

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
APRIL 21, 2022

The regular meeting of April 21, 2022, 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, Glowinski, Biddle, Cassidy-Hatchet, and Elliott.
Absent Board members: 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: Gutierrez and Tews

Minutes of the Regular Board Meeting of March 17, 2022, were approved with corrections on a motion by Glowinski with a second by Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez and Tews

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

AYE: All
NAY: None
ABSENT: Gutierrez and Tews

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

AYE: All
NAY: None
ABSENT: Gutierrez and Tews

Acceptance of the Bills Payable Report for April 21, 2022, was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYE: All
NAY: None

ABSENT: Gutierrez and Tews

Bills paid, March - April 2022: \$24,057.67

Bills payable, April 21, 2022: \$41,245.74

Bartnik Reported on:

March - April 2022 Director's Report submitted by Laura Bartnik

April 21, 2022

- Building Issues:
 - HVAC issues have remained stable. We had FE Moran out for a quick fix for one of our VAV boxes in YS that was struggling to maintain temps in the story time room.
 - Window seals have begun to fail. We have resealed 6 windows (business office and YS) Next up will be windows in AV and near the front entrance.
 - Raleigh and Laura met with Mike from Johnson Flooring who came highly recommended by a number of libraries, most recently Schaumburg, to start looking at carpet replacements. We also requested a quote from Kingston Tile, recommended by Evergreen Park Library as well as DeSitter Carpet, recommended by Plainfield Library.
 - Water Sensor- We received our free water sensor from LIRA.
- COVID-19 Phase Update
 - Our positivity rate has very slightly increased to 2%.
 - No staff quarantines since the last board meeting.
 - Room reservations have returned in full force.
- Grants
 - DCEO HD200063 - We've received our final executed grant agreement!
 - WingStop- \$5,000 for STEAM check out kits as well as children's programming.
 - Grant year total= \$114,478.00
- Webinars and Trainings
 - Laura, Annette and Dept Heads have an intensive HR workshop coming up in May.
- Programs / Marketing
 - We've seen quite an uptick in notary appointments, adult computer classes, as well as preschool story time.
 - Raleigh and his dept. processed 90 passports last month.
- Personnel: Erica has filled both of her Page positions; Victoria Coronel on April 7, and Janette Serrano on May 3.
- 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: Gutierrez and Tews

President Wason report: None
Vice President Glowinski report: None

UNFINISHED BUSINESS

- 1) SEI Filing Due April 30 – The Director reminded Board members to submit their filings by due date.

NEW BUSINESS

- 1) DCEO HD200063 Grant Agreement – The Director informed the Board she received the final grant agreement from the state. Also, letting them know what the next steps are.
- 2) HVAC contract review – The Director provided the Board with our current contract in addition to two (2) quotes for heating and air conditioning services. The Board discussed the pros and cons of them all.

The Board chose Murphy and Miller, Inc. for future heating and air conditioning services. This was approved on a motion by Biddle with a second by Glowinski. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez and Tews

- 3) Carpet for Study Rooms – The Director brought carpet samples and explained to the Board where they would be in the library. They discussed the details and benefits of the carpet squares as well as the cost.

The Board approved of replacing the carpet in the study rooms on a motion by Biddle with a second by Glowinski. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez and Tews

- 4) 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 7:25 p.m. by President Wason.

The next Board Meeting is scheduled for May 19, 2022, at 6:30 p.m.

Elizabeth Biddle, Secretary
