

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
FEBRUARY 20, 2025

The regular meeting of February 20, 2025, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:33 p.m.

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

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 Biddle with a second by Aldinger. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Glowinski, Gutierrez, and Cassidy-Hatchet.

The Minutes of the Regular Board Meeting of January 16, 2025, were approved on a motion by Biddle with a second by Aldinger. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Glowinski, Gutierrez, and Cassidy-Hatchet.

The Library Fund Profit and Loss Report of January 2025, was approved on a motion by Elliott with a second by Aldinger. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Glowinski, Gutierrez, and Cassidy-Hatchet.

Acceptance of the Bills Paid Report for January – February 2025 was approved on a motion by Biddle with a second by Aldinger. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Glowinski, Gutierrez, and Cassidy-Hatchet.

Acceptance of the Bills Payable Report for February 2025, was approved on a motion by Aldinger with a second by Elliott. Roll Call Vote:

AYE: All
NAY: None

ABSENT: Glowinski, Gutierrez, and Cassidy-Hatchet.

Bills paid, January - February 2025: \$35,392.76

Bills payable, February 20, 2025: \$37,807.67

January-February 2025 Director's Report submitted by Laura Bartnik -February 20, 2025

- Building:
 - HVAC
 - The units that were installed in the server rooms are working great, no issues or adjustments. Our RTU install is scheduled for early April.
 - Elevator Project
 - Our lead time for parts was much longer than expected, but we should know something by this coming week.
 - Generator
 - Studio GC and Rudy from 2010 Engineering have come up with a schematic plan and a cost estimate.
 - Drinking Fountains
 - Drinking fountains will be installed the week of March 3rd in the LL.
 - Additional Furniture
 - With our last delivery we had a few pieces that needed to be replaced. Due to an error on Hendrickson's part they sent 12 chairs instead of 3 and we were able to keep them free of charge.
 - Garbage
 - We'll be making the switch from Republic To LRS
- Grants
 - DCEO Grant HD250098 Children's Dept \$253,000.00
 - Our new grant manager has reached out so it seems that we may be moving again on the grant.
 - MWRD Grant- Parking Lot
 - We are currently out to bid for this project. Our bid opening will be on March 7th, and CBBEL will be opening bids and making a recommendation to the board with which company to go with for the March 20th board meeting.
 - My Library Is...
 - \$5k Grant for items to facilitate the kids in the kitchen program. We've received some positive feedback on our grant from the committee and should know in March if it was a successful proposal.
 - E-Rate
 - All paperwork has been submitted, we should receive our award letter in April.
 - Norma Hernandez FY 25 Community Funding Request
 - We submitted a request to do the second-floor carpet replacement and wallpaper removal and painting.

- Meetings
 - 1/29 LIMRiCC HR Update
 - 2/11 Quarterly Proviso Directors Group
- Programs / Marketing
 - Plans for our summer kickoff party are finalized.
 - YS hosted their first Toddler Winter Wonderland
 - January saw a dip in program attendance
 - 91 Passports were processed in Jan.
- Personnel
 - Miriam Delgado has joined Guest Services, her first day was 2/3.
 - Katie Steffensen will be joining Adult Services as the new Teen Librarian on 3/3.



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

AYE: All

NAY: None

ABSENT: Glowinski, Gutierrez, and Cassidy-Hatchet.

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS

None

NEW BUSINESS

- 1) Strategic Plan Update – The Director told the Board of how the libraries previous strategic plan and the updated plan is coming together.

- 2) Disruptive Behavior Policy

This policy was updated and approved on a motion from Elliott with a second from Aldinger. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski, Gutierrez, and Cassidy-Hatchet.

- 3) Annual Review of Board Bylaws and Updates

The Director presented to the Board the updated Bylaws with Article 6 and 8. This was approved on a motion from Biddle with a second from Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Glowinski, Gutierrez, and Cassidy-Hatchet.

4) Room Usage Policy Update

This policy was updated and approved on a motion from Elliott with a second from Aldinger. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Glowinski, Gutierrez, and Cassidy-Hatchet.

PUBLIC DISCUSSION

None

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:29 p.m. by President Wason.

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

Elizabeth Biddle, Secretary
