

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
OCTOBER 16, 2025

The regular meeting of October 16, 2025, of the Northlake Public Library District Board of Trustees was called to order by President Glowinski at 6:32 p.m.

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

Also present were: Laura Bartnik, Director and Raleigh Ocampo, Asst. Director. Absent: Annette Ignoffo, Business Office Manager.

The Board approved the agenda and 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 and Aldinger

The Minutes of the Regular Board Meeting of August 21, 2025, were approved on a motion by Cassidy-Hatchet with a second by Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez and Aldinger

The Minutes of the Regular Board Meeting of September 21, 2025, were tabled on a motion by Elliott with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez and Aldinger

The Library Fund Profit and Loss Report of September 30, 2025, was approved on a motion by Biddle with a second by Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Gutierrez and Aldinger

Acceptance of the Bills Paid Report for September – October 2025 was approved on a motion by Elliott with a second by Biddle. Roll Call Vote:

AYE: All
NAY: None

ABSENT: Gutierrez and Aldinger

Acceptance of the Bills Payable Report for October 16, 2025, was approved on a motion by Elliott with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Aldinger

Bills paid, September - October 2025: \$200,025.70

Bills payable, October 16, 2025: \$32,122.90

September-October 2025 Director's Report submitted by Laura Bartnik -October 16, 2025

- Building:
 - Parking lot
 - Landscaping was completed in the parking lot islands. Parking curbs were placed against the building. Retaining wall was completed, we're down to the last little punch list items.
 - Elevator Interior Refresh Project
 - We have a tentative install date of 11/21.
 - Generator
 - We are now in the manufacturing queue for the generator as well as in the permit process with CSI.
 - Insurance Claims
 - We have received our insurance reimbursement for the west side railing repair.
 - We have just made our final payment for the parking light pole, and have requested reimbursement from insurance.
- Grants
 - DCEO Grant HD250098 Children's Dept \$253,000.00
 - No update.
 - MWRD Grant- Parking Lot
 - CBBEL has let us know that most likely one final invoice will be coming once the remaining punch list items have been completed which will be soon.
- Meetings
 - 9/26 Katie met with over 100 students at West Leyden at a "Lunch and Learn"
 - 10/14 Laura and Marion met with Clem from Konica Minolta (digitization project)
- Programs / Marketing
 - Volunteers completed 200 hours this past month
 - "A Matter of Balance" our partnership with Age Options had almost 60 participants.
 - Toddler Play attendance has steadily risen, we're anticipating more as temps drop.
 - September is National Library Card Sign Up Month, and Guest Services issued 97 new cards
 - ...and 87 passports, almost double the previous month.

- Personnel
 - No Changes



Acceptance of the librarian’s report was approved on a motion by Gutierrez with a second by Biddle.
Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Aldinger

President Glowinski report: None

Vice President Cassidy-Hatchet report: None

UNFINISHED BUSINESS

- 1) NIMEC Community Solar Bid – Tabled until next meeting.

NEW BUSINESS

- 1) Financial Audit FY 2024-25 – The Director advised the Auditors will present at the November board meeting.
- 2) Approval of Tax Levy Ordinance 25-610

Acceptance of Tax Levy Ordinance # 25-610 of Northlake Public Library District was approved on a motion by Cassidy-Hatchet with a second by Elliott. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Aldinger

- 3) FOIA / OMA Training - The Director discussed upcoming and ongoing training.
- 4) COLA Update - The Director presented the Board with the upcoming COLA increase for 2026.

5) Resolution 2025-03 IMRF Executive Trustee Election

The Director presented the Board with the candidates for the IMRF Executive Trustee Election. The Board discussed the qualifications for all and chose Peter J. Stefan. This was approved on a motion from Cassidy-Hatchet with a second from Glowinski. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Gutierrez and Aldinger

PUBLIC DISCUSSION

None

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 6:56 p.m. by President Glowinski.

The next Board Meeting is scheduled for November 20, 2025, at 6:30 p.m.

Elizabeth Biddle, Secretary
