

MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
APRIL 16, 2026

The regular meeting of April 16, 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, Cassidy-Hatchet, Biddle, Gutierrez, Elliott, and Niemi.
Absent Board members: Aldinger.

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

The Board approved the agenda with the change that the Executive Session was not needed on a motion by Biddle with a second by Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Aldinger

The Minutes of the Regular Board Meeting of March 19, 2026, with corrections were approved on a motion by Cassidy-Hatchet with a second by Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Aldinger

The Library Fund Profit and Loss Report of March 31, 2026, was approved on a motion by Glowinski with a second by Biddle. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Aldinger

Acceptance of the Bills Paid Report for March – April 2026 was approved on a motion by Glowinski with a second by Gutierrez. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Aldinger

Acceptance of the Bills Payable Report for April 16, 2026, was approved on a motion by Glowinski with a second by Elliott. Roll Call Vote:

AYE: All
NAY: None

ABSENT: Aldinger

Bills paid, March – April 2026: \$44,749.23

Bills payable, April 16, 2026: \$139,494.11

March - April 26 Director's Report submitted by Laura Bartnik - April 16, 2026

- Building:
 - Generator
 - The generator project has seen some movement, we will be making some adjustments to the gas line. Thankfully it was an inexpensive fix. Once Nicor completes the work we'll be ready for our factory start up.
 - Painting
 - We have a date in May for basement painting. Due to the timing of the Children's dept refresh (pushing to next FY) we'll be able to use Per Capita grant funds to paint the basement, install some sound proofing panels and replace broken stacking chairs.
- Grants
 - DCEO Grant HD250098 Children's Dept \$253,000.00
 - We've had additional design meetings, and hope to bring drawings to the May meeting.
 - Dollar General Grant
 - \$3,000 to add Tonieboxes, which are screen free audio book players. Will be announced May 8th.
 - IL State Historical Records Grant
 - Between \$500-\$5,000 to digitize local archives. Announced in June.
 - IL State Library Security Grant
 - Requesting \$25,000 to replace cameras that are at end of life. Announced in June
 - District 77 Community Funding Request (DCEO)
 - Requested \$390,860 to refresh bathrooms as well as add ADA drinking fountains.
- Meetings
 - 4/8 Studio GC Children's Design Meeting
 - 4/9 Elmhurst College Marketing Meeting
 - 5/1 All Staff Inservice
- Programs / Marketing
 - Katie went to West Leyden HS for a lunch visit as well as attended parent teacher conferences and connected with well over 100 students.
 - March was a busy month for YS with 45 programs with a total attendance of 814, including Spring Break programing which was 3 programs a day for 5 days.
 - The YS dept also had 5 fieldtrips from Enger and Westdale schools.

- Personnel
 - Joanne has announced her retirement. Her last day will be April 30. Joanne has been with us for 28 years and will be deeply missed.

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

AYE: All
NAY: None
ABSENT: Aldinger

President Glowinski report: None

Vice President Cassidy-Hatchet report: None

UNFINISHED BUSINESS

None

NEW BUSINESS

- 1) SEI Filing Due May 1 - The Director reminded the Board members about the filing deadline.
- 2) Serving Our Public 2.0 Standards for IL Public Libraries Chapters 10-12 - The Director went over Programming (chap. 10), Marketing & Promotions (chap. 11), and Technology (chap. 12) for the library.
- 3) Budget timeline - The Director went over the budget timeline for the upcoming months.
- 4) Youth Services Summer Assistant Job Description

The Board received and discussed the job description for the Youth Services Summer Assistant. Acceptance of the Youth Services Summer Assistant job description was approved on a motion from Elliott with a second from Cassidy-Hatchet. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Aldinger

- 5) Introductory Employment Period Policy Update

The Board received the Introductory Employment Period Policy and discussed what the changes entailed. Acceptance of the updated Introductory Employment Period was approved on a motion from Gutierrez with a second from Elliott. Roll Call Vote:

AYE: All
NAY: None
ABSENT: Aldinger

6) Floating Holidays Policy Update

The Board received the Floating Holiday Policy and discussed what the changes entailed. Acceptance of the updated Floating Holiday Policy was approved on a motion from Elliott with a second from Gutierrez. Roll Call Vote:

AYE: All

NAY: None

ABSENT: Aldinger

PUBLIC DISCUSSION

None

ADJOURNMENT

Having moved through the agenda, the meeting was adjourned at 7:02 p.m. by President Glowinski.

The next Board Meeting is scheduled for May 21, 2026, at 6:30 p.m.

Elizabeth Biddle, Secretary
