

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
APRIL 17, 2025

The regular meeting of April 17, 2025, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:37 p.m.

Present Board members: Wason, Glowinski, Elliott, and Aldinger.

Absent Board members: Gutierrez, Biddle, and Cassidy-Hatchet.

Also present were: Laura Bartnik, 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 Glowinski with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez, Biddle, and Cassidy-Hatchet

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

AYE: All

NAY: None

ABSENT: Gutierrez, Biddle, and Cassidy-Hatchet

The Library Fund Profit and Loss Report of March 31, 2025, was approved on a motion by Glowinski with a second by Aldinger. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez, Biddle, and Cassidy-Hatchet

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

AYE: All

NAY: None

ABSENT: Gutierrez, Biddle, and Cassidy-Hatchet

Acceptance of the Bills Payable Report for April 17, 2025, was approved on a motion by Glowinski with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez, Biddle, and Cassidy-Hatchet

Bills paid, March - April 2025: \$34,180.24

Bills payable, April 17, 2025: \$36,490.61

March-April 2025 Director's Report submitted by Laura Bartnik -April 17, 2025

- Building:
 - HVAC
 - RTU install date has been pushed to the week of April 21 tentatively.
 - Elevator Project
 - The elevator project started on time, and is on track for week 2.
 - Generator
 - We are ready to move forward with the project; the cost of this project will fall between this and next FY.
 - Additional Furniture
 - Furniture arrived for the second floor to replace the old study carols.
 - Cornell Communicator
 - We're desperately looking for someone who can service this equipment. We've contacted 3 of Cornell's recommendations however they no longer service this product. If we can't get it service we may need to look into replacements.
- Grants
 - DCEO Grant HD250098 Children's Dept \$253,000.00
 - No update, still in "scope approval process".
 - MWRD Grant- Parking Lot
 - Contracts have been signed and approved by MWRD.
 - My Library Is...
 - Unfortunately, we did not get this grant. There were 70 applicants and it was highly competitive this year we plan to purchase a fridge and stove if there is money left in the budget so we can move forward with the Kids in the Kitchen program.
 - E-Rate
 - All paperwork has been submitted, we should receive our award letter end of April.
- Meetings
 - 4/16 Leyden Directors Meet Up
- Programs / Marketing
 - YS Spring Break Programing- March 31- April 5. There were 12 programs with a total attendance of 203.
 - YS Chickens, Plants, Seed Library. It's a busy spring in the kids department.
 - AS attended 6 trainings for Chicago Bar's Court Library Access Program.
 - AS also received the Teacher Training Plus Scholarship from Pro-Literacy, \$1000 worth of ESL text and workbooks).
- Personnel
 - No Change

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

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

President Wason report: None
Vice President Glowinski report: None

UNFINISHED BUSINESS

None

NEW BUSINESS

- 1) SEI Filing Due May 1 – The Director reminded the Board members about the filing deadline.
- 2) Serving Our Public 4.0 Standards for IL Public Libraries Chapters 3-4 - The Director went over Personnel (chap. 3) and Access (chap. 4) for the library.
- 3) Budget timeline – The Director went over the budget timeline for the upcoming months.
- 4) Approval Architect Costs for Generator Replacement

The Director presented the Architect Costs for the Generator replacement. Acceptance and approval of the architect costs was approved on a motion by Glowinski with a second by Elliott. Roll Call Vote:

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

- 5) Director Evaluation - The Board was reminded to return the Director Evaluations by the next meeting.

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 May 15, 2025, at 6:30 p.m.

Elizabeth Biddle, Secretary
