

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
JANUARY 15, 2026

The regular meeting of January 15, 2026, 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, Gutierrez, Cassidy-Hatchet, Elliott, Aldinger, and Niemi.
Absent Board members: None

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

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

AYE: All
NAY: None
ABSENT: None

The Minutes of the Regular Board Meeting of November 20, 2025, were approved with change of New Business item 3 on a motion by Cassidy-Hatchet with a second by Biddle. Roll Call Vote:

AYE: All
NAY: None
ABSENT: None

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

AYE: All
NAY: None
ABSENT: None

Acceptance of the Bills Paid Report for December 2025 – January 2026 was approved on a motion by Aldinger with a second by Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: None

Acceptance of the Bills Payable Report for January 15, 2026, was approved on a motion by Gutierrez with a second by Elliott. Roll Call Vote:

AYE: All
NAY: None

ABSENT: None

December 2025-January 26 Director's Report submitted by Laura Bartnik -January 15, 2026

- Building:
 - Parking lot
 - We are officially done, reimbursement paperwork has been filed, and final invoicing to our stake holders has been completed.
 - Elevator Interior Refresh Project
 - Our Install was 1/9, and was super smooth. The project was wrapped by 10am, down time was minimal.
 - Generator
 - All generator pre-construction has been completed. Our generator crane in date is 1/21.
 - Cornell Communicator Panel
 - After numerous visits our panel is fixed.
- Grants
 - DCEO Grant HD250098 Children's Dept \$253,000.00
 - We have received our final grant agreement and have reached out to the architects to get the bid process started.
 - MWRD Grant- Parking Lot
 - We're currently waiting on MWRD and ACCD reimbursements.
- Meetings
 - 11/29-12/2 We sent 3 staff members to FIL
 - 12/4 SWAN Quarterly
 - 12/10 LIRA training with management team.
 - 12/10-11 Fire Dept elevator training.
 - 1/9 Meeting with District 209 and Proviso library directors.
- Programs / Marketing
 - Breakfast with Santa and Kiddy Countdown saw 75-80 children attend.
 - Holiday Family Photos and The Christmas Cookie Bar were top programs for Adult Services
- Personnel
 - Guest Services is currently hiring for a part time clerk.



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

AYE: All

NAY: None

ABSENT: None

President Glowinski report: None

Vice President Cassidy-Hatchet report: None

UNFINISHED BUSINESS

None

NEW BUSINESS

- 1) Emergency Closing Policy Review - The Director reviewed the policy and procedure with the Board on when making the decision to close the library.
- 2) 2025 SEI Filing - The Director reminded the Board about their filings and they should be receiving the information shortly to file.
- 3) Schedule "Closed Session Minutes" Review

The Board discussed and reviewed whether to leave ALL Closed Session Minutes CLOSED into perpetuity and was approved on a motion by Cassidy-Hatchet with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: None

- 4) Selection of Library Materials Review

This item is tabled for the next board meeting and was approved on a motion by Cassidy-Hatchet with a second by Biddle. Roll Call Vote:

AYE: All

NAY: None

ABSENT: None

- 5) Board Actions Calendar – This item was tabled for the next board meeting.

PUBLIC DISCUSSION

None

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 6:59 p.m. by President Glowinski.

The next Board Meeting is scheduled for February 19, 2026, at 6:30 p.m.

Elizabeth Biddle, Secretary
