

MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
AUGUST 18, 2022

The regular meeting of August 18, 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, Cassidy-Hatchet, Gutierrez and Elliott  
Absent Board members: Tews

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

The Board approved the agenda with the change that the Executive Session was not needed on a motion by Biddle with a second by Glowinski. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Tews

Minutes of the Regular Board Meeting of June 16, 2022, were approved on a motion by Cassidy-Hatchet with a second by Gutierrez. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Tews

The Library Fund Profit and Loss Report of July 2021-June 2022, was approved on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Tews

Acceptance of the Bills Payable Report for July and August, 2022, was approved on a motion by Cassidy-Hatchet with a second by Elliot. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Tews

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

AYE: All  
NAY: None  
ABSENT: Tews

Bills paid, July and August 2022: \$92,769.33  
Bills payable, July and August, 2022: \$49,111.94

Bartnik Reported on:

July-August 2022 Director's Report submitted by Laura Bartnik  
August 18, 2022

- Building Issues:
  - HVAC issues- On 6/16 immediately after the board meeting boiler pump #2 failed. The system is able to run on one pump and Joe will give us some options as to how best to repair/replace it before fall. Joe also came out on 6/23&24 for a PM service as well as an additional chemical wash down as both units were struggling to cool even after resetting. At this PM visit he noticed that the fan motor on Boiler #2 needed to be replaced. The fan motor as well as a few additional items were replaced on 8/5.
  - Plumbing Issues- On 6/21 we had Fe Moran out to look at the stripped spigot on the east side of the building. Rino was able to trouble shoot and discovered this spigot would be a bigger issue than the others. He installed a temp fix while we figured out timing.
  - Emergency Closure- on 7/27 we heard water running in the mechanical room. Our temporary fix had failed and our leaky spigot was now flooding into the basement mechanical room. Garrett and Laura were able to rig another temp fix while FE Moran rushed our part order and we scheduled our emergency closing for 7/29. To maximize this closing server upgrades and generator PMs were also scheduled.
  - NIR was onsite 6/29 for our regular PM service. They replaced a few patches along the seam of the old/new sections of the building. While Studio GC was out for a design meeting Darren took pics and will be sending some options for a better metal flashing option for this section of the roof as this has always been a consistent trouble spot.
  - Server Switches- On 8/4 a set of server network switches died, resulting in loss of internet, phones, printing. Thankfully Vince, Karla and Garrett were able to trouble shoot to get everything back online with minimal disruption.
  - Phones- over the last week we've been experiencing issues with poor connection with our phones. We've been working with Comcast, First Comm, Wireline, as well as IT to address it.
  - Parking Lot- We've delayed the sealcoating of the parking lot not knowing if the new entrance would change it. Thankfully we got confirmation the entrance would not, so we're going to move forward with the project ASAP.
- COVID-19 Phase Update
  - Nothing to report.
- Grants
  - DCEO HD200063 – We've submitted our first 2 grant reports (4 reports all together) and

- have submitted our first reimbursement claim
- FEMA- we've submitted our final reports and have closed out our FEMA grant
- Webinars and Trainings
  - Laura attended the LIRA cyber security requirements workshop. We are already in compliance and will be adding MFA to our email.
- Programs / Marketing
  - Our summer reading program was a success this year, more than double the participants we had last year in YS. AS however saw a drop-in participation.
  - Summer lunches have wrapped and our numbers were very low this season, by the last few weeks we had dipped below the threshold to keep the program (under 25 per day).
  - We had our first field trip since the pandemic on July 14<sup>th</sup> YS took 20 kids on a Wendella boat ride down the river and out into lake MI.
  - Our crafting program for YS were the most popular this summer averaging 25-30 kids each class.
- Personnel
  - August brings a bit of staff turnover in GSD. We had **Lizeth** leaving (on 8/3) to go back to school. **Kim** moved up in hours and took on more processing/cataloging duties and picking up where Gio and Lizeth left off. **Omar** will also be leaving us (8/17). In happier news, **Breea** returned on 8/8!! Raleigh will also be hiring for 1 additional position. In YS, **Lili** will be leaving on 8/20, however we have **Daniella** our page taking the promotion and filling the spot. Erica will be hiring a page. **Marianne** has announced her retirement, her last day will be 10/21.



Wednesday, October 19th 4:30-6p.m.

- Misc.

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: Tews

President Wason report: None

Vice President Glowinski report: None

### **UNFINISHED BUSINESS**

### **NEW BUSINESS**

1. Studio GC Building Refresh presentation

Digital Presentation for grant given by Darren from Studio GC.

2. Accept Secretary's Audit of Minutes FY 2021-22

After completing the audit of the Secretary's Minutes by Cassidy-Hatchet and Glowinski, the minutes were approved on a motion by Cassidy-Hatchet with a second from Elliot. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Tews

3. Verification of B&A Hearing 8/18/2022

Acceptance of the B&A Hearing was approved on a motion by Biddle with a second by Glowinski. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Tews

4. Adopt Ordinance # 22-597, Budget and Appropriations of the Northlake Public Library District for the Fiscal Year beginning July 1, 2022, and ending June 30, 2023.

Acceptance of Ordinance # 22-597, Budget and Appropriations of Northlake Public Library District was approved on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None  
ABSENT: Tews

5. Accept Estimate of Revenues for Fiscal Year beginning July 1, 2022 and ending June 30, 2023.

Acceptance of the Estimate of Revenues for Fiscal Year beginning July 1, 2022 – June 30, 2023 was approved on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Tews

6. Approve State Annual Report (IPLAR), FY 2021-22

Acceptance of the State Annual Report (IPLAR), FY2021-22, with updates to Board member information was approved on a motion by Biddle with a second by Gutierrez. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Tews

7. Tentative Tax Levy Ordinance

The Director explained the delay of the Tax Levy Ordinance to the Board.

8. Personnel Policy Updates
  - a. Personal Appearance / Hygiene

Acceptance of Personal Appearance/Hygiene was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Tews

- b. Recruitment /Conflict of Interest

Acceptance of Recruitment /Conflict of Interest was approved on a motion by Cassidy-Hatchet with a second by Elliott. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Tews

c. Position Classification

Acceptance of Position Classification was approved on a motion by Cassidy-Hatchet with a second by Gutierrez. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Tews

d. Pay Deductions

Acceptance of Pay Deductions was approved on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Tews

e. Introductory Employment Period

Acceptance of Introductory Employment Period was approved on a motion by Elliott with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Tews

f. Regular Employee Status

Acceptance of Regular Employee Status was approved on a motion by Gutierrez with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Tews

g. Work Schedule

Acceptance of Work Schedule was approved on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Tews

h. Reporting an Absence

Acceptance of Reporting an Absence was approved on a motion by Gutierrez with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Tews

i. In-Service Attendance

Acceptance of In-Service Attendance was approved on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Tews

j. Emergency Weather

Acceptance of Emergency Weather was approved on a motion by Gutierrez with a second by Glowinski. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Tews

k. Emergency Maintenance

Acceptance of Emergency Maintenance was approved on a motion by Gutierrez with a second by Elliott. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Tews

**PUBLIC DISCUSSION**

No public in attendance.

**ADJOURNMENT**

Having moved through the agenda, the meeting was adjourned at 8:10 p.m. by President Wason.

The next Board Meeting is scheduled for September 15, 2022, at 6:30 p.m.

Elizabeth Biddle, Secretary

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