

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MARCH 21, 2024

The regular meeting of March 21, 2024, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:36 p.m.

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

Also present were: Laura Bartnik, Director, Raleigh Ocampo, Asst. 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 Glowinski. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Cassidy-Hatchet and Aldinger

The Minutes of the Regular Board Meeting of February 15, 2024, were approved on a motion by Glowinski with a second by Elliott. Roll Call Vote:

AYE: All
AY: None
ABSENT: Cassidy-Hatchet and Aldinger

The Library Fund Profit and Loss Report of February 29, 2024, was approved on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Cassidy-Hatchet and Aldinger

Acceptance of the Bills Paid Report for February - March 2024 was approved on a motion by Glowinski with a second by Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Cassidy-Hatchet and Aldinger

Acceptance of the Bills Payable Report for March 21, 2024, was approved on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

AYE: All
NAY: None

ABSENT: Cassidy-Hatchet and Aldinger

Bills paid, February - March 2024: \$73,075.24

Bills payable, March 21, 2024: \$73,923.10

February-March 2024 Director's Report submitted by Laura Bartnik -March 21, 2024

- Building:
 - HVAC issues
 - Building Surge Protectors replaced on 3/6.
 - RTU2 replacement board installed 3/11.
 - RTU1 sensor replaced.
 - Boiler #2 replacement board.
 - Furniture
 - Final furniture order for this FY will be placed to replace remaining old wooden tables and chairs as well as upholstering the 2nd floor benches. Based on lead times tables and chairs in the LL meeting room, as well as order additional tables for the maker space will fall on next year's budget.
 - Flooring
 - We'll be moving forward with the LL staff lounge, we also decided to get quotes on the back stairwell, circ desk, and elevator for flooring replacement.
 - Paint
 - Painting quotes were obtained to refresh the LL meeting room, 2nd Floor meeting room, and new Lobby study room.
 - Landscaping
 - New concrete pads were poured near the book drop.
 - Raleigh has been working on gathering North side landscaping exploratory quotes. Most likely we'll be transitioning away from grass to mulch and perennial plants and shrubs.
- Grants
 - DCEO HD200063 –
 - **Wrap Up** – We've received our final bill from LoDestro so April will be our final grant report.
 - Live and Learn now called IL State Library Construction Grant
 - Awards for this grant happen from March-May, still no word yet.
- Meetings
 - Raices on the Road, Illinois Legislative Latino Caucus 2/27
 - Proviso Area Directors Meeting 2/29
 - Wintrust: Protecting Governmental Funds with Kathy Parker 3/12
- Programs / Marketing
 - Winter Reading has finished. We had great participation: 120 kids, 40 adults, and 20 teens.
 - Weekly Enger School visits as part of their community days.
 - ASL Music: Local American Sign Language expert, Pam Vazquez, held two American Sign Language music classes during the month of February. We had a total of 32 patrons attend this event for the month. During each class, she plays a song and teaches patrons to sign to the lyrics.



- Personnel
 - No Changes

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

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet and Aldinger

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS

None

NEW BUSINESS

- 1) OMA Training - The Director reminded the Board know that she and Annette have done the OMA training. Also, gave the information if any one of the Board would like to take the training as well to keep them up to date.
- 2) Annual Designation of FOIA & OMA officers

The Board discussed and designated the Director Laura and Business Office Manger Annette to be the FOIA and OMA. The designations were approved on a motion from Glowinski with a second from Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet and Aldinger

- 3) SEI Reminder - The Director discussed the Statement of Economic Interests Forms with the Board and reminded them to fill them out.
- 4) INC Furniture Quote

The Director presented the quote from INC Furniture for balance of furniture for this fiscal year. Acceptance of the furniture quote was approved on a motion from Glowinski with a second from Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet and Aldinger

5) Volunteer Policy Update

The Director presented the updated policy to the Board to include the YS department and AS department. This was approved on a motion from Biddle with a second from Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet and Aldinger

6) Strategic Planning Proposals – The Director presented the proposal she received for having a new strategic plan for the library, but will be getting more proposals to present.

7) 2024 Audit Engagement letter

The Director presented the Audit Engagement letter from GW & Associates, PC for the 2024 library audit. This was approved on a motion from Biddle with a second from Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet and Aldinger

8) ILSOS Court Access Pilot Project – The Director presented and explained to the Board the new Memorandum of Understanding issued by the Illinois Secretary of State for the Library being a community access center for people to participate in remote court hearings.

PUBLIC DISCUSSION

No public in attendance.

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:05 p.m. by President Wason.

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

Elizabeth Biddle, Secretary
