

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
May 18, 2023

The regular meeting of May 18, 2023, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:32 p.m.

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

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

Swearing in of re-elected Board member: Biddle and Cassidy-Hatchet

The swearing in of the elected Board members was approved on a motion by Glowinski with a second by Wason. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Elliott

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

Minutes of the Regular Board Meeting of April 20, 2023, were approved on a motion by Biddle with a second by Glowinski. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Elliott

The Library Fund Profit and Loss Report of April 30, 2023, was approved on a motion by Glowinski with a second by Cassidy-Hatchett. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Elliott

Acceptance of the Bills Paid Report for April-May 2023 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 Payable Report for May 18, 2023, with change was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Elliott

Bills paid, April - May 2023: \$23,552.75
Bills payable, May 18, 2023: \$48,289.36

April-May 2023 Director's Report submitted by Laura Bartnik
May 18, 2023

- Building:
 - HVAC issues –ZERO HVAC issues to report, Zack from PremiStar stopped by with our install crew on 5/8 to go through job specifics. All items have been ordered once we have delivery dates we'll be assigned an install date, most likely mid to late June.
 - Roof - NIR was on site and made a few patches to the lower roof.
- Grants
 - DCEO HD200063 –
 - **Phase 1** is well underway, demo went quickly with no issues, wallpaper removal went better than expected so painting was able to start early. So far, we are on schedule, however door delivery is being pushed farther into August.
 - Our BEP Utilization plan was approved, which means all grant funds are now available.
 - **Phase 2** will begin on 7/10
- Webinars and Training
 - Laura and Annette had the first of 2 pre-audit meetings with GWA on 5/2.
 - Laura attended the LAW (Library Admin West) networking group on 5/17.
 - Laura and Annette met with Library Financial Consultant Jamie Rachlin of Meristem Advisors, to discuss our investment strategy.
 - Laura participated in the LIRA 1st Amendment Audit presentation with Julie Tappendorf.
- Programs / Marketing
 - 88 passports were processed last month
 - Sewing circle and Zumba continue to grow in attendance
 - Día Del Niños- Crosstown Exotics Reptile Show, 175 in attendance
 - SRP (to view our commercial please scan the QR code)
- Personnel
 - Janette Serrano Military Leave



- Misc.



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

AYE: All
NAY: None
ABSENT: Elliott

President Wason report: None
Vice President Glowinski report: None

UNFINISHED BUSINESS

NEW BUSINESS

- 1) Swearing in of Trustees

Acceptance of moving this to after the Call to Order was approved on a motion by Glowinski with a second by Wason. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Elliott

- 2) Declaration of a Board Vacancy (Illinois Compiled Statutes, 75 ILCS 16/30-25)

The Board declared a Board Vacancy on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Elliott

- 3) Approve Board Meeting Schedule for FY 2023-24

The Board approved the Meeting Schedule for FY 2023-24 on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Elliott

4) Approve Board Reorganization

The Board briefly discussed reorganization and decided to leave all positions as they are. Acceptance of the Board members staying in their current positions was approved on a motion by Cassidy-Hatchet with a second from Gutierrez.

AYE: All
NAY: None
ABSENT: Elliott

5) Budget Preparations – The Director discussed some of the possible changes for the upcoming budget year.

6) Automated Logic WebCtrl v8.5 Software Upgrade

The Board approved the upgrade as-is with the Director looking into hardware requirements and changing the start date to July 1, 2023 on a motion by Cassidy-Hatchet with a second by Gutierrez. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Elliott

7) Automated Logic PM service agreement

The Board approved the Library having a PM service agreement with Automated Logic on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Elliott

8) General Purchasing Policy Update

The Director discussed with the Board the updates and changes to the policy. The changes were approved on a motion from Cassidy-Hatchet with a second from Gutierrez. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Elliott

9) Program Selection Policy

The Director explained the details of adding a Programming Policy for the Library. The changes were approved on a motion from Biddle with a second from Glowinski. 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 7:20 p.m. by President Wason.

The next Board Meeting is scheduled for June 15, 2023, at 6:30 p.m.

Elizabeth Biddle, Secretary
