

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

The regular meeting of November 21, 2024, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:30 p.m.

Present Board members: Wason, Biddle, Gutierrez, Cassidy-Hatchet, and Elliott.
Absent Board members: Glowinski 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 Cassidy-Hatchet with a second by Biddle. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Glowinski and Aldinger

The Minutes of the Regular Board Meeting of October 17, 2024, were approved on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Glowinski and Aldinger

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

AYE: All
NAY: None
ABSENT: Glowinski and Aldinger

Acceptance of the Bills Paid Report for October - November 2024 was approved on a motion by Gutierrez with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Glowinski and Aldinger

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

AYE: All
NAY: None

ABSENT: Glowinski and Aldinger

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

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

October-November 2024 Director's Report submitted by Laura Bartnik -November 21, 2024

- Building:
 - HVAC issues
 - Joe replaced leaking valves on the air handler.
 - Elevator Project
 - Colley along with CSI were out to take measurements for the project, as of now we're still looking at January.
 - Generator
 - Jim from Studio GC and Rudy from 2010 Engineering were on site. After looking at the constraints, code, and all the options its looking like our best option will be to put the generator on the lower roof. There is an existing curb rail from the old RTU from the 90s that may support the load. They still need to review all structural data and building plans from the 90s and 2007 before they make an official recommendation.
 - IT
 - Our transition period has gone relatively smooth, no major IT issues. In July we will be transitioning to Fiber though Comcast our current provider with 90% of our bill being covered though E-rate. We will also be exploring E-rate Category 2 grants for switch replacements and battery backups at 85% coverage.
- Grants
 - DCEO Grant HD250098 Children's Dept \$253,000.00
 - All final grant paperwork has been submitted to our grant manager with a tentative start date of March.
 - MWRD Grant- Parking Lot
 - 90% plan completion docs are being prepared to be submitted to the MWRD by the city engineers. Construction will be July-August 2025
- Meetings
 - Numerous site visits for HVAC proposals
 - 11/11 Engineering and design meeting (generator)
 - 11/12 Proviso Area Directors Group
 - 11/14 LIRA Full Membership Renewal Meeting
- Programs / Marketing
 - Trunk or Treat- saw record attendance (636)
 - Make a Difference Day

Saturday, October 26, we had almost 30 students from Leyden's French Honor Societies help us in creating goody bags for our Trunk or Treat event, deep cleaning children's toys and puzzles, and cleaning our Library of Things.



- Personnel – No changes

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: Glowinski and Aldinger

President Wason report: None

Vice President Glowinski report: None

UNFINISHED BUSINESS

- 1) RTU replacement proposal

Elevator Upgrade Bids - The Director presented to the Board the bid worksheet report prepared by Studio GC for the elevator project. After discussions, Construction Solutions of Illinois, Inc. was approved on a motion by Aldinger with a second from Glowinski.

AYE: All

NAY: None

ABSENT: Glowinski and Aldinger

NEW BUSINESS

- 1) Library Closing Dates for 2025

Acceptance of the Library Closing dates for 2025 was approved on a motion by Cassidy-Hatchet with a second by Elliott.

- 2) Elevator Modernization Project – The Director gave an update to the Board about the upcoming elevator update. We are still on schedule for January 2025.

3) IT Contract Change

The Director presented the Board with the three (3) options for IT services. The Board discussed the quotes. NobleTec was approved on a motion from Cassidy-Hatchet with a second from Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski and Aldinger

4) Associate Librarian Job Description

The Director presented to the Board on a recommendation from HR Source this position be eliminated because of duplication. After discussion, this was approved on a motion from Elliott with a second from Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski and Aldinger

5) Approve HR Source Benchmarking Salary Scale

The Director presented the Board with the HR Source Benchmarking Salary Scale. The Board discussed the differences and changes. This was approved on a motion from Cassidy-Hatchet with a second from Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski and Aldinger

6) Salary Adjustment Policy

This was approved on a motion from Cassidy-Hatchet with a second from Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski and Aldinger

7) Salary adjustments for January

The Board discussed the benchmarking from HR Source presented by the Director and adjusted the recommended positions and 3% for remaining staff. This was approved on a motion from Elliott with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Glowinski and Aldinger

PUBLIC DISCUSSION

None

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:25 p.m. by President Wason.

The next Board Meeting is scheduled for January 16, 2025, at 6:30 p.m.

Elizabeth Biddle, Secretary
