

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

The regular meeting of March 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, Tews, Cassidy-Hatchet, and Elliott.
Absent Board members: Wason and Gutierrez.

Also present were: Raleigh Ocampo, Asst. Library Director and Annette Ignoffo, Business Office Manager.

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: Wason and Gutierrez

Minutes of the Regular Board Meeting of February 16, 2023, with changes of names on motions were approved on a motion by Biddle with a second by Tews. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Wason and Gutierrez

The Library Fund Profit and Loss Report of February 28, 2023, was approved on a motion by Biddle with a second by Elliott. Roll Call Vote

AYE: All
NAY: None
ABSENT: Wason and Gutierrez

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

AYE: All
NAY: None
ABSENT: Wason and Gutierrez

Acceptance of the Bills Payable Report for March 16, 2023, with change was approved on a motion by Biddle with a second by Tews. Roll Call Vote:

AYE: All
NAY: None

ABSENT: Wason and Gutierrez

Bills paid, January – February - March 2023: \$31,170.16

Bills payable, March 16, 2023: \$31,023.47

Feb- March 2023 Director’s Report submitted by Laura Bartnik – Raleigh Ocampo
March 16, 2023

- Building Issues:
 - HVAC issues –ZERO HVAC issues to report
 - Roof-2 very minor leaks which have been patched
 - Painting- Painting has finished in Guest Services

- Grants
 - DCEO HD200063 – We had our second planning meeting with the architect and LoDestro on March 14.
 - We will be applying for another Live & Learn Grant for FY 23-24 to hopefully upgrade our elevator operating system. This grant is a cost share grant up to 50k. If awarded, it would pay for half of the elevator repair project.

- Webinars and Training
 - Annette and myself will be starting our annual OMA and FOIA trainings.
 - Raleigh has 2 additional clerks trained on passports

- Programs / Marketing
 - Family Friendly Mardi Gras
 - Sensory Sundays
 - Oreos!
 - 107 Passports last month

- Personnel
 - Management team is looking at staffing hours for FY 23/24

- Misc.



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

AYE: All

NAY: None

ABSENT: Wason and Gutierrez

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS

- 1) Boiler Replacement Proposals – The Assistant Director presented proposals from Murphy Miller, Inc., PremiStar, and Kirwan Mechanical Services. The Board discussed and chose PremiStar.

Acceptance of PremiStar for boiler replacement was approved on a motion from Biddle with a second from Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Gutierrez

- 2) Parcel Annexation Resolution – The Assistant Director presented ORDINANCE NO. 23-600 for the parcel in Northlake. The Board discussed the Plat of Survey.

The Board adopted Ordinance No. 23-600 and was approved on a motion from Biddle with a second from Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Gutierrez

- 3) Auditor Replacement Proposals – A second proposal from GW & Associates, PC was presented to the Board.

NEW BUSINESS

- 1) Paid Leave for All Act Sick Time Adjustment

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

AYE: All

NAY: None

ABSENT: Wason and Gutierrez

- 2) Page Minimum Wage Adjustment – The Assistant Director spoke about the Minimum Wage Ordinance and Regulations for Cook County as well as the State of Illinois.

- 3) OMA Training – The Assistant Director let the Board know Laura and Annette would be starting OMA training this month. Also, gave the information is any one of the Board would like to take the training as well.
- 4) Annual Designation of FOIA & OMA officers

The Board discussed and designated the Director Laura and Business Office Manger Annette to be the FOIA and OMA. The designations were approved on a motion from Cassidy-Hatchet with a second from Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Gutierrez

- 5) SEI Reminder – The Assistant Director discussed the Statement of Economic Interests Forms with the Board.
- 6) Decennial Committee on Local Government Efficiency Act – The Assistant Director presented the new act to the Board and let them know we will be looking into forming a committee at the library.
- 7) Notary Policy Updates

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

AYE: All

NAY: None

ABSENT: Wason and Gutierrez

- 8) Job Description Updates
 - a. Digital Services

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

AYE: All

NAY: None

ABSENT: Wason and Gutierrez

- b. Bilingual Outreach

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

AYE: All

NAY: None

ABSENT: Wason and Gutierrez

- 9) Capital Improvements for FY 23-24 – The Board received information on upcoming library projects.

PUBLIC DISCUSSION

No public in attendance.

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:11 p.m. by Vice President Glowinski.

The next Board Meeting is scheduled for April 20, 2023, at 6:30 p.m.

Elizabeth Biddle, Secretary
