

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
JANUARY 16, 2025

The regular meeting of January 16, 2025, 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, Gutierrez, Cassidy-Hatchet, and Aldinger.
Absent Board members: Elliott

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

The Board approved the agenda with the changes that the Executive Session was not needed on a motion by Cassidy-Hatchet with a second by Biddle. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Elliott

The Minutes of the Regular Board Meeting of November 21, 2024, were approved on a motion by Biddle with a second by Gutierrez. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Elliott

The Library Fund Profit and Loss Report of November 30, 2024 and December 31, 2024, was approved on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Elliott

Acceptance of the Bills Paid Report for December 2024 - January 2025 was approved on a motion by Glowinski with a second by Aldinger. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Elliott

Acceptance of the Bills Payable Report for December 2024 - January 2025, was approved on a motion by Glowinski with a second by Aldinger. Roll Call Vote:

AYE: All
NAY: None

ABSENT: Elliott

Bills paid, October - November 2024: \$50,761.70

Bills payable, November 21, 2024: \$734,176.00

December-January 2024-25 Director's Report submitted by Laura Bartnik -January 16, 2025

- Building:
 - HVAC
 - Proline came with YORK to finalize the order for our 2 RTUs. Our final COMED incentives for our project came to \$32,700. We will have a spring installation for RTUs exact date TBD. The mini splits (server room AC) happened this week.
 - Elevator Project
 - We are still waiting on a start date.
 - Generator
 - Studio GC and Rudy from 2010 Engineering have come up with a schematic plan and a cost estimate.
 - Drinking Fountains
 - New fountains will be installed in the basement in the next few weeks. Phase 2 will happen later in the year and will address the first floor.
- Grants
 - DCEO Grant HD250098 Children's Dept \$253,000.00
 - All final grant paperwork has been submitted to our grant manager if we don't hear soon we will be pushing this project to the next FY just after the parking lot, or we could complete the design portion, but save construction for next year.
 - MWRD Grant- Parking Lot
 - 100% plan completion docs have been submitted to the MWRD by the city engineers. We will have a bid opening in early February and construction will be July-August 2025
 - My Library Is...
 - \$5k Grant for items to facilitate the kids in the kitchen program. Outfitting our LL meeting room with a kitchen and cooking supplies. Awards in mid-March.
 - E-Rate
 - We will be applying for both categories of E-Rate for the upcoming FY (fiber internet, internal switching/cabling, and access points) totaling just over \$16k
- Meetings
 - 11/30-12/3 We were able to send 4 staff members to FIL (The International Book Fair)
 - 12/3 ILA Legislative Luncheon, met with Rep Garcia's grant and outreach managers.
 - 12/5 LIRA
 - 12/5 SWAN quarterly
 - 12/6 ATLAS Multi-Generational Workforce Communication Workshop
 - 1/7 Leyden Area Directors Group
 - 1/9 Facilities Quarterly Meeting
 - 1/9 Personality Disorders and Working with the Public
- Programs / Marketing

- The AS Dept is now offering 12 classes a month between ESL Convo, or Inglés para Hispanohablantes
- The YS Dept created and distributed 260 activity kits over the holidays.
- Breakfast with Santa?
- Personnel
 - Cherilyn our Teen Librarian has taken a promotion, her last day was 1/2. AS will be prioritizing their search for a teen librarian.
 - Fernanda our YS Associate has taken a full-time job her last day was also 1/2. Kim in Guest Services has been promoted to YS Associate which means Guest Services will be hiring.

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

AYE: All

NAY: None

ABSENT: Elliott

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) 2025 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 Glowinski with a second by Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Elliott

- 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.
- 6) LIMRiCC updated IGA

The Director discussed the updates from LIMRiCC with regards to the IGA. This was approved on a motion from Cassidy-Hatchet with a second from Gutierrez. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Elliott

- 7) MWRD updated IGA with Affidavit of Ownership

The Director discussed the updates from MWRD with regards to the IGA. This was approved on a motion from Glowinski with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Elliott

- 8) Generator Replacement – The Director discussed the current estimate of cost from Studio GC.

PUBLIC DISCUSSION

None

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:06 p.m. by President Wason.

The next Board Meeting is scheduled for February 20, 2025, at 6:30 p.m.

Elizabeth Biddle, Secretary
