

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MARCH 17, 2022

The regular meeting of March 17, 2022, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:31 p.m.

Present Board members: Wason, Glowinski, Biddle, and Elliott.

Absent Board members: Cassidy-Hatchet, Gutierrez, and Tews.

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

The Board approved the agenda with the changes of the Executive Session which was not needed on a motion by Biddle with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet, Gutierrez, and Tews

Minutes of the Regular Board Meeting of January 20, 2022, were approved on a motion by Biddle with a second by Glowinski. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet, Gutierrez, and Tews

The Library Fund Profit and Loss Report of January 31, 2022, was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet, Gutierrez, and Tews

Acceptance of the Bills Paid Report for January – February 2022 was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet, Gutierrez, and Tews

Acceptance of the Bills Payable Report for February 17, 2022, was approved on a motion by Glowinski with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet, Gutierrez, and Tews

The Library Fund Profit and Loss Report of February 28, 2022, was approved on a motion by Glowinski with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet, Gutierrez, and Tews

Acceptance of the Bills Paid Report for February – March 2022 was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet, Gutierrez, and Tews

Acceptance of the Bills Payable Report for March 17, 2022, was approved on a motion by Glowinski with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet, Gutierrez, and Tews

Bills paid, January - February 2022: \$25,408.82

Bills payable, February 17, 2022: \$32,389.20

Bills paid, February - March 2022: \$24,080.16

Bills payable, March 17, 2022: \$22,931.42

Bartnik Reported on:

January-March 2022 Director's Report submitted by Laura Bartnik
March 17, 2022

- Building Issues:
 - Boilers are continuing to hold strong. Our winter override schedule expired on March 15 and depending on what temps are looking like we can always extend it. We've had a couple blips with RTU1, but it seems to be stable currently.
 - With our routine HVAC PM, service Joe discovered an exhaust motor that was on its way out. A new motor was ordered and was replaced.
 - Joe has notified us that he is no longer with FE Moran. Our current contract is up September 30 and at that time we will be reviewing new HVAC companies.
 - Schindler was out to inspect and provide regular PM service for our elevator; our contract expires with them December 2022 and at that time we will be moving PM services to Colley Elevators.
- COVID-19 Phase Update
 - Our positivity rate has dropped back down to 1%.

- In-person programing has resumed, including for children of all ages. Attendance for children’s programs has been excellent!
 - Since the January Board meeting, we’re happy to report we’ve had zero quarantines.
 - Governor Pritzker announced to end the Illinois mask mandate on Feb 28. We changed our signage from “required” to “encouraged” and staff has stopped enforcing masks.
 - Food and drinks will resume, as well as pre-pandemic capacity limits for room reservations.
- Grants
 - Road to Recovery - Self-check machines have arrived and were installed. We also received a reimbursement check for the full grant amount.
 - FEMA - We finally received our FEMA grant for all COVID-19 related expenses.
 - DCEO HD200063 - We’ve received our Notice of State Award letter and are now just waiting on a final executed grant agreement.
 - Webinars and Trainings
 - Laura and Annette have completed the new Open Meetings Act (OMA) training.
 - Programs / Marketing
 - Youth Services hosted a Clifford Valentine Party and 20 children attended.
 - Plans are underway to make this summer’s reading kickoff party extra special.
 - Personnel: Erica has filled one of her Page positions; Victoria Coronel will be starting soon.
 - Misc. – The Director and Asst. Director gave information about passport processing.

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: Cassidy-Hatchet, Gutierrez, and Tews

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS

- 1) Schedule “Closed Session Minutes” Review

The Board discussed and reviewed whether to leave ALL Closed Session Minutes CLOSED into perpetuity and was approved on a motion by Biddle with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet, Gutierrez, and Tews

NEW BUSINESS

- 1) Executive Session and OMA Requirements - The Director reviewed the procedures for both Executive Sessions and OMA.
- 2) New OMA Training – The Director gave a handout to the Board about the changes to the OMA site and how to access the site.
- 3) Annual Designation of FOIA & OMA officers

The Board discussed and designated the Director Laura and Business Office Manger Annette to be the FOIA officers, and President Wasson and Secretary Biddle will be our OMA officers. The designations were approved on a motion from Biddle with a second from Glowinski. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet, Gutierrez, and Tews

- 4) In compliance with State Executive Orders pertaining OMA during COVID-19, the Board approved the destruction of the verbatim recordings of the regular Board meetings held on May 21, 2020, June 11, 2020, and November 19, 2020.

The Board discussed and approved the destruction of the verbatim recordings of the regular Board meetings on a motion from Glowinski with a second from Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet, Gutierrez, and Tews

- 5) SEI Guidance – The Director discussed the Statement of Economic Interests Forms with the Board.
- 6) Building Grant new timeline – The Director informed the Board about the new timeline and how we are just waiting on the final grant agreement.
- 7) Capital Improvements for FY 22-23 – The Director discussed the upcoming improvements/repairs the building will need in the upcoming fiscal year.
- 8) Behavior Policy Update

The Board discussed the Behavior Policy to update the Disruptive Behavior section to include photography and videos. This was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet, Gutierrez, and Tews

- 9) Strategic Plan Update – The Director gave an update on the library’s Strategic Plan. It included what has been completed, where we are, and what is ongoing with the library.

PUBLIC DISCUSSION

No public in attendance.

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:29 p.m. by President Wason.

The next Board Meeting is scheduled for April 21, 2022, at 6:30 p.m.

Elizabeth Biddle, Secretary
