

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
OCTOBER 20, 2022

The regular meeting of October 20, 2022, 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, Biddle, Cassidy-Hatchet, Gutierrez and Tews.

Absent Board members: Elliott

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 Glowinski with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Elliott

Financial Audit FY2021-22 – Brian Zabel from Brian Zabel & Associates presented our annual financial audit about the library for this past fiscal year.

Acceptance of the Financial Audit FY 2021-22 was approved on a motion by Glowinski with a second by Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Elliott

Minutes of the Regular Board Meeting of September 15, 2022, were approved on a motion by Cassidy-Hatchet with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Elliott

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

AYE: All

NAY: None

ABSENT: Elliott

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

AYE: All

NAY: None

ABSENT: Elliott

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

AYE: All

NAY: None

ABSENT: Elliott

Bills paid, September - October 2022: \$69,419.17

Bills payable, October 20, 2022: \$28,594.81

September-October 2022 Director's Report submitted by Laura Bartnik
October 20, 2022

- Building Issues:
 - HVAC issues (Pump, Boilers, Automation Controls) - Raleigh and I met with the entire HVAC team at Murphy Miller to look at our boiler and pump issue. We also discussed obtaining a quote to update our automation controls and to move away from Automated Logic which is a Carrier brand and move to one of the Honeywell brands.
 - Water Heater - Thankfully our water heater is fine. Our plumber was out to reinspect on 10/18. He performed a flush and everything was working properly. It is 18 years old, but it looks like we may squeeze a few more years out of it.
 - Parking Lot - Our parking lot was cleaned, seal coated, and painted. Staff and patrons were able to find alternate parking.

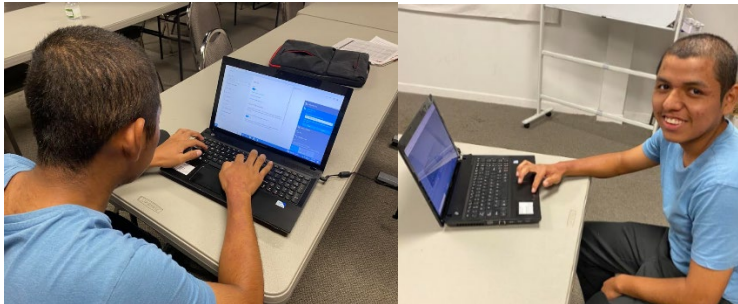
- COVID-19 Phase date
 - Unfortunately, we did have 1 case of COVID-19. The dept returned to masking for 10 days and tested on day 6, thankfully there were no other cases.

- Grants
 - DCEO HD200063 – Our final bid documents have been prepared and sent to our attorney for additional riders. Final bids will be presented at the November board meeting.

- Webinars and Training
 - Laura attended LACONI POP Presents: Intellectual Freedom and Social Justice on 10/4, and Prejudice: How to Respond to Prejudicial Comments from Customers on 10/10

- Programs / Marketing
 - Loteria- one of our most popular programs has returned with 2 sessions with about 50-60 attendees for each session.
 - PASO Partnership

Karla, Outreach & Bilingual Adult Reference Librarian, has partnered with PASO by donating laptops to them that were donated to us during the pandemic from Proviso Township. PASO has begun using these laptops to offer in-house computer classes to their clients. Karla also donated weeded Spanish books to them, and they've been able to create an in-house library for their clients.



- Personnel
 - We have offered the head of YS position to **Dominique Mendez**.
 - Erica has finally filled her last page vacancy with **Kirsten Ramos** a former teen volunteer.
- Misc.

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: Elliott

President Wason report: None
Vice President Glowinski report: None

UNFINISHED BUSINESS

1) Personnel Policy Updates: Outreach Policy

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

AYE: All
NAY: None
ABSENT: Elliott

NEW BUSINESS

- 1) Financial Audit FY 2021-22 - Discussed at the beginning of meeting.
- 2) FOIA / OMA Training - The Director discussed upcoming and ongoing training.
- 3) Tax Levy Ordinance 22-599

Acceptance of Tax Levy Ordinance # 22-599 of Northlake Public Library District was approved on a motion by Glowinski with a second by Tews. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Elliott

- 1) NIMEC Authorization For Natural Gas Bid

The Board approved the NIMEC Authorization on a motion from Gutierrez with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Elliott

- 2) Boiler Replacement – The Director presented the Board with the current boiler issues and let them know Studio GC will be checking into pricing.
- 3) BAS System Replacement – The Director presented the information for replacing the current system with an open system verses a proprietary system.
- 4) COLA Update – The Director presented the Board with the upcoming COLA increases.
- 5) Personnel Policy Updates
 - a. Insurance

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

AYE: All
NAY: None
ABSENT: Elliott

- b. Workers Comp

This was approved with change of “while working” on a motion from Glowinski with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Elliott

c. Flex Time

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

AYE: All
NAY: None
ABSENT: Elliott

d. Military Leave

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

AYE: All
NAY: None
ABSENT: Elliott

e. VESSA

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

AYE: All
NAY: None
ABSENT: Elliott

PUBLIC DISCUSSION

No public in attendance.

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:22 p.m. by President Wason.

The next Board Meeting is scheduled for November 17, 2022, at 6:30 p.m.

Elizabeth Biddle, Secretary
