

MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
OCTOBER 19, 2023

The regular meeting of October 19, 2023, of the Northlake Public Library District Board of Trustees was called to order by Secretary Biddle at 6:30 p.m.

Present Board members: Biddle, Gutierrez, Elliott, Cassidy-Hatchet, and Aldinger.

Absent Board members: Wason and Glowinski.

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 Gutierrez with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Glowinski

Financial Audit FY2022-23 - David Jelonek from GW & Associates PC presented our annual financial audit about the library for this past fiscal year. Acceptance of the Financial Audit FY 2022-23 was approved on a motion by Cassidy-Hatchet with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Glowinski

The Minutes of the Regular Board Meeting of September 21, 2023, were approved with punctuation changes on a motion by Cassidy-Hatchet with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Glowinski

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

AYE: All

NAY: None

ABSENT: Wason and Glowinski

Acceptance of the Bills Paid Report for September - October 2023 was approved on a motion by Gutierrez with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Glowinski

Acceptance of the Bills Payable Report for October 19, 2023, was approved on a motion by Gutierrez with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Glowinski

Bills paid, September - October 2023: \$50,750.32

Bills payable, October 19, 2023: \$138,610.90

September-October 2023 Director's Report submitted by Laura Bartnik - October 19, 2023

- Building:
  - HVAC issues
    - Automated Logic was on site to replace the controller on 10/4. Unfortunately, it was unsuccessful, so a new controller has been ordered and will be installed ASAP.
    - RTU1 has continued to be unstable. Joe has been out a few times to bypass alarms and get the unit running and we currently reset it weekly.
  - Roof
    - NIR was out on 9/29 for roof leaks. A seam had opened up and was re-repaired. Our roof's grade dropped from a C to a D on the latest report, which has changed our life expectancy from 5-7 years to 2-4 years.
    - We're experiencing a drainage issue on the west entrance awning. We've received a reasonable quote from the roof company to repair and add scuppers. Studio GC is reviewing the proposal currently.
  - Grounds
    - We've received a low response from our RFP (request for proposals) for landscaping and snow removal.
    - Downspout Blockage - After comparing quotes we decided to go with F.E. Moran to replace portions of the north side drainage system. Work is set to start next week.
  - Elevator
    - Due to the cost and scope of the elevator project our architect, Darren Schretter of Studio GC will be assisting with the project.

- Grants
  - DCEO HD200063 –
    - **Phase 3 and Wrap Up** – Outdoor planters were delivered on 10/5, furniture was delivered on 10/9 and final punch list is scheduled to be knocked out the week of 10/16 and 10/23.
    - **Open House-** Our Open House is scheduled for **November 16 4-6pm.**
- Webinars and Training
  - Laura and Raleigh continue to meet with LoDestro and StudioGC weekly and at times biweekly to manage the renovation.
  - Management team has just started an 8-week intensive “Library Management” course provided through Library Journal.
- Programs / Marketing
  - Zumba remains one of our most popular adult programs with 20-25 patrons each session.
  - YS continued school visits to promote fall programming such as *Wonder Club: All Things STEAM Ages 6-13. Sponsored by the DuPage Children’s Museum.*
  - YS September program stats: 31 programs, 1,068 attendees. Triple the number of programs from September 2022, and 10x the number of attendees.
  - Cherilyn our teen librarian made visits to West Leyden to facilitate the student book club.
- Personnel
  - October 28 will be our Make Difference Day with a large group of students from West Leyden coming to volunteer. They will be removing our garden and weeding.

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

AYE: All

NAY: None

ABSENT: Wason and Glowinski

President Wason report: None

Vice President Glowinski report: None

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

- 1) Financial Audit FY 2022-23 – Moved to after agenda approval.
- 2) Verification of Truth in Taxation Hearing 10/19/23

Acceptance of the Truth in Taxation Hearing was approved on a motion by Gutierrez with a second by Aldinger. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Glowinski

3) Approval of Tax Levy Ordinance 23-602

Acceptance of Tax Levy Ordinance # 23-602 of Northlake Public Library District was approved on a motion by Elliott with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Glowinski

4) Referendum Planning

The Director gave information about the options for a referendum for the spring election to the Board.

5) Approve Snow Removal and RFP

The Director presented the two (2) RFP received. Acceptance and approval of Sergio One for snow removal and landscaping for the year was approved on a motion by Gutierrez with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Glowinski

6) FOIA / OMA Training - The Director discussed upcoming and ongoing training.

7) COLA Update - The Director presented the Board with the upcoming COLA increases.

8) Decennial Committee on Local Government Efficiency Act, (second meeting and draft report) – The Director discussed the previous meeting and upcoming meeting information.

9) Makerspace Policy

This policy was approved on a motion from Elliott with a second from Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason and Glowinski

10) Rooftop replacement proposal – The Director discussed the recent quote for replacement of the rooftop units.

**PUBLIC DISCUSSION**

No public in attendance.

**ADJOURNMENT**

Having moved through the agenda, the meeting was adjourned at 7:25 p.m. by Secretary Biddle.

The next Board Meeting is scheduled for November 16, 2023, at 6:30 p.m.

Elizabeth Biddle, Secretary

---