

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
APRIL 20, 2023

The regular meeting of April 20, 2023, of the Northlake Public Library District Board of Trustees was called to order by Vice President Glowinski at 6:31 p.m.

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

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

The Board approved the agenda with the changes of moving New Business #1 before Minutes approval and 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

Minutes of the Regular Board Meeting of March 16, 2023, with changes of names for New Business number 4 Roll Call, were approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

The Library Fund Profit and Loss Report of March 31, 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 Paid Report for March – April 2023 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 Payable Report for April 20, 2023, with change was approved on a motion by Glowinski with a second by Tews. Roll Call Vote:

AYE: All

NAY: None
ABSENT: Gutierrez

Bills paid, January – February - March 2023: \$31,170.16
Bills payable, March 16, 2023: \$31,023.47

March-April 2023 Director’s Report submitted by Laura Bartnik
April 20, 2023

- **Building:**
 - HVAC issues –ZERO HVAC issues to report.
 - Landscaping- Raleigh and I will be looking at landscaping this spring, we need some tree trimming, the grass needs some attention.

- **Grants**
 - DCEO HD200063 – We had our fourth planning meeting with the architect and LoDestro on 4/11. We are set for construction to start on May 1.
 - **Phase 1** is demo of the AV room; they will also remove and replace flooring in the lobby in 3 sections to ensure all service desks are accessible (lobby bathrooms, and the second floor may be unavailable for very short periods of time but we will receive plenty of notice to coordinate patrons and staff).
 - **Phase 2** is the second floor which is expected to start on June 1.
 - **Phase 3** will be new flooring and walk off carpeting in the existing west entrance, dependent on when the new North entrance is completed. Tentatively August 1 the entire project should be wrapped by August 30.
 - SRP Donations- Dominique and her team, along with Marion and her team have refocused efforts on collection community donations for SRP prizes. We’re happy to report businesses were very generous with us this year.
 - State Representative Norma Hernandez – Reached out to the library about any capital needs we might have. They have a \$250,000 grant available.

- **Webinars and Training**
 - Laura attended Director University 2.0 in Springfield, April 11-13.
 - Laura has met with Library Financial Consultant Jamie Rachlin of Meristem Advisors.

- **Programs / Marketing**
 - Spring Break Programing (600 in children’s program attendance)
 - Sensory Sundays
 - Sewing Circle
 - Social Worker

- **Personnel**

- **Misc.**



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

AYE: All

NAY: None

ABSENT: Gutierrez

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS

NEW BUSINESS

- 1) Financial Planning Presentation, James Rachlin, Meristem Advisors – Mr. Rachlin discussed the pros and cons of doing a referendum once our current bond ends. Also, how to maximize our savings.
- 2) Election Results – The Board congratulates Trustee Biddle and Trustee Cassidy-Hatchet for their re-election in the March election.
- 3) Intergovernmental Agreement to Pursue Permeable parking lot

Acceptance of the Intergovernmental Agreement to Pursue Permeable Parking Lot was approved on a motion by Glowinski with a second by Tews. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez

- 4) Volunteer Policy Update

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

AYE: All

NAY: None

ABSENT: Gutierrez

- 5) SEI Filing Due April 30 – The Director reminded the Board of the deadline for filing their Statement of Economic Interests forms.
- 6) Auditor Replacement Proposals

The Director presented the three (3) quotes for a new annual auditor for the library. The Board accepted the proposal from GW & Associates PC in Hillside for the upcoming FY 2022-2023. This was approved on a motion from Glowinski with a second from Tews. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

- 7) Trustee Recognition – The Board recognized Trustee Tews for her six (6) years of service as she is retiring from the Board April 20, 2023.

PUBLIC DISCUSSION

No public in attendance.

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:53 p.m. by President Wason.

The next Board Meeting is scheduled for May 18, 2023, at 6:30 p.m.

Elizabeth Biddle, Secretary
