

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
FEBRUARY 15, 2024

The regular meeting of February 15, 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, Cassidy-Hatchet, and Aldinger.

Absent Board members: Gutierrez and Elliott.

Also present were: Laura Bartnik, Director, and Annette Ignoffo, Business Office Manager.

The Board approved the agenda with the change that the Executive Session was not needed and the date for the next meeting to March 21, 2024 on a motion by Glowinski with a second by Aldinger. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

The Minutes of the Regular Board Meeting of January 18, 2024, were approved on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

AY: None

ABSENT: Gutierrez and Elliott

The Library Fund Profit and Loss Report of January 31, 2024, 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 January – February 2024 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 Payable Report for February 15, 2024, was approved on a motion by Glowinski with a second by Aldinger. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

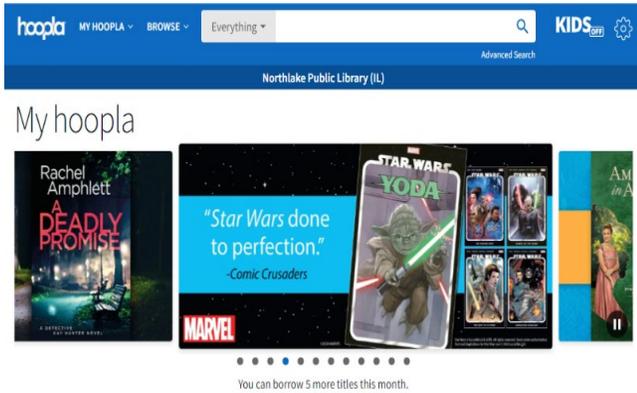
Bills paid, January – February 2024: \$45,014.77

Bills payable, February 15, 2024: \$50,355.72

January-February 2024 Director's Report submitted by Laura Bartnik -February 15, 2024

- **Building:**
 - HVAC issues
 - Building Surge Protectors Replacement- scheduled to be delivered Feb 22.
 - RTU replacement board will be installed after surge protectors.
 - Elevator
 - Change in Live and Learn Grant will affect timeline for elevator project, most likely will be pushed to May-June. Our last PM visit on 2/12 showed no change in the damaged board.
 - Basement
 - Now that basement flooring has been completed, we plan to move on to paint touch ups and will be ordering additional furniture pieces for the LL meeting room.
 - Window Seals
 - Raleigh and I noticed a gap between the window and seal on the west side of the building. US Glass is preparing a quote to repair these seals, they previously repaired everything on the North side of the building.
 - Former Book Sale Room
 - We've run a display area in this room for the past few years, however we plan to transition this area to much needed study room space this spring.
- **Grants**
 - DCEO HD200063 –
 - **Wrap Up** – We are currently at 97% spent on this grant, we have one final bill and can then close out this grant.
 - Live and Learn Grant is now called IL State Library Construction Grant
 - Awards for this grant happen in March-May, and one key change in the revamped version of the grant is that no bids or work may happen until awarded.
- **Referendum**
 - All of our marketing materials have been printed and are being distributed. Our social media campaign is well underway.
- **Programs / Marketing**
 - Hoopla is gaining popularity

- Tamale making and Zumba have been the most popular adult winter programs.
- 68 attendees for Bluey Fest



- Personnel
 - Adult Services Bilingual Librarian, Michelle Rojas Garay will be starting Monday, February 19.

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) Metropolitan Water Reclamation District Grant Approval

The Director went over the MWRD Grant with the Board. After discussing the details, the MWRD Grant was approved on a motion from Cassidy-Hatchet with a second from Glowinski. Roll Call Vote:

AYE: All
 NAY: None
 ABSENT: Gutierrez and Elliott

2) Providing Teacher Cards for District 83 IGA

The Director discussed providing an IGA for library cards to teachers in District 83 IGA to help out with the kids when they come for library time so everyone can check out books.

Approval of providing library cards to teachers was approved on a motion from Glowinski with a second from Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

3) Strategic Plan Update – The Director updated the Board on the current strategic plan for the library.

4) Annual Review of Board Bylaws and Updates

The Director presented to the Board the updated Bylaws with Article 6 – Public Policy added. This was approved on a motion from Cassidy-Hatchet with a second from Glowinski. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

5) Approve Closing for Staff Inservice Day, Friday May 3rd

The Director presented the option of Friday, May 3, 2024 as an alternate date for the staff in-service day from January 12, 2024 due to bad weather. The new day was approved on a motion from Biddle with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Elliott

6) Financial Planning for 2025 - The Director updated the Board on where the Library is on the plan that we have from Studio GC.

7) Volunteer Policy Update

The Director presented the updated policy to the Board and they discussed adding Adult Service volunteers to the policy. This was approved on a motion from Biddle with a second from Aldinger. 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 7:23 p.m. by President Wason.

The next Board Meeting is scheduled for March 21, 2024, at 6:30 p.m.

Elizabeth Biddle, Secretary
