

MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
SEPTEMBER 15, 2022

The regular meeting of September 15, 2022, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:36 p.m.

Present Board members: Wason, Biddle, Cassidy-Hatchet and Elliott

Absent Board members: Glowinski, Gutierrez and Tews

Also present were: Laura Bartnik, Library Director and Raleigh Ocampo, Asst. Library Director.

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

AYE: All

NAY: None

ABSENT: Glowinski, Gutierrez and Tews

Minutes of the Public Hearing of August 18, 2022, were approved with the change of additional name on a motion by Cassidy-Hatchet with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski, Gutierrez and Tews

Minutes of the Regular Board Meeting of August 18, 2022, were approved on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski, Gutierrez and Tews

The Library Fund Profit and Loss Report of September 15, 2022, was approved on a motion by Biddle with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski, Gutierrez and Tews

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

AYE: All

NAY: None

ABSENT: Glowinski, Gutierrez and Tews

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

AYE: All

NAY: None

ABSENT: Glowinski, Gutierrez and Tews

Bills paid, August and September: 2022: \$25,591.54

Bills payable, September 15, 2022: \$13,925.74

Bartnik Reported on:

August-September 2022 Director's Report submitted by Laura Bartnik  
September 15, 2022

- Building Issues:
  - HVAC issues- Over the course of troubleshooting the boiler and the pump, Joe's recommendation is to replace the boiler and move ahead with the pump replacement. It's unknown what the solution is for the pump until it is taken apart. He will get us a quote.
  - NIR Roofing was onsite 9/6 for our regular PM service.
  - Parking Lot- Our parking lot was cleaned, seal coated, and painted last weekend. We're relieved to report that there was minimal disruption to the library.
- COVID-19 Phase Update
  - Unfortunately, we did have 1 case of COVID-19. Since the majority of staff are not wearing masks we followed the updated CDC recommendations for exposure in that department which consist of a return to masking for 10 days and a test on day 6. Thankfully all other staff who were exposed tested negative and our positive case was mild and they were able to return on day 5.
- Grants
  - DCEO HD200063 – We've received an extension on our Illinois Works Supplemental Budget as we won't have those figures until we go out to bid. We have also received our first reimbursement check for the first Studio GC invoice.
- Webinars and Training
  - Laura attended the SWAN Director orientation on 9/6 and 9/8.
- Programs / Marketing
  - On 8/6 we had just over 100 attendees at our Back to School Ice Cream Social.
  - On 9/10 we hosted 213 patrons at our annual Hispanic Heritage Fiesta.

- Personnel
  - We have begun the interview process for **Marianne's** position for Head of Youth Services.
  - Raleigh has finally filled this open position, **Ramona** will be joining the Guest Services Team.
- 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, Gutierrez and Tews

President Wason report: None

Vice President Glowinski report: None

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

#### 1. **Tentative** Tax Levy Ordinance

The Board approved the tentative Tax Levy Ordinance on a motion by Cassidy-Hatchet with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski, Gutierrez and Tews

2. Capital Projects – The Director discussed with the Board the current capital projects set for schedule for 2026 and what needs attention sooner like the boilers, pump and the hot water heater.
3. Election Reminders – The Director made sure all Board members had their packets for the spring election.
4. Personnel Policy Updates – Outreach Event Participation was left out by accident and will be on the agenda for next meeting.
  - a. Lunch /Dinner Breaks

This was approved on a motion from Biddle with a second from Elliott. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Glowinski, Gutierrez and Tews

b. Religious Holidays

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

AYE: All  
NAY: None  
ABSENT: Glowinski, Gutierrez and Tews

c. Leave Requests

This was approved on a motion from Biddle with a second from Elliott. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Glowinski, Gutierrez and Tews

d. Vacations

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

AYE: All  
NAY: None  
ABSENT: Glowinski, Gutierrez and Tews

e. Personal Days

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

AYE: All  
NAY: None  
ABSENT: Glowinski, Gutierrez and Tews

**PUBLIC DISCUSSION**

No public in attendance.

**ADJOURNMENT**

Having moved through the agenda, the meeting was adjourned at 7:20 p.m. by President Wason.

The next Board Meeting is scheduled for October 20, 2022, at 6:30 p.m.

Elizabeth Biddle, Secretary

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