

MINUTES OF THE REGULAR MEETING  
OF THE  
NORTHLAKE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
AUGUST 21, 2025

The regular meeting of August 21, 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 June 19, 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 June - July 2025, was approved on a motion by Cassidy-Hatchet with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez

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

AYE: All

NAY: None

ABSENT: Gutierrez

Acceptance of the Bills Payable Report for August 21, 2025, was approved on a motion by Niemi with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez

Bills paid, July - August 2025: \$79,216.05

Bills payable, August 21, 2025: \$72854.66

June-August 2025 Director's Report submitted by Laura Bartnik -August 21, 2025

- Building:
  - Elevator
    - The final task was completed (reinstalling the security camera).
  - Parking lot
    - The parking situation has been less than ideal, but it's been manageable. While we experienced a few delays the crew said they are still on schedule.
  - Generator
    - We received 4 bids, and our lowest bidder came in at 50k under our estimate.
  - Cornell Communicator
    - After a parts delay, we're ready to be scheduled for the repair.
  - Car Accident Damage West Entrance
    - Repairs are scheduled to start the week of the 25<sup>th</sup>, the estimates we received were \$12,000 and \$9,700, so we turned them over to insurance and filed a claim.
  - Truck Accident Damage North Parking Lot Light Pole
    - On 7/9 a truck backed into the north east parking lot light pole. Raleigh collected info from the driver. We received a repair estimate of \$8,200, we have also have turned that into insurance. Currently we are waiting for a replacement light pole to be fabricated and an installation date.
- Grants
  - DCEO Grant HD250098 Children's Dept \$253,000.00
    - No update, still in "scope approval process".
  - MWRD Grant- Parking Lot
    - On track with substantial completion by end of August.
  - E-Rate
    - Finally approved for \$14,795.31 divided between category 1, which is to upgrade the library's internet to fiber, and category 2 which is to update switches and wifi access points. Equipment has arrived, and the fiber service was switched on 8/18, so we'll be submitting reimbursement requests.
- Meetings
  - 7/7 Parking Lot Construction Meeting
  - 7/24 NIMEC Solar meeting
  - 7/31 Generator Prebid Meeting
  - 8/7 Elevator refresh meeting
  - 8/14 Generator Bid Opening
- Programs / Marketing
  - We had 768 (84 more than last year) participants for our Summer Reading challenge.
  - Most popular programs: Messy Toddler Play & Middle School Lock In.



- Personnel
  - Sam in Guest Services last day was 8/8
  - Jenny in Youth Services last day will be 8/23
  - Victoria (Page) will be promoted to Youth Services on 9/2
  - We will be hiring a Page and a Guest Services Associate for fall, so far, we have excellent candidates.

Acceptance of the librarian's report was approved on a motion by Biddle with a second by Aldinger.  
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. Accept Secretary's Audit of Minutes FY 2024-25

After completing the audit of the Secretary's Minutes by Aldinger and Elliott, the minutes were approved on a motion by Aldinger with a second from Elliott. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Gutierrez

2. Verification of B&A Hearing 8/21/25

Acceptance of the B&A Hearing was approved on a motion by Cassidy-Hatchet with a second by Elliott. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Gutierrez

3. Adopt Ordinance # 25-608, Budget and Appropriations of the Northlake Public Library District for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026.

Acceptance of Ordinance # 25-608, Budget and Appropriations of Northlake Public Library District was approved on a motion by Aldinger with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Gutierrez

4. Accept Estimate of Revenues for Fiscal Year beginning July 1, 2025 and ending June 30, 2026.

Acceptance of the Estimate of Revenues for Fiscal Year beginning July 1, 2025 – June 30, 2026 with correction of date was approved on a motion by Biddle with a second by Elliott. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Gutierrez

5. Approve Illinois Public Library Annual Report (IPLAR), FY 2024-25

Acceptance of the State Annual Report (IPLAR), FY2024-25, with updates to Board member information was approved on a motion by Elliott with a second by Niemi. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Gutierrez

6. Tentative Tax Levy Percentage

The Director explained the delay of the Tax Levy and percentage to be used to the Board. The Board approved on a motion by Biddle with a second by Elliott. Roll Call Vote:

AYE: All  
NAY: None  
ABSENT: Gutierrez

7. Personnel Policy Revision: Floating Holidays

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

AYE: All  
NAY: None

ABSENT: Gutierrez

8. Approve bid for Generator Replacement Project

The Director explained to the Board the bids and their replacement timeline. The Board approved on a motion by Elliott with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez

9. Approve Elevator Interior Cab Refresh Quote

The Director explained to the Board the quote and options. The Board approved on a motion by Cassidy-Hatchet with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez

10. NIMEC Solar – This item is tabled until the next Board Meeting.

**PUBLIC DISCUSSION**

None

**ADJOURNMENT**

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

The next Board Meeting is scheduled for September 18, 2025, at 6:30 p.m.

Elizabeth Biddle, Secretary

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