

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

The regular meeting of March 20, 2025, of the Northlake Public Library District Board of Trustees was called to order by Vice President Glowinski at 6:32 p.m.

Present Board members: Glowinski, Biddle, Cassidy-Hatchet, and Elliott.

Absent Board members: Wason, Gutierrez, 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 changes 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: Wason, Gutierrez, and Aldinger.

The Minutes of the Regular Board Meeting of February 20, 2025, were approved on a motion by Cassidy-Hatchet with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason, Gutierrez, and Aldinger.

The Library Fund Profit and Loss Report of February 28, 2025, was approved on a motion by Cassidy-Hatchet with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason, Gutierrez, and Aldinger.

Acceptance of the Bills Paid Report for February - March 2025 was approved on a motion by Glowinski with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason, Gutierrez, and Aldinger.

Acceptance of the Bills Payable Report for March 20, 2025, was approved on a motion by Elliott with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason, Gutierrez, and Aldinger.

Bills paid, February – March 2025: \$28,558.23

Bills payable, March 20, 2025: \$39,325.89

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

- Building:
 - HVAC
 - RTU install date between April 14-18. Proline has recommended a partial emergency closing as the crane will block the west entrance, and now the curb delivery may block the north entrance at the same time.
 - Elevator Project
 - Tentative start April 7, the project is anticipated to take 3-5 weeks.
 - Generator
 - Electrical Engineers are holding up the project slightly, but we should have something to approve in April to move forward with the project.
 - Drinking Fountains
 - Lower level fountains were installed.
 - Additional Furniture
 - We'll be putting together a small end of the year furniture order to replace the 7 study carrels on the second floor.
 - NIMEC Bid Update
 - Due to the volatility of the energy market, we went with a 1-year contract for electricity.
- Grants
 - DCEO Grant HD250098 Children's Dept \$253,000.00
 - We have updated info with a new grant manager, and now we're currently in "scope approval process".
 - MWRD Grant- Parking Lot
 - 10 Bids were submitted and the city engineers were pleased by how competitive they were.
 - My Library Is...
 - We should be hearing next week on the outcome of this grant.
 - E-Rate
 - All paperwork has been submitted, we should receive our award letter in April.
- Meetings
 - 2/28 Elevator project kick off meeting
 - 3/6 SWAN Quarterly, lots of discussion on migrating to a new ILS in the next 2 years.
 - 3/7 Parking lot bid opening
 - 3/18 meeting with CBBL to review their recommendation
- Programs / Marketing
 - 3/11 Katie, our brand-new teen librarian, attended West Leyden's parent teacher conferences.
 - Teen DIY Boba Tea had 15 attended.
 - 143 patrons participated in Winter Reading, slightly less than last year
 - Notary appointments are slowly creeping up behind passports Last month we saw 43.
- Personnel
 - Abigail will be joining the library on March 31 as the new Adult Services Associate.

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: Wason, Gutierrez, and Aldinger.

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS

None

NEW BUSINESS

- 1) Approve Resolution for Permeable Parking Lot Project No. 2025-01

The Board approved Resolution 2025-01 to approve the contract for the Permeable Parking Lot project on a motion by Cassidy-Hatchet with a second from Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason, Gutierrez, and Aldinger.

- 2) OMA Training - The Director reminded the Board 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.
- 3) 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 Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason, Gutierrez, and Aldinger.

- 4) SEI Reminder Due May 1, 2025 - The Director discussed the Statement of Economic Interests Forms with the Board and reminded them to fill them out.
- 5) Emergency Closing for RTU Install

The Director explained the RTU installation is due to start April 14 and there will probably be a delay in opening or closing of the library for the day. The Board approved a possible closing on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Wason, Gutierrez, and Aldinger.

- 6) Election Update - The Director gave the Board an update on the upcoming election April 1.
- 7) Director Evaluation – The Director gave the Board her Self-Evaluation and the evaluation form for them to fill out and return by the next board meeting.

PUBLIC DISCUSSION

None

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:12 p.m. by President Wason.

The next Board Meeting is scheduled for April 17, 2025, at 6:30 p.m.

Elizabeth Biddle, Secretary
