

MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
June 16, 2022

The regular meeting of June 16, 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, Glowinski, Biddle, Cassidy-Hatchet, and Tews.  
Absent Board members: Gutierrez 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 Biddle with a second by Tews. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Gutierrez and Elliott

The Minutes of the Regular Board Meeting of May 19, 2022, were approved on a motion by Tews with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Gutierrez and Elliott

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

AYE: All  
NAY: None  
ABSENT: Gutierrez and Elliott

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

AYE: All  
NAY: None  
ABSENT: Gutierrez and Elliott

Acceptance of the Bills Payable Report for June 16, 2022, was approved on a motion by Tews with a second by Glowinski. Roll Call Vote:

AYE: All  
NAY: None

ABSENT: Gutierrez and Elliott

Bills paid, May – June 2022: \$30,695.33

Bills payable, June 16, 2022: \$21,436.91

Bartnik Reported on:

May – June 2022 Director's Report submitted by Laura Bartnik

June 16, 2022

- Building Issues:
  - HVAC issues- A few minor leaks have come up, but nothing pressing. Joe will address them at our July PM service.
  - Water Main Break- On 6/8 we experienced a water main break at Whitehall and Wolf. Thankfully we never lost water in the 7 hours it took them to repair it.
- COVID-19 Phase Update
  - Nothing to report.
- Grants
  - DCEO HD200063 – Raleigh and Laura met again with Darren to continue ironing out the design. Darren will be presenting at the August meeting.
- Webinars and Trainings
  - Summer is slow for webinars and trainings; however, Laura attended a Proviso library meet up to plan the library passport program for September's library card sign up month.
  - SWAN quarterly is now back in person, Laura attended on 6/2.
- Programs / Marketing
  - Between 300-350 people attended our Summer Reading Kickoff Party.
  - Over 150 kids have already enrolled in the summer reading challenge.
  - School visits continued up until the last week of school.
  - Summer lunches have resumed and we've been averaging 40 children a day. (Last year we were averaging 140 kids a day).
- Personnel
  - Giovanni's last day was 6/9. Lizeth will be coming back for the summer to cover his hours.
- Misc.

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

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

President Wason report: None  
Vice President Glowinski report: None

### UNFINISHED BUSINESS

#### 1) Studio GC Contract

The Board accepted the new Studio GC contract with the addendum from our attorney on a motion from Glowinski with a second from Biddle. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Gutierrez and Elliott

### NEW BUSINESS

#### 1) Studio GC Presentation – Raleigh did a slideshow of the blueprints from Studio GC.

#### 2) Appoint 2022-23 Check Signers

The Board decided to keep check signers as they are and was approved on a motion from Glowinski with a second from Tews. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Gutierrez and Elliott

#### 3) Tentative Budget FY 2022-23

The Board discussed and reviewed the tentative budget and it was approved on a motion from Biddle with a second from Tews. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Gutierrez and Elliott

#### 4) Tentative B&A

The Board discussed and reviewed the tentative B&A and it was approved on a motion from Glowinski with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Gutierrez and Elliott

#### 5) Announce B&A Hearing

The Board discussed dates for the B&A hearing and decided on August 18, 2022 at 6:00 p.m., with Trustees Cassidy-Hatchet and Glowinski serving as auditors. This was approved on a motion from Glowinski with a second from Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

6) .02% Main. Ordinance # 22-598

The Board discussed the .02% Main. Ordinance # 22-598 and it was approved on a motion from Tews with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

7) Participate in the State Library's non-resident library card program for FY22-23 using the tax bill method

The Board discussed the State Library's non-resident library card program for FY22-23 and decided to use the Tax Bill Method. This was approved on a motion from Glowinski with a second from Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

8) Schedule "Closed Session Minutes" Review

The Board discussed current and previous Closed Session Minutes and decided to leave ALL minutes closed. This was approved on a motion from Biddle with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

9) Set Secretary's Minutes Audit

The Board set the Secretary Minutes Audit for August 18, 2022 at 6:00 p.m. with Trustees Cassidy-Hatchet and Glowinski serving as auditors. This was approved on a motion from Tews with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

10) Personnel Policy HR Source Revisions

The Board reviewed and discussed the following changes to the Personnel Policy with suggested revisions from HR Source.

a. Introduction

This was approved on a motion from Cassidy-Hatchet with a second from Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

b. Move appendices to policy

This was approved on a motion from Glowinski with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

c. Removal of Director Allowances

This was approved on a motion from Tews with a second from Glowinski. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

d. Equal Opportunity Statement

This was approved on a motion from Glowinski with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

e. Use of Cell Phones

This was approved on a motion from Cassidy-Hatchet with a second from Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

f. Use of Information Systems

This was approved on a motion from Cassidy-Hatchet with a second from Glowinski. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

PUBLIC DISCUSSION

No public in attendance.

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:22 p.m. by President Wason.

The next Board Meeting is scheduled for August 18, 2022, at 6:30 p.m.

Elizabeth Biddle, Secretary

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