

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
JUNE 19, 2025

The regular meeting of June 19, 2025, of the Northlake Public Library District Board of Trustees was called to order by President Glowinski at 6:30 p.m.

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

Absent Board members: Gutierrez

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: Gutierrez

The Minutes of the Regular Board Meeting of May 15, 2025, were approved on a motion by Biddle with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez

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

AYE: All

NAY: None

ABSENT: Gutierrez

Acceptance of the Bills Paid Report for May - June 2025 was approved on a motion by Elliott with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez

Acceptance of the Bills Payable Report for June 19, 2025, was approved on a motion by Aldinger with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez

Bills paid, May - June 2025: \$188,428.11

Bills payable, June 19, 2025: \$42,286.22

May-June 2025 Director's Report submitted by Laura Bartnik -June 19, 2025

- Building:
 - HVAC
 - RTU units were successfully installed the week of May 26th. We had our emergency closing the 28th, it was a full 10 hour day for the crew. There was one slight issue with the curb length, but York and Proline already have a retrofit solution. Since then we've just been dialing in the programing and working out a few kinks with programing.
 - Elevator
 - We have a few outstanding issues with the elevator, but it is operational.
 - Parking lot
 - We had our project kick off meeting on June 4th the project will break ground on July 1. Christopher Burke will be managing the project and approving all pay applications. Signage alerting the public has been posted, alternate parking has been identified and garbage pick up has been addressed.
 - Generator
 - Bid documents have been prepared and we plan to go to bid in July with the board approving a bid at the August meeting.
 - Cornell Communicator
 - After comparing the quote to repair (\$1,776) vs the replacement quote (\$7,296) we're going to move forward with the repair.
 - Painting
 - Raleigh organized painters to come in and touch up the wall behind the GS Desk as well as the basement. Phase 1 has finished, Phase 2 will be the program room and remaining hall ways in the basement.
 - Car Accident
 - On 6/15 at 3:12pm a car was hit in front of the Library and smashed into our west stairs. One railing and the concrete slab was damaged and needs to be repaired. We are gathering estimates and based on the cost we will see if it merits an insurance claim.
- Grants
 - DCEO Grant HD250098 Children's Dept \$253,000.00
 - No update, still in "scope approval process".
 - MWRD Grant- Parking Lot
 - All set with notice to proceed on July 1.
 - E-Rate
 - Still in "Internal Review".
- Meetings
 - 5/20 Elevator Inspection
 - 5/20 LIMRIIC Meeting
 - 5/27-29 Numerous HVAC meetings
 - 6/3 ICN for IL Libraries Workshop
 - 6/4 Parking Lot Kick off Meeting
- Programs / Marketing

- 6/7 Summer Reading Kickoff Party. We passed out 400 corn dogs, 650 ice creams, painted 700 faces, and our door count for the hours of the kickoff party was 1600.
- YS visited 7 schools and spoke to 2000 kids about our SRP.
- Personnel
 - No Change

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: Gutierrez

President Glowinski report: None
 Vice President Cassidy-Hatchet report: None

UNFINISHED BUSINESS

None

NEW BUSINESS

- 1) Appointing of 2025-26 Check Signers Update – The Director informed Board members of the finalization of new signature requirements approved at the last meeting with previous President Wason leaving and current President Glowinski being added.
- 2) Resolution 2025-02 transfer of funds from General Fund to Special Reserves

The Board approved Resolution 2025-02 to transfer funds from General Funds to Special Reserves on a motion by Elliott with a second from Aldinger. Roll Call Vote:

AYE: All
 NAY: None
 ABSENT: Gutierrez

- 3) Tentative Budget FY 2025-26

The Board discussed and reviewed the tentative budget and it was approved on a motion by Cassidy-Hatchet with a second from Biddle. Roll Call Vote:

AYE: All
 NAY: None
 ABSENT: Gutierrez

- 4) Tentative B&A

The Board discussed and reviewed the tentative B&A and it was approved on a motion from Aldinger with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

5) Announce B&A Hearing

The Board discussed dates for the B&A hearing and decided on August 21, 2025 at 6:00 p.m. This was approved on a motion from Elliott with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

6) .02% Main. Ordinance # 25-609

The Board discussed the .02% Main. Ordinance # 25-609 and it was approved on a motion from Biddle with a second from Aldinger. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

7) Participate in the State Library's non-resident library card program for FY25-26 using the tax bill method

The Board discussed the State Library's non-resident library card program for FY25-26 and decided to use the Tax Bill Method. This was approved on a motion from Cassidy-Hatchet with a second from Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

8) Schedule "Closed Session Minutes" Review

The Board discussed current and previous Closed Session Minutes and decided to leave ALL minutes closed. This was approved on a motion from Biddle with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

9) Set Secretary's Minutes Audit

The Board set the Secretary Minutes Audit for August 21, 2025 at 6:00 p.m. with Trustees Elliott and Aldinger serving as auditors. This was approved on a motion from Elliott with a second from Aldinger. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez

- 10) Generator Drawings and Bid Timeline – The Director gave the Board updated information about the new generator and upcoming bid in July. All of the final information will be presented at the August board meeting.

PUBLIC DISCUSSION

None

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:21 p.m. by President Wason.

The next Board Meeting is scheduled for August 21, 2025, at 6:30 p.m.

Elizabeth Biddle, Secretary
