

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
SEPTEMBER 21, 2023

The regular meeting of September 21, 2023, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:29 p.m.

Present Board members: Wason, Glowinski, Biddle, Cassidy-Hatchet, and Aldinger.
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 Item 1 to after approval of the agenda and that the Executive Session was not needed on a motion by Cassidy-Hatchet with a second by Biddle. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez and Elliott

Kyle Harding from Chapman & Cutler LLP presented information about what a Referendum would entail as well as the details of what would be included for the spring 2024 election.

Minutes of the Public Hearing of August 17, 2023, were approved with the change of additional name on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez and Elliott

The Minutes of the Regular Board Meeting of August 17, 2023, were approved with changes on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez and Elliott

The Library Fund Profit and Loss Report of September 21, 2023, was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez and Elliott

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

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

Acceptance of the Bills Payable Report for September 21, 2023, was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

Bills paid, August - September 2023: \$201,512.18

Bills payable, September 21, 2023: \$37,933.56

August-September 2023 Director's Report submitted by Laura Bartnik -September 21, 2023

- Building:
 - HVAC issues
 - We've received a quote for the Ypal computer board for RTU1. Due to the cost and age of the equipment we've been advised by our HVAC tech to "wait and see".
 - We had a small leak on one of the compressors for RTU2, the leak was repaired on 9/13.
 - We're also experiencing issues with our air handler after a long period of stability. Joe our HVAC tech will continue to troubleshoot.
 - Automated Logic will be out on 10/3 for our first PM visit, we'll also be scheduling Joe for the same date to go through a few outstanding automation issues.
 - Roof
 - NIR was out on 8/31 for our regular PM. Renee repaired some flashing, a few small puncture holes, and replaced a few previous patches. Our roof is still graded at a C with 5-7 years of life left which is in line with our Capital Improvement Plan.
 - Grounds
 - Dumpster corral has been completed, when it's time to update the fencing on the east side of the parking lot we'll match it to what was used on the corral.
 - We've issued a RFP (request for proposals) for landscaping and snow removal, proposals are due by the Oct Board meeting.
 - Downspout Blockage- Our plumber came to scope the system and discovered blockages in the corrugated portions but not in the main drain we will be getting a quote to replace just the corrugated portion.

- Cameras
 - 2 additional cameras were installed on 9/14 to cover views obstructed by the new makerspace. Existing cameras in the AV room were adjusted to cover the new entry and blind spots.

- Grants
 - DCEO HD200063
 - **Phase 3 and Wrap Up** – Raleigh and I walked through with the architect on 9/12 and generated a very small punch list. Currently only a handful of items are outstanding. We still need to correct the placement of the hand dryer in the 2nd fl bathroom as well as the exterior sconces, install exterior signage, and remove floor outlets in the maker space that were missed in previous phases. Furniture has been pushed to Oct 16th.

- Webinars and Training
 - Laura and Raleigh continue to meet with LoDestro and StudioGC weekly and at times biweekly to manage the renovation.
 - 9/6 Laura attended the Facilities Networking Group
 - 9/7 Laura attended SWAN quarterly (our consortium update meeting)

- Programs / Marketing
 - Our Back to School Ice Cream Social had 120 patrons attend.
 - Our Hispanic Heritage Celebration had close to 400 attendees.
 - YS attended 3 back to back curriculum nights (Scott, Westdale and Roy)
 - Cherilyn our new teen librarian made multiple visits to W Leyden to promote programs and service learning hours.

- Personnel
 - New Leyden Transitions student interns, AJ and Stella.

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. Chapman & Cutler Referendum Presentation – Presented after the agenda approval.
2. **Tentative** Tax Levy Ordinance

The Board approved the tentative Tax Levy Ordinance on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez and Elliott

3. Announce Levy Hearing

The Board discussed dates for the Tax Levy hearing and decided on October 19, 2023 at 6:00 p.m. This was approved on a motion from Glowinski with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez and Elliott

4. Capital Projects – The Director discussed with the Board the current and future capital projects on the schedule.
5. LIMRiCC IGA Amendments

- a. Administrative Amendments

The Director discussed the Administrative changes LIMRiCC will be implementing with regards to the IGA. This was approved on a motion from Biddle with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez and Elliott

- b. Substantive IGA Amendments

The Director discussed the Substantive changes LIMRiCC will be implementing with regards to the IGA. This was approved on a motion from Glowinski with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez and Elliott

6. Approve ISBS Copier Lease Agreement

The Director discussed our current copiers with Toshiba and that our contract is due to end Dec 25, 2023. She presented the new agreement received from ISBS for equipment. The Board discussed the

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

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

PUBLIC DISCUSSION

No public in attendance.

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 8:06 p.m. by President Wason.

The next Board Meeting is scheduled for October 19, 2023, at 6:30 p.m.

Elizabeth Biddle, Secretary
