

MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
JANUARY 20, 2022

The regular meeting of January 20, 2022, of the Northlake Public Library District Board of Trustees was a hybrid meeting via ZOOM called to order by President Wason at 6:33 p.m.

Present Board members: In person: Wason, Tews, and Cassidy-Hatchet. via ZOOM: Gutierrez and Elliott.

Absent Board members: Biddle and Glowinski.

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

The Board approved the agenda on a motion by Tews with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Biddle and Glowinski

Minutes of the Regular Board Meeting of November 18, 2021, were approved on a motion by Cassidy-Hatchet with a second by Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Biddle and Glowinski

The Library Fund Profit and Loss Report of November 30, 2021 and December 31, 2021, was approved on a motion by Cassidy-Hatchet with a second by Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Biddle and Glowinski

Acceptance of the Bills Paid Report for December 2021 and January 2022 was approved on a motion by Gutierrez with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Biddle and Glowinski

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

AYE: All

NAY: None

ABSENT: Biddle and Glowinski

Bills paid, December 2021 - January 2022: \$71,262.37

Bills payable, January 20, 2022: \$76,381.60

Bartnik Reported on:

November 2021 – January 2022 Director's Report submitted by Laura Bartnik

January 20, 2022

- Building Issues:
  - Plumbing repairs in the pump room to replace drains were completed on November 29 with no issues.
  - Roof PM service on January 4 had no issues, leaking, or ice damming so far this season.
  - Boilers have been problematic off and on. The worst of it was on January 3 when we were forced to delay opening due to both boilers being off and temps in the building of 42 degrees.
- COVID-19 Phase Update
  - Our positivity rate spiked to 20% with this current surge. A stark contrast to where we left things at the November meeting at 2%.
  - Adult Services paused in-person programming.
  - Since the last Board meeting, we've gone from 0 to 9 staff members out with COVID-19 or out on quarantine (33% of our staff).
- Grants
  - Road to Recovery- Our reimbursement for the tables for the self-check stations is being processed. Unfortunately, due to supply chain issues and shipping delays, our self-check machines have not arrived, but we hope to receive them by mid-February.
  - FEMA - End of November we were notified that FEMA once again changed their disaster parameters and our project would again be eligible for funding. We quickly updated our request and resubmitted.
  - DCEO HD200063 - We were asked for an environmental study, as well as documentation, to acknowledge that our project is subject to bidding requirements. We were told that we should have our award letter in 6-8 weeks (early March at the latest).
- Webinars and Trainings
  - In-service was a success; our focus was safety training. All staff were assigned the following trainings:
    - Active Shooter
    - General Harassment
    - Sexual Harassment and Discrimination
    - AED
    - Bloodborne Pathogen -Safety Short
    - All service desk staff also completed NARCAN training through the IDPH

- Programs / Marketing
  - In-person programing for YS is still slated to start in February, but we will be watching infection rates closely.
- Personnel: Erica has filled her other page position and is finally fully staffed. Guest Services is currently down 2 part-time positions, but will be working to fill those ASAP.
- Misc.
  - Juneteenth was made a federal holiday last summer. We'll be watching to see how many libraries adopt it as a paid holiday.

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

AYE: All

NAY: None

ABSENT: Biddle and Glowinski

President Wason report: None

Vice President Glowinski report: None

### **UNFINISHED BUSINESS**

- 1) Historical Marker – The Board was given the picture showing the historical marker placement.

### **NEW BUSINESS**

- 1) 2022 SEI Filing, February 1, 2022

The Board was given

- 2) Schedule "Closed Session Minutes" Review - The Board chose not to review closed session minutes.
- 3) FFCRA Extension

The Board approved extension of the FFCRA. It will be retroactive January 1, 2022, and extend to March 31, 2022. The extension was approved on a motion from Tews with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Biddle and Glowinski

4) Holiday and Service Award Policy

The Board approved the Service Award and Holiday Bonus Policy presented. This new policy will be added to the Personnel Policy. This was approved on a motion from Tews with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Biddle and Glowinski

- 5) Selection of Library Materials Review – The Director reviewed the Selection Policy for Library Materials with the Board.
- 6) Board Actions Calendar – The Board reviewed the 2022 Appropriation and Levy Timetable from attorney Klein, Thorpe, and Jenkins, LTD, presented by the Director.
- 7) Board review for PCG of Serving Our Public 4.0 Standards for Illinois Public Libraries Ch. 13 - The Director went through the current standards with the Board.
- 8) 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.

The Board went into Executive Session: 5 ILCS 120/2 (c)(1): Dismissal of specific employees at 7:05 p.m. – 7:14p.m.

PUBLIC DISCUSSION

No public in attendance.

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:16 p.m. by President Wason.

The next Board Meeting is scheduled for February 17, 2022, at 6:30 p.m.

Elizabeth Biddle, Secretary

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