

MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
JANUARY 19, 2023

The regular meeting of January 19, 2023, 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, Tews and Elliott.

Absent Board members: Gutierrez

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 changes of moving NEW BUSINESS Items 1 and 2 to after approval of the agenda and 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: Gutierrez

Dominique Mendez, Head of Youth Services – Dominique introduced herself to the board. She told about her experiences, work history and what her plans are for her department.

Library Construction Bids - Studio GC's Darren Schretter presented the bids for the library's interior project. Out of the three bids presented, Lo Destro was the most advantageous. This company was approved on a motion by Biddle with a second from Glowinski.

AYE: All

NAY: None

ABSENT: Gutierrez

- a. Alternate No. 1a – Alternate No. 2a

These items were discussed by the Director and the Board and was found NOT to be needed anymore.

- b. Alternate No. 2b – Alternate No. 6

These items were approved on a motion from Biddle with a second from Glowinski. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez

c. The total for Base Bid plus Alternate No. 2b – 6 is \$479,500.00.

Minutes of the Regular Board Meeting of November 17, 2022, were approved with correction of the spelling of Trustee Wason’s name and the spelling of damming in the Librarians’ Report. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Gutierrez

The Library Fund Profit and Loss Report of November 30, 2022 and December 31, 2022, was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote

AYE: All  
NAY: None  
ABSENT: Gutierrez

Acceptance of the Bills Paid Report for December 2022 – January 2023 was approved on a motion by Glowinski with a second by Tews. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Gutierrez

Acceptance of the Bills Payable Report for January 19, 2023, was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Gutierrez

Bills paid, December 2022 – January 2023: \$758,126.53  
Bills payable, January 19, 2023: \$111,670.56

November - December 2022, January 2023 Director’s Report submitted by Laura Bartnik  
January 19, 2023

- Building Issues:
  - HVAC issues –
    - Boilers- We’ve solicited proposals from 8 companies.
    - RTUs- We did experience an issue over the holiday closure with RTU 1 shutting off. Raleigh and I had been remoting in to monitor them so could coordinate with Joe for service. We are continuing to troubleshoot between mechanical and automation software what the issue is that continuously causes both the boilers and RTUs to go into standby mode and get “stuck”.
    - Hot Water Heater- Our hot water heater sprung a leak and needed to be replaced.

Thankfully our model was in stock and will be an easy swap.

- NIR Roof Update 1/19/2023
  
- COVID-19 Phase Update
  - Nothing to report.
  
- Grants
  - DCEO HD200063 – We had our bid opening on Jan 10. Our next quarterly report is due on Jan 30.
  
- Webinars and Training
  - All of our yearly assigned safety trainings were completed by Dec 30. Department Heads have reassigned this coming year's trainings. We also completed an all staff in person fire safety training at our in-service day.
  
- Programs / Marketing
  - Finals Prep- We had 68 students join us for our finals prep week. The event was so successful we now have an off-shoot program for SAT test prep that is meeting regularly.
  - Winter Reading- We kicked off our winter reading challenge with a hot chocolate bar and had 126 attendees.
  
- Personnel
  - No personnel change
  
- Misc.
  - Forged check

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

AYE: All

NAY: None

ABSENT: Gutierrez

President Wason report: None

Vice President Glowinski report: None

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

- 1) Dominique Mendez Introduction – Moved to beginning of meeting.
- 2) Library Construction Bids – Moved to beginning of meeting.

- 3) Boiler Replacement Proposals – The Director presented two proposals to the Board to discuss and will reach out to original manufacturer of boilers to get some clarifications for next meeting.
- 4) NIMEC Prebid Authorization – The Director presented the upcoming NIMEC Prebid Authorization for electricity to the Board for discussion.

Acceptance of the NIMEC Prebid Authorization was approved on a motion from Biddle with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez

- 5) Auditor Replacement Proposals – The Director informed the Board about the letter from our current auditor letting us know they are not doing audits anymore. We have sent out inquiries for auditor replacement proposals.
- 6) 2023 SEI Filing – The Director reminded the Board about their filings and they should be receiving the information shortly to file.
- 7) ACH Approval – The Director presented information to create a policy for recurring payments in relation to fraudulent check information on the librarians' report.

Acceptance of creating a procedure for ACH Payments was approved on a motion from Cassidy-Hatchet with a second from Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez

- 8) Parcel Annexation – The Board discussed moving forward with a parcel annexation within the district. The Director will follow up with the library's attorney.

The Board approved looking into this on a motion from Cassidy-Hatchet with a second from Glowinski. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez

- 9) Schedule "Closed Session Minutes" Review

The Board discussed and reviewed whether to leave ALL Closed Session Minutes CLOSED into perpetuity and was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Gutierrez

- 10) Selection of Library Materials Review – The Director discussed the policy on Censorship and parts of the Reconsideration of Materials with the Board.
- 11) Board Actions Calendar – The Director presented the Board Actions Calendar as prepared by the attorney.
- 12) Personnel Policy Updates
  - a. No Solicitation

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

AYE: All  
NAY: None  
ABSENT: Gutierrez

b. Resignation and Terminations

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

AYE: All  
NAY: None  
ABSENT: Gutierrez

c. Travel Allowances

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

AYE: All  
NAY: None  
ABSENT: Gutierrez

d. Smoke Free Workplace

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

AYE: All  
NAY: None

ABSENT: Gutierrez

e. Drug Free Workplace

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

AYE: All

NAY: None

ABSENT: Gutierrez

**PUBLIC DISCUSSION**

No public in attendance.

**ADJOURNMENT**

Having moved through the agenda, the meeting was adjourned at 7:57 p.m. by Secretary Biddle.

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

Elizabeth Biddle, Secretary

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