

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
FEBRUARY 16, 2023

The regular meeting of February 16, 2023, of the Northlake Public Library District Board of Trustees was called to order by Vice President Glowinski at 6:32 p.m.

Present Board members: Glowinski, Biddle, Gutierrez, Cassidy-Hatchet, and Elliott.
Absent Board members: Wason 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 Elliott with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Wason and Tews

Minutes of the Regular Board Meeting of January 19, 2023, were approved on a motion by Biddle with a second by Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Wason and Tews

The Library Fund Profit and Loss Report of January 31, 2023, was approved on a motion by Cassidy-Hatchet with a second by Gutierrez. Roll Call Vote

AYE: All
NAY: None
ABSENT: Wason and Tews

Acceptance of the Bills Paid Report for January – February 2023 was approved on a motion by Cassidy-Hatchet with a second by Biddle. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Wason and Tews

Acceptance of the Bills Payable Report for February 16, 2023, was approved on a motion by Gutierrez with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Wason and Tews

Bills paid, January - February 2023: \$15,588.56

Bills payable, February 16, 2023: \$28,254.33

January- February 2023 Director's Report submitted by Laura Bartnik
February 16, 2023

- Building Issues:
 - HVAC issues –
 - Boilers- Lochinvar was on site to issue their recommendation.
 - RTUs- We've not had an issue since Automated Logic and Joe were on site to reinstall drivers and troubleshoot. However, temps have been mild.
 - Hot Water Heater- Our hot water heater was finally replaced.
 - Elevator- On our first PM visit with Colley we discovered some minor signs of heat damage on our mother board. We will be seeking quotes for repair from Colley and Schindler.

- Grants
 - DCEO HD200063 – We have our first planning meeting with the architect and LoDestro scheduled for Friday the 17th.
 - We will be receiving the Age Options Grant again (\$7,000)
 - We've just submitted our E-Rate application for the upcoming fiscal year (\$3,067)

- Webinars and Training
 - All staff have reviewed guidelines issued by Julie Tappendorf, Attorney for Ancel Glink, on how best to handle a first amendment audit.

- Programs / Marketing
 - Sip & Paint
 - Sensory Sundays
 - Planning for SRP is well under way, the theme for this year is "All Together Now"



- Personnel
 - No personnel change
- Misc.

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

AYE: All

NAY: None

ABSENT: Wason and Tews

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS

- 1) Boiler Replacement Proposals – The Director is waiting on more information. This item is tabled until next meeting.
- 2) Parcel Annexation Resolution – The Director should receive the Plat of Survey by the end of the week. This item is tabled until next meeting.
- 3) Auditor Replacement Proposals – We are still waiting on another quote. This item is tabled until next meeting.

NEW BUSINESS

- 1) Strategic Plan Update - The Director gave an update on the library's Strategic Plan. It included what has been completed, where we are, and what is ongoing with the library.
- 2) Annual Review of Board Bylaws and Updates

The Board discussed and reviewed updates to the bylaws. Acceptance of the Board bylaws was approved on a motion from Cassidy-Hatchet with a second from Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Tews

- 3) Metropolitan Water Reclamation District Grant Partnership

The Board approved to partner with the City (Northlake) for the grant for the parking lot. This was approved on a motion by Cassidy-Hatchet with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Tews

4) Financial Planning for 2024 – The Board discussed partnering with EveryLibrary.org to help with the political side for the 2024 referendum.

5) Personnel Policy Updates

a. Workplace Security and Inspections

The Board discussed and reviewed updates to this policy and was approved on a motion by Cassidy-Hatchet with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Tews

b. Whistleblower Compliance

The Board discussed and reviewed updates to this policy and was approved on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Tews

c. Confidentiality

The Board discussed and reviewed updates to this policy and was approved on a motion by Elliott with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Tews

d. Appendix B

The Board discussed and reviewed updates to this policy and was approved on a motion by Biddle with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Tews

PUBLIC DISCUSSION

No public in attendance.

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:24 p.m. by Vice President Glowinski.

The next Board Meeting is scheduled for March 16, 2023, at 6:30 p.m.

Elizabeth Biddle, Secretary
