

**BARTLETT PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEE MINUTES  
January 16, 2017**

The regular meeting was called to order at 7:00 p.m. by President Barry.

**ROLL CALL:** Present were Trustees Lynn DeSmidt, Peggy Bucaro, Francine Byron, Heidi Hopkins, and Dave Barry. Also present was Student Trustee Anna Felker. Trustee Bryan Darge was absent.

Staff members present were Library Director Karolyn Nance, Assistant Director & Circulation Manager Mary Bavido, Adult & Technical Services Manager Mary Jane O'Brien, and Youth & Teen Librarian Lisa Barefield.

Also present was Magdalena Bromberg from the Examiner.

**TOWN HALL:** None

**APPROVAL OF MINUTES:**

Trustee Bucaro made a motion to approve the minutes of the December 19, 2016 Board Meeting. It was seconded by Trustee DeSmidt. The motion passed. Trustee Hopkins abstained. Trustee Darge was absent.

**TREASURER'S REPORT**

**APPROVAL OF BILL LIST: January 16, 2017**

A motion was made to approve the Bill List by Trustee Byron and it was seconded by Trustee Bucaro. Trustee Darge was absent. The motion passed by roll call vote. All Ayes.

**APPROVAL OF TRANSFER OF FUNDS: January 16, 2017**

A transfer of funds is not required or needed this month.

**REVIEW OF FINANCIAL REPORT: December 31, 2016**

The financial report was reviewed by the Board.

**DESIGNATION OF TRUSTEES TO REVIEW MONTHLY CHECKS:**

Trustees Hopkins and Bucaro will review the monthly checks before the February 20, 2017 Board Meeting.

**CORRESPONDENCE:**

The Library received an invitation to attend the retirement celebration for Village Administrator Valerie Salmons on Thursday, January 26 from 4:00-8:00 p.m. at Bartlett Hills.

**DIRECTOR'S REPORT**

Director Nance asked for an additional action item to be approved. Youth & Teen Services Librarians Mary Beth Fuller, Lisa Barefield, and Sandra Sasal will be attending and presenting at a Conference in Springfield. Their expenses will need to be pre-approved by the Board. Trustee Hopkins made a motion to approve the estimated expenditure of \$387.00 for lodging for three Youth & Teen Services Librarians to attend and present at the Illinois Youth Services Institute Conference in Springfield on March 10-11, 2017. It was seconded by Trustee Bucaro and passed by roll call vote. All ayes. Trustee Darge was absent.

## **REPORTS, RAILS REPORT, QUESTIONS AND ANSWERS: President and Trustees:**

President Barry asked Board members to submit feedback in preparation for Director Nance's annual evaluation. He would like the items before the next Board Meeting. February 2, 2017 is the deadline for candidates to submit a petition to be a write-in candidate for the April election. If no one submits a petition then the Board can appoint someone to take the open Trustee position.

## **STUDENT ADVISORY TRUSTEE REPORT**

Student Trustee Felker gave a report on recent TAB discussions. Some of their ideas for programs include Blind Date with a Book, a Book Swap, and a Poetry Contest or Slam. There was also a suggestion for an International Game Night on February 15. The group continued to discuss the Career Fair that they hope to do at the Library.

## **ACTION ITEMS:**

### **Illinois Funds/MB Bank**

Director Nance reviewed and compared the rates of return for financial accounts with Illinois Funds and MB Financial Bank. At this time the interest rate is higher at Illinois Funds and Director Nance recommends keeping the Library's current Illinois Funds account. Trustee Byron made a motion to keep the Library's current Illinois Funds account as is. It was seconded by Trustee DeSmidt and passed by roll call vote. All ayes. Trustee Darge was absent.

### **2016 Succession Plan**

Director Nance created a Succession Plan which details the procedure for replacing the Director position. Trustee Hopkins made a motion to approve the Succession Plan with the amendment that all recommendations from the hiring committee go to the full board for approval. It was seconded by Trustee Bucaro and passed. Trustee Darge was absent.

### **Permission to stay open past 9 PM on 1/26/2017 for Foundation Fundraiser**

Trustee Byron made a motion to allow the Library to remain open past closing time if necessary for the Foundation's fundraiser event, "Your Antiques – What Are They Worth?" on Thursday, January 26, 2017. It was seconded by Trustee Bucaro and passed. Trustee Darge was absent.

## **DISCUSSION ITEMS:**

### **Lisa Barefield, Anna Felker- Teen Presentation**

Youth & Teen Librarian Lisa Barefield gave a presentation about the Teen Advisory Board and the activities and programs they provide for Bartlett Library teens.

### **Cross Management Training**

Director Nance is creating a Cross Training procedure for the Assistant Managers.

### **2017-2018 Budget Process**

Planning has begun for the 2017-2018 Fiscal Year Budget. Director Nance outlined the schedule and process and will present a first draft at the March Board meeting. Areas of the budget that the Board will need to work on include staff raises, health insurance benefits, IMRF rates, capital projects and the pavilion project.

### **American Star Libraries Update**

One of the goals of the Director is to achieve the status of being included in the list of American Star Libraries which is sponsored by the Library Journal Index. Areas that need to be improved are: Increase the number Library visits by patrons, increase circulation of material, increase program attendance, and increase Internet computer use.

### **Technology Plan**

The updated Technology Plan is being worked on and will be presented at the February Board meeting.

### **Digital Services (CC Desk)**

The public computer area and service desk have been reorganized and will become part of the IT Dept and be supervised by Manager Al Ramirez. Two part-time positions will be posted and the service desk will be staffed during all the Library's open hours.

### **Open Meetings Act Memo**

Director Nance asked the Board to review Attorney Roger Ritzman's memo concerning the Open Meetings Act in order to make sure the Board is following correct protocol.

### **RAILS Library Certification**

The annual RAILS Library Certification will be completed by the end of January. A copy will be available in the February Board packet.

### **Illinois Governmental Ethics Act 5 ILCS 420/4A-101**

The Board members will need to complete this annual form and submit to the DuPage County Clerk's office by May 1, 2017. The form is available online as well as the print copy.

### **Legislative Lunch – February 13, 2017**

Trustees Barry and DeSmidt and Director Nance will be attending the Legislative Lunch on February 13, 2017.

### **Trustee Forum – February 18, 2017**

Trustees Barry and DeSmidt, Student Trustee Felker and Director Nance will be attending the Trustee Forum on February 18, 2017.

### **Annual Chamber Breakfast**

The Annual Chamber Breakfast will be held on Wednesday, January 25, 2017. Trustee Bucaro will attend.

### **Director Evaluation**

The Director's evaluation will occur at the February Board meeting.

### **Foundation Update**

The Foundation is holding a fundraiser on Thursday, January 26, 2017 in the evening. The program, *Your Antiques – What Are They Worth?* will be held in the meeting room.

**Friends Update**

Newly elected officers for 2017 are President Steve Henricksen, Vice President Monika Schuttie, Secretary Kathy Wachtel, and Treasurer Ruth Beckner. Meeting dates for 2017 are March 14, 2017, May 9, 2017, July 11, 2017, Sept 12, 2017, November 14, 2017 and January 9, 2018. The Friends decided to move their June Fravinia concert day to Sunday, June 11, 2017. The Classic Car Show will be in the afternoon and music will begin at 5:00 p.m. The Friends also voted to resume donating quarterly to the Library for Adult and Youth/Teen programs.

**Other Discussion Items**

**TOWN HALL:** None.

**ADJOURNMENT:**

There being no further business, a motion to adjourn was made by Trustee Hopkins. It was seconded by Trustee Byron. The motion was approved. Meeting was adjourned at 7:50 p.m.