

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
NOVEMBER 20, 2025

The regular meeting of November 20, 2025, of the Northlake Public Library District Board of Trustees was called to order by President Glowinski at 6:29 p.m.

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

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

The Board approved the agenda with the changes of moving NEW BUSINESS Item 1 to after approval of the agenda and that the Executive Session was not needed on a motion by Biddle with a second by Niemi. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Cassidy-Hatchet

Financial Audit FY2024-25 - David Jelonek from GW & Associates PC presented our annual financial audit about the library for this past fiscal year. Acceptance of the Financial Audit FY2024-25 was approved on a motion by Gutierrez with a second by Aldinger. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Cassidy-Hatchet

The Minutes of the Regular Board Meeting of October 16, 2025, were approved on a motion by Biddle with a second by Glowinski. Roll Call Vote:

AYE: Glowinski, Biddle, Niemi, Gutierrez, Elliott.
ABSTAIN: Aldinger
NAY: None
ABSENT: Cassidy-Hatchet

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

AYE: All
NAY: None
ABSENT: Cassidy-Hatchet

Acceptance of the Bills Paid Report for October - November 2025 was approved on a motion by Aldinger with a second by Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Cassidy-Hatchet

Acceptance of the Bills Payable Report for November 20, 2025, was approved on a motion by Gutierrez with a second by Biddle. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Cassidy-Hatchet

October-November 2025 Director's Report submitted by Laura Bartnik -November 20, 2025

- Incident Update
- Building:
 - Parking lot
 - Still waiting on a few minor items to close out the project.
 - Elevator Interior Refresh Project
 - Our install date has been moved to 1/5 tentatively.
 - 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 final insurance reimbursement for the parking lot light pole.
- Grants
 - DCEO Grant HD250098 Children's Dept \$253,000.00
 - No update.
 - MWRD Grant- Parking Lot
 - Waiting for closeout invoices from Schroeder.
- Outdoor Sign
 - We had received one astronomical quote from Parvin Clauss, the company who installed our original outdoor sign. At the time we were also doing the RTU replacement project and dropped the sign upgrade due to budget. We hope to revisit this project in the spring or summer.
- Sump Pumps
 - Both sump pumps were inspected. The mechanical sump was working great however the pump room sump needed to be pumped out and a pipe replaced. After the work was completed all sump pumps are in working order. We'll be adding a sump pump PM to our annual back flow testing visit.
- Meetings
 - 10/22 Marion and Laura met with Konica Minolta for the archives project.
 - District 209 has reached out to schedule a meeting with all of the Proviso library directors.
- Programs / Marketing

- This year's Trunk or Treat event was a huge success with a total of 857 people in attendance. We had a total of 16 cars participating which included students from the Leyden High School, The American Legion, Elmhurst Dentistry, the Northlake Police Department, and many local businesses
 - The entire 4th grade class from Riley school came to visit the Youth Department and learn about library resources. They were given a lesson about Day of the Dead, made a small craft, then did a scavenger hunt to familiarize themselves with the department. We had a total of 110 students visit
 - Guest Services issues 78 passports.
- Personnel
 - No Changes

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: Cassidy-Hatchet

President Glowinski report: Received Patron text to compliment Michele Lynch in Adult Services

Vice President Cassidy-Hatchet report: None/Absent

UNFINISHED BUSINESS

NEW BUSINESS

- 1) Financial Audit FY 2024-25 - Moved to after agenda for approval.
- 2) Treasurer's Annual Statement FY 2024-25

The Director presented the Treasurer's Annual Statement for FY2024-25. Acceptance and approval of the Treasurer's Annual Statement for FY2024-25 was approved on a motion by Gutierrez with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet

- 3) Library Closing Dates for 2026

Acceptance of the Library Closing dates for 2026 was approved on a motion by Gutierrez with a second by Elliott.

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet

- 4) Senate Resolution 104 - The Director explained Senate Resolution 104 to the Board and how it affects the library.
- 5) Salary adjustments for January 2026

The Board discussed the updated benchmarking from HR Source presented by the Director and adjusted the recommended positions and 3% for remaining staff. This was approved on a motion from Biddle with a second from Aldinger. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Cassidy-Hatchet

- 6) Serving Our Public Standards for IL Public Libraries Ch 4-6 - The Director explained Senate Resolution 104 to the Board and how it affects the library.

PUBLIC DISCUSSION

None

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:30 p.m. by President Glowinski.

The next Board Meeting is scheduled for January 15, 2026, at 6:30 p.m.

Elizabeth Biddle, Secretary
