

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
NOVEMBER 17, 2022

The regular meeting of November 17, 2022, of the Northlake Public Library District Board of Trustees was called to order by Secretary Biddle at 6:30 p.m.

Present Board members: Biddle, Cassidy-Hatchet, Gutierrez, Tews and Elliott.

Absent Board members: Wason and Glowinski

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 Item 1 to after approval of the agenda and that the Executive Session was not needed on a motion by Cassidy-Hatchet with a second by Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Glowinski

Library Construction Bids - Studio GC's Darren Schretter presented the bids for the library's interior project. Out of the four bids presented, Construction Solutions of Illinois was the most advantageous. This company was approved on a motion by Cassidy-Hatchet with a second from Tews.

AYE: All

NAY: None

ABSENT: Wason and Glowinski

a. Alternate No. 1

This was NOT approved on a motion from Tews with a second from Gutierrez. Roll Call Vote:

AYE: None

NAY: All

ABSENT: Wason and Glowinski

b. Alternate No. 2

This was NOT approved on a motion from Tews with a second from Gutierrez. Roll Call Vote:

AYE: None

NAY: All

ABSENT: Wason and Glowinski

c. Alternate No. 3a

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

AYE: All

NAY: None

ABSENT: Wason and Glowinski

d. Alternate No. 3b

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

AYE: All

NAY: None

ABSENT: Wason and Glowinski

e. Alternate No. 4

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

AYE: All

NAY: None

ABSENT: Wason and Glowinski

f. Alternate No. 5

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

AYE: All

NAY: None

ABSENT: Wason and Glowinski

g. Alternate No. 6

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

AYE: All

NAY: None

ABSENT: Wason and Glowinski

h. The total without Alternate 1 and 2 came to \$358,784.00.

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

AYE: All
NAY: None
ABSENT: Wason and Glowinski

Construction to start second week of January 2023.

Minutes of the Regular Board Meeting of October 20, 2022, were approved with correction of punctuation on Director's Report and adjournment time on a motion by Cassidy-Hatchet with a second by Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Wason and Glowinski

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

AYE: All
NAY: None
ABSENT: Wason and Glowinski

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

AYE: All
NAY: None
ABSENT: Wason and Glowinski

Acceptance of the Bills Payable Report for October 20, 2022, was approved on a motion by Tews with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Wason and Glowinski

Bills paid, October – November 2022: \$19,405.69
Bills payable, November 17, 2022: \$707,466.23

October-November 2022 Director's Report submitted by Laura Bartnik
November 17, 2022

- Building Issues:
 - HVAC issues –
 - Pump- Our pump has been repaired and reinstalled.
 - Boilers- After explaining the full situation to Darren and asking them to manage our bid project, he suggested reaching out to the attorney to see if we qualify for an emergency

exemption. Our attorney believes we do, so Studio GC will work on putting together 3 proposals with oversight from their mechanical engineers and we'll be able to replace the equipment more quickly.

- RTU- With the high winds and flickering power on 11/5 our rooftop units were struggling. Joe suggested we just cut power to them and reboot Sunday. No issues since.
- Roof- We'll have another roof PM visit in November, Raleigh and I plan to re-assess the recommendation to add heating rods in our area prone to ice damming.

- COVID-19 Phase Update
 - 1 case to report, thankfully no other cases or staffing shortages to report.

- Grants
 - DCEO HD200063 – We've submitted our 7/1-9/30 report seeking reimbursement of \$32,213.97 and received it 2 weeks later.

- Webinars and Training
- Programs / Marketing
 - Last month volunteers put in just over 70 hours, including our Leyden Transitions students.

- Personnel
 - **Dominique Mendez** started on Nov 7th

- Misc.
 - Billing Issue

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

AYE: All

NAY: None

ABSENT: Wason and Glowinski

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS

None

NEW BUSINESS

- 1) Library Construction Bids – Moved to beginning of meeting.

2) Library Closing Dates for 2023

Acceptance of the Library Closing dates for 2023 was approved on a motion by Cassidy-Hatchet with a second by Gutierrez.

3) Salary adjustments for January

The Director discussed the increased rate for COLA (Cost-Of-Living-Adjustments) and the options of different percentages along with what other libraries were intending to do in regards to employee raises for the upcoming year. After the discussion and weighing the options, the Board agreed on a 5% increase in salaries for all employees, except the Pages, for the upcoming 2023 year. The Pages will get a \$1.00 raise in accordance with local and state laws. Acceptance of the Salary Adjustments for 2023 was approved on a motion from Tews with a second from Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Glowinski

4) Resolution 2022-1 Declaring an Emergency

Acceptance of Resolution 2022-1 Declaring an Emergency was approved on a motion by Cassidy-Hatchet with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Glowinski

5) Boiler Proposal – The Director discussed the boiler replacement proposal received from Murphy & Miller, Inc.

6) Personnel Policy Updates
a. Performance Evaluations

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

AYE: All

NAY: None

ABSENT: Wason and Glowinski

b. Reduction in Force

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

AYE: All

NAY: None

ABSENT: Wason and Glowinski

c. Personnel Records

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

AYE: All

NAY: None

ABSENT: Wason and Glowinski

d. Disciplinary Action

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

AYE: All

NAY: None

ABSENT: Wason and Glowinski

e. Causes for Disciplinary Action

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

AYE: All

NAY: None

ABSENT: Wason and Glowinski

PUBLIC DISCUSSION

No public in attendance.

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:35 p.m. by Secretary Biddle.

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

Elizabeth Biddle, Secretary
