

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
JUNE 15, 2023

The regular meeting of June 15, 2023, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:33 p.m.

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

Also present were: Laura Bartnik, Director, 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 Glowinski with a second by Biddle. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Cassidy-Hatchet

The Minutes of the Regular Board Meeting of May 18, 2023, were approved with changes on a motion by Biddle with a second by Gutierrez. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Cassidy-Hatchet

The Library Fund Profit and Loss Report of May 31, 2023, was approved on a motion by Glowinski with a second by Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Cassidy-Hatchet

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

AYE: All
NAY: None
ABSENT: Cassidy-Hatchet

Acceptance of the Bills Payable Report for June 15, 2023, with change was approved on a motion by Glowinski with a second by Elliott. Roll Call Vote:

AYE: All
NAY: None

ABSENT: Cassidy-Hatchet

Bills paid, May - June 2023: \$44,701.32

Bills payable, June 15, 2023: \$27,125.11

May-June 2023 Director's Report submitted by Laura Bartnik -June 15, 2023

- Building:
 - HVAC issues –ZERO HVAC issues to report, Premistar has scheduled the boiler replacement for the week of June 19th.
- Grants
 - DCEO HD200063 –
 - **Phase 1** – A few issues were identified, a large structural crack going across the floor in AV, as well as improper grading on the North side of the building where the new entrance is going. Studio GC was responsive in getting their structural engineer out to rule that the crack is not a structural issue. They were also able to engineer a solution for drainage that will address the improper grading. We've also experienced a flooring delay which is why no LVT tiles have been installed in the lobby yet. A nearly identical alternate tile has been selected, ordered and received 6/13. Installation will begin 6/14
 - **Phase 2** will begin on 6/13 door and window frames were delivered on 6/6 ahead of schedule.
- Webinars and Training
 - Laura and Raleigh met with Talia Kaufman the designer for Studio GC to view furniture selections.
 - Marion and Garrett presented at ILA
 - Annette met with GWA to go over internal controls
- Programs / Marketing
 - AS supervised over 140 volunteer hours this past month.
 - Mini Comicon had 62 kids/teens attend
 - Passports have thankfully slowed to an almost manageable amount.
 - YS made 9 school visits in the last 3 weeks of school to promote SRP.
 - SRP kick off was a huge success with 380+ who braved the heat to attend
 - 320+ kids have registered for SRP
- Personnel
 - Jade Parks, our Teen Librarian will be leaving us at the end of June.
- 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: Cassidy-Hatchet

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS

NEW BUSINESS

1) Appoint 2023-24 Check Signers

The Board decided to keep check signers as they are and was approved on a motion from Glowinski with a second from Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet

2) Tentative Budget FY 2023-24

The Board discussed and reviewed the tentative budget and it was approved on a motion from Glowinski with a second from Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet

3) Tentative B&A

The Board discussed and reviewed the tentative B&A and it was approved on a motion from Glowinski with a second from Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet

4) Announce B&A Hearing

The Board discussed dates for the B&A hearing and decided on August 17, 2023 at 6:00 p.m., with Trustees Elliott and Glowinski serving as auditors. This was approved on a motion from Biddle with a second from Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet

5) .02% Main. Ordinance # 23-600

The Board discussed the .02% Main. Ordinance # 23-600 and it was approved on a motion from Gutierrez with a second from Glowinski. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet

6) Participate in the State Library's non-resident library card program for FY23-24 using the tax bill method

The Board discussed the State Library's non-resident library card program for FY23-24 and decided to use the Tax Bill Method. This was approved on a motion from Elliott with a second from Glowinski. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet

7) Schedule "Closed Session Minutes" Review

The Board discussed current and previous Closed Session Minutes and decided to leave ALL minutes closed. This was approved on a motion from Glowinski with a second from Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet

8) Set Secretary's Minutes Audit

The Board set the Secretary Minutes Audit for August 17, 2023 at 6:00 p.m. with Trustees Elliott and Glowinski serving as auditors. This was approved on a motion from Biddle with a second from Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet

9) Cook County Minimum Wage Increase – The Director reminded the Board about the Cook County Minimum Wage Increase effective July 1, 2023.

10) Update Tuition Reimbursement Policy

The Board reviewed and discussed the Tuition Reimbursement Policy and it was approved on a motion from Elliott with a second from Glowinski. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Cassidy-Hatchet

11) Facilities Job Description

The Board received and discussed the job description for a Facility Custodian for the Administration Department.

Acceptance of the Facility Custodian job description was approved on a motion from Glowinski with a second from Biddle. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Cassidy-Hatchet

12) HB2789 has passed – The Director presented a copy of and discussed HB2789 which details what would happen if libraries ban any books in Illinois.

PUBLIC DISCUSSION

No public in attendance.

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:32 p.m. by President Wason.

The next Board Meeting is scheduled for August 17, 2023, at 6:30 p.m.

Elizabeth Biddle, Secretary
