

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
JANUARY 18, 2024

The regular meeting of January 18, 2024, 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, Elliott, Cassidy-Hatchet, and Aldinger.

Absent Board members: Gutierrez

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: Gutierrez

The Minutes of the Regular Board Meeting of November 16, 2023, were approved on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

AY: None

ABSENT: Gutierrez

The Library Fund Profit and Loss Report of November 30, 2023 and December 31, 2023, was approved on a motion by Glowinski with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez

Acceptance of the Bills Paid Report for December 2023 – January 2024 was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez

Acceptance of the Bills Payable Report for January 18, 2024, was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

Bills paid, November - December 2023: \$123,527.85
Bills payable, January 18, 2024: \$94,257.86

December-January 2023-2024 Director's Report submitted by Laura Bartnik -January 18, 2024

- Building:
 - HVAC issues
 - RTU2 Board Replacement.
 - Building Surge Protectors Replacement
 - Grounds
 - North entrance underground drainage system was completed on 10/20
 - Scott was out to clean the gutters, as well as to do a fall clean up. Sergio has picked up where Scott left off, so far, we are happy with the new company.
 - Elevator
 - Due to some postponed site visits, Darren should be joining us in February to present the elevator bids to you all.
 - Flooring
 - Basement flooring has been completed. Budget willing we're planning to finish the staff lounge, elevator and back stairs at the end of the fiscal year.
- Grants
 - DCEO HD200063 –
 - **Wrap Up** – Our renovation is finished; Annette and I will be working on final reporting.
 - Live and Learn
 - We have submitted a Live and Learn Grant to hopefully cover a portion of the elevator modernization project. If approved up to 50k could be allocated to our project.
- Webinars and Training
 - Currently dept heads are coaching staff on the referendum talking points to best answer patron questions.
 - Unfortunately, our Staff Inservice day was canceled due to the storm.
- Programs / Marketing
 - Adult Services have partnered with Triton College to be an internship site for the Skill Enhancement and Employee Development (SEED) Program.
 - YS never abandoned the to-go craft kits and have passed out over 100 craft kits over the holidays on top of their packed in person programming.
 - Breakfast with Santa, Kiddy Countdown, Family Gingerbread Houses all saw max

attendance.

- Personnel
 - Karla, our Bilingual Services Librarian, will be resigning on Jan 20th.

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

AYE: All

NAY: None

ABSENT: Gutierrez

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS

None

NEW BUSINESS

- 1) Emergency Closing Policy Review – The Director reviewed the policy and procedure with the Board on when making the decision to close the library.
- 2) 2024 SEI Filing – The Director reminded the Board about their filings and they should be receiving the information shortly to file.
- 3) Schedule “Closed Session Minutes” Review

The Board discussed and reviewed whether to leave ALL Closed Session Minutes CLOSED into perpetuity and was approved on a motion by Elliott with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez

- 4) Selection of Library Materials Review - The Director discussed the policy on Censorship and parts of the Reconsideration of Materials with the Board.
- 5) Board Actions Calendar - The Director presented the Board Actions Calendar as prepared by the attorney.
- 1) Decennial Committee on Local Government Efficiency Act, (3rd meeting and final report)

The Director presented the report and what the finding and where to file the report to the Board. This was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez

PUBLIC DISCUSSION

No public in attendance.

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:17 p.m. by President Wason.

The next Board Meeting is scheduled for February 15, 2024, at 6:30 p.m.

Elizabeth Biddle, Secretary
