

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MAY 15, 2025

The regular meeting of May 15, 2025, of the Northlake Public Library District Board of Trustees was called to order by President Wason at 6:32 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, Annette Ignoffo, Business Office Manager, and Danielle Niemi (future board member)

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

AYE: All

NAY: None

ABSENT: Elliott

The Minutes of the Regular Board Meeting of April 17, 2025, were approved on a motion by Biddle with a second by Glowinski. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Elliott

The Library Fund Profit and Loss Report of April 30, 2025, was approved on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Elliott

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

AYE: All

NAY: None

ABSENT: Elliott

Acceptance of the Bills Payable Report for May 15, 2025, was approved on a motion by Glowinski with a second by Aldinger. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Elliott

Bills paid, April - May 2025: \$26,631.87

Bills payable, May 15, 2025: \$19,910.47

April-May 2025 Director's Report submitted by Laura Bartnik -May 15, 2025

- Building:
 - HVAC
 - RTU install is now looking like the week of the 19th or 26th.
 - Elevator Project
 - The elevator project wrapped up this week, we have our final inspection on May 20th unless something opens up sooner.
 - Generator
 - Studio GC is working on the bid documents.
 - Cornell Communicator
 - Fox Valley Fire has been out twice to troubleshoot the unit, batteries were replaced, however the power supply from the back up batteries seems to be dead and a portion of the board damaged, they are preparing a quote to either rewire, replace the board or replace the unit whichever is most cost effective.
- Grants
 - DCEO Grant HD250098 Children's Dept \$253,000.00
 - No update, still in "scope approval process".
 - MWRD Grant- Parking Lot
 - We will have our first kick off meeting June 4th with construction spanning July-August.
 - E-Rate
 - All paperwork has been submitted, we are now in the internal review period.
- Meetings
 - 4/23 RAILS Advocating for Libraries
 - 5/2 All Staff Inservice
 - 5/13 Proviso Director Meeting
- Programs / Marketing
 - YS Día de los Niños saw 150 in attendance.
 - YS Enger School brought 6 different classes (55 students total) to visit the library and see the baby chicks.
 - AS Narcan training and CEDA Workshops (In Partnership with The University of IL Extension Community Health Educator with, and Leyden Family Service) were the most attended adult programs.
 - Inservice Day
- Personnel
 - No Change



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

AYE: All
NAY: None
ABSENT: Elliott

President Wason report: None
Vice President Glowinski report: None

UNFINISHED BUSINESS

None

NEW BUSINESS

- 1) Swearing in of Trustees – All elected Trustees were sworn into office. Gutierrez, Glowinski, Aldinger and Niemi.
- 2) Trustee Recognition – The Board recognized President Wason for her 10 years of service as she is retiring this year.
- 3) Approve Board Meeting Schedule for FY 2025-26

The Board approved the Meeting Schedule for FY 2025-26 on a motion by Glowinski with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Elliott

- 4) Approve Board Reorganization

The Board briefly discussed reorganization and it was decided Glowinski would move to President. This was approved on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None

ABSENT: Elliott

The Board briefly discussed reorganization and it was decided Cassidy-Hatchet would move to Vice President. This was approved on a motion by Glowinski with a second from Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Elliott

5) Approve authorized check signers

The Board discussed and approved adding new President Glowinski as a check signer and to remove outgoing President Wason from check signing duties on bank accounts. This was approved on a motion by Biddle with a second from Aldinger.

AYE: All

NAY: None

ABSENT: Elliott

6) Approval of IGA between Northlake Public Library District and Leyden 212

The Director discussed providing an IGA for library cards to teachers in Leyden 212. The IGA to help out with the kids when they come for library time so everyone can check out books.

Approval of providing library cards to teachers was approved on a motion from Cassidy-Hatchet with a second from Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Elliott

7) Budget Preparations – The Director discussed some of the possible changes to the upcoming budget year.

PUBLIC DISCUSSION

None

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:15 p.m. by President Wason.

The next Board Meeting is scheduled for June 19, 2025, at 6:30 p.m.

Elizabeth Biddle, Secretary
