

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
AUGUST 17, 2023

The regular meeting of August 17, 2023, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:31 p.m.

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

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 Items 9 and 10 to after approval of the agenda and that the Executive Session was not needed on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez and Elliott

The Board interviews and appoints a new Trustee to fill the vacant space. The Board approved the new Trustee Kurt Aldinger.

AYE: All
NAY: None
ABSENT: Gutierrez and Elliott

The swearing in of the appointed Board member Kurt Aldinger was approved on a motion by Glowinski with a second by Wason. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez and Elliott

The Minutes of the Regular Board Meeting of June 15, 2023, were approved with changes on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSTAIN: Aldinger
ABSENT: Gutierrez and Elliott

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

AYE: All
NAY: None
ABSTAIN: Aldinger
ABSENT: Gutierrez and Elliott

Acceptance of the Bills Paid Report for June -July 2023 was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYE: All
NAY: None
ABSTAIN: Aldinger
ABSENT: Gutierrez and Elliott

Acceptance of the Bills Payable Report for August 17, 2023, was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSTAIN: Aldinger
ABSENT: Gutierrez and Elliott

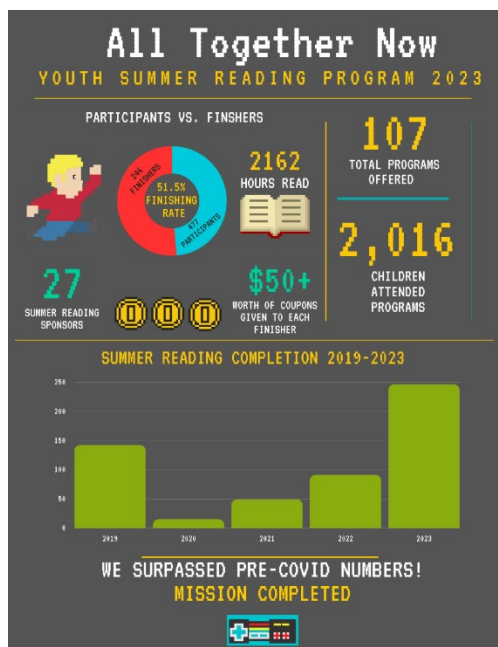
Bills paid, June - July 2023: \$218,780.98
Bills payable, August 17, 2023: \$182,247.58

July-August 2023 Director's Report submitted by Laura Bartnik -August 17, 2023

- Building:
 - HVAC issues
 - WebCtrl software was updated on 7/10.
 - Boilers were installed, and factory fire up took place on 7/17. They've been running beautifully ever since.
 - We've had a few issues with both roof top units, but nothing major. These units are slated to be replaced in 3 years.
 - Roof
 - NIR was called out 7/11 to address leaking on the lower lobby roof. There were 9 small puncture holes found near the main roof drain and were patched.
 - Grounds
 - Tree trimming was completed 7/7.
 - Dumpster corral - It appears that someone or something hit our dumpster corral (we were unable to find video footage) and it may have been damaged further when the storms passed though. United Door and Dock was our lowest bidder and came highly recommended by Westchester Public Library. The wood was so badly rotted we decided to go with a PVC replacement which will require less maintenance.

- Grants
 - DCEO HD200063 –
 - **Phase 2** – Phase 2 has flown by so we were able to have Hallett out to move collections back into AV. Staff continued to shift collections to ready that area for patrons. New end cap signage arrived and is being designed in house to save money. AV is only waiting on furniture (which has been finalized).
 - **Phase 3** – Began on 8/9 and includes the concrete walkway and slider door installation for the new North entrance with some light electrical work in the new vestibule. After excavating the new entrance, we discovered a clog in our downspout drainage system, we've found a company to try jetting out the blockage, if it's not successful that system will have to be replaced. It's now looking like certain furniture pieces will be the final items to arrive and complete the project. Our grand reopening is being planned for late fall.
- Webinars and Training
 - Laura and Raleigh continue to meet with LoDestro and StudioGC weekly and at times biweekly to manage the renovation.
- Programs / Marketing
 - AS supervised over 300 hours of court ordered community service.
 - Since the last board meeting Guest Services has issued 174 library cards.
 - Marketing team has starting planning for Hispanic Heritage and Holiday programing.
 - For summer reading, 137 teens and adults and 246 kids completed a summer reading log. There were 614 people that participated.
- Personnel
 - Sam Ruff our new Guest Services associate joined us on 8/7
 - Cherilyn Contreras our new Teen Librarian joined us on 8/14
 - Fernanda Diaz our new Children's associate joined the team on 8/14
 - Scott Schwartz our long-time grounds keeper has let us know he's retiring at the end of the summer.

- Misc:



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

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS

None

NEW BUSINESS

- 1) Accept Secretary's Audit of Minutes FY 2022-23

After completing the audit of the Secretary's Minutes by Cassidy-Hatchet and Glowinski, the minutes were approved on a motion by Wason with a second from Aldinger. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

- 2) Verification of B&A Hearing 8/17/23

Acceptance of the B&A Hearing was approved on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

- 3) Adopt Ordinance # 23-601, Budget and Appropriations of the Northlake Public Library District for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

Acceptance of Ordinance # 23-601, Budget and Appropriations of Northlake Public Library District was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

- 4) Accept Estimate of Revenues for Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

Acceptance of the Estimate of Revenues for Fiscal Year beginning July 1, 2023 – June 30, 2024 was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

5) Approve State Annual Report (IPLAR), FY 2022-23

Acceptance of the State Annual Report (IPLAR), FY2022-23, with updates to Board member information was approved on a motion by Cassidy-Hatchet with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

6) Tentative Tax Levy Percentage

The Director explained the delay of the Tax Levy and percentage increase to the Board. The Board approved a 7% increase on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

7) Spring 2024 Referendum

The Director discussed with the Board about moving forward with a Spring 2024 Referendum with NO INCREASE to the taxpayers.

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

8) Appoint a Trustee to Fill the Office of Julie Tews – Moved to after the Agenda

9) Swearing in of Trustee – Moved to after the Agenda

PUBLIC DISCUSSION

No public in attendance.

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:40 p.m. by President Wason.

The next Board Meeting is scheduled for September 21, 2023, at 6:30 p.m.

Elizabeth Biddle, Secretary
