity.

PUBLIC DISCUSSION

No public in attendance.

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:19 p.m. by President Wason.

The next Board Meeting is scheduled for January 20, 2022, at 6:30 p.m.

Elizabeth Biddle, Secretary
