

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MAY 19, 2022

The regular meeting of May 19, 2022, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:30 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. 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 Tews with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Glowinski and Elliott

Minutes of the Regular Board Meeting of April 21, 2022, were approved with corrections 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 April 30, 2022, 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 April - May 2022 was approved on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Glowinski and Elliott

Acceptance of the Bills Payable Report for May 19, 2022, was approved on a motion by Cassidy-Hatchet with a second by Tews. Roll Call Vote:

AYE: All
NAY: None

ABSENT: Glowinski and Elliott

Bills paid, April - May 2022: \$9,698.57

Bills payable, May 19, 2022: \$63,833.37

Bartnik Reported on:

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

May 19, 2022

- Building Issues:
 - HVAC issues - We've had a few minor issues all stemming from automation problems that were quickly solved.
 - Window seals - Seals were replaced in AV as well as the north side of the building over the book drop.
 - Study room carpet - Carpet has been completed and looks great.
 - Door latch - We've called the locksmith back out, this time for the door behind Guest Services.
- COVID-19 Phase Update:
 - While cases are rising slightly we've had no staff quarantines.
- Grants:
 - DCEO HD200063 – Raleigh and Laura have met with Darren to begin the design process again! Darren plans to be at the June board meeting to represent the plan and timeline.
- Webinars and Trainings:
 - Laura, Annette and Dept. Heads have completed 2 sessions of the intensive HR workshop.
- Programs / Marketing:
 - Día del Nino event - 128 kids attended
 - School visits are in full swing. Our children's librarians have connected with over 1,600 students to promote the library and summer reading.
 - Teen program attendance has doubled in the last month.
 - We're now averaging about 5,000 visits a month, which is up by 2,000 from where we were last year.
- Personnel:
 - We've begun to review the suggestions that the HR Source attorney has made to our personnel policy. Changes will be coming to the board at upcoming meetings.
- 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) SEI Filing for 2022 – Every Board member has completed.

NEW BUSINESS

- 1) Approve Board Meeting Schedule for FY 2022-23

The Board approved the Meeting Schedule for FY 2022-23 on a motion by Tews with a second by Gutierrez. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Glowinski and Elliott

- 2) Approve Board Reorganization

The Board briefly discussed reorganization and decided to leave all positions as they are. Acceptance of the Board members staying in their current positions was approved on a motion by Tews with a second from Cassidy-Hatchet.

AYE: All
NAY: None
ABSENT: Glowinski and Elliott

- 3) Budget Preparations – The Director discussed some of the possible changes for the upcoming budget year.
- 4) Studio GC Contract – The Director discussed the upcoming contracts with Studio GC in regards to the construction grant.
- 5) Spending Threshold for HD200063/Grant #20-203232

The Director asked the Board to raise the spending threshold in regards to the construction grant as to keep things on track and moving smoothly. Acceptance of the raising of the spending threshold was approved on a motion by Cassidy-Hatchet with a second from Gutierrez.

AYE: All
NAY: None
ABSENT: Glowinski and Elliott

6) Social Media Policy Update

The Director presented the current Social Media Policy with the intended updates. The Board discussed what the changes will mean for patrons of the library. Acceptance of the updates to the current Social Media Policy was approved on a motion by Biddle with a second from Tews.

AYE: All

NAY: None

ABSENT: Glowinski and Elliott

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 June 16, 2022, at 6:30 p.m.

Elizabeth Biddle, Secretary
