

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
NOVEMBER 16, 2023

The regular meeting of November 16, 2023, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:35 p.m.

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

Absent Board members: 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 change that the Executive Session was not needed on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski

Minutes of the Public Hearing of October 19, 2023, were approved with the change of additional name on a motion by Biddle with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski

The Minutes of the Regular Board Meeting of October 19, 2023, were approved on a motion by Cassidy-Hatchet with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski

The Library Fund Profit and Loss Report of October 31, 2023, was approved on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski

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

AYE: All
NAY: None
ABSENT: Glowinski

Acceptance of the Bills Payable Report for November 16, 2023, was approved on a motion by Aldinger with a second by Gutierrez. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Glowinski

Bills paid, October - November 2023: \$117,112.14
Bills payable, November 16, 2023: \$731,830.22

October-November 2023 Director's Report submitted by Laura Bartnik - November 16, 2023

- Building:
 - HVAC issues
 - RTU2 Board Replacement.
 - Building Surge Protectors Replacement
 - Roof
 - NIR was out on 11/13 to complete repairs for the west entrance.
 - 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 will pick up where Scott left off in December, or first snowfall.
 - Elevator
 - Studio GC is working on the elevator bid, Darren should be joining us in January to present those to you all.
- Grants
 - DCEO HD200063 –
 - **Phase 3 and Wrap Up** – Our renovation is finished, we have a slight correction to our outdoor sign, as well as some furniture pieces. Raleigh and I are now looking forward to the elevator project, basement flooring, and the initial planning for our roof top replacement project.
- Webinars and Training
 - Management team is half way through our 8-week intensive “Library Management” course provided through Library Journal.
- Programs / Marketing
 - Our first ever Trunk or Treat was wildly successful with almost 700 attendees.
 - Library wide Hispanic Heritage, Halloween, and Day of the dead programs saw record attendance.
 - YS also hosted their first Parent Resource Fair, 40 parents attended.

- YS also hosted their first ever after hours open house for Enger school.
- While Cherilyn has only been here 3 months she has already connected with teens and program attendance is higher than ever, 30 teens attended her Selina Pizza Party.
- Passports have stabilized and we now process a manageable 50-60 a month.
- Personnel
 - Many of our new hires are completing their probationary period here with us, and all of them have surpassed our expectations!

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

AYE: All

NAY: None

ABSENT: Glowinski

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS

None

NEW BUSINESS

- 1) Library Closing Dates for 2024

Acceptance of the Library Closing dates for 2024 was approved on a motion by Gutierrez with a second by Elliott.

- 2) Salary adjustments for January

The Board discussed the three (3) options presented by the Director and decided to go with option two (2) for 3% and was approved on a motion from Biddle with a second from Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski

- 3) Consideration of an ordinance providing for and requiring the submission of the proposition of increasing the District's limiting rate to the voters of the District at the general primary election to be held on March 19, 2024.

The Board discussed the consideration of an ordinance for the upcoming general primary election on March 19, 2024. This was approved on a motion from Gutierrez with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski

4) Elevator Modernization Project – The Director provided an update on pricing from Colley Elevator on the modernization of the current elevator.

5) Lower Level Carpet Replacement

The Director presented the proposal for the lower level carpet replacement from Johnson Floor Company. The Board discussed the different areas and what would be going in each area. The proposals were approved on a motion from Gutierrez with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski

6) Parental Leave Policy

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

AYE: All

NAY: None

ABSENT: Glowinski

7) Surplus Property Disposal – The Director informed the Board of surplus items given to other libraries.

8) IMRF Executive Trustee Election

The Director presented the Board with the candidates for the IMRF Executive Trustee Election. The Board discussed the qualifications for both and chose Jack Bower. This was approved on a motion from Biddle with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski

PUBLIC DISCUSSION

No public in attendance.

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:30 p.m. by President Wason.

The next Board Meeting is scheduled for January 18, 2024, at 6:30 p.m.

Elizabeth Biddle, Secretary
