

**BARTLETT PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEE MINUTES
May 15, 2017**

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

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

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 Services Manager Ruth Anne Mielke.

Also present were Eric Shipman and Joe Olsen.

TOWN HALL:

Patron Joe Olsen expressed his concerns and questions as to how the appointment of the open seat was filled in February of 2017. He then asked the Board of Trustees to consider creating a formal policy that would outline the guidelines for appointments of vacant Trustee seats. He also expressed his concerns about President Barry continuing on in the role of the President of the Library Board.

APPROVAL OF MINUTES:

Trustee Bucaro made a motion to approve the minutes of the April 17, 2017 Board Meeting. It was seconded by Trustee Darge. The motion passed.

TREASURER'S REPORT

APPROVAL OF BILL LIST: May 15, 2017

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

APPROVAL OF TRANSFER OF FUNDS: May 15, 2017

Trustee Darge made a motion to transfer \$80,000 from the Illinois Funds MMA to MB Financial Bank General Checking. It was seconded by Trustee DeSmidt. The motion was approved by roll call vote. All Ayes.

REVIEW OF FINANCIAL REPORT: April 30, 2017

The financial report was reviewed by the Board. Director Nance reports that the Library is at 78.9 % for expenses. Trustee Hopkins confirms that the Library's funds are well within the budget.

DESIGNATION OF TRUSTEES TO REVIEW MONTHLY CHECKS:

Trustee Hopkins and Trustee Barry will review the monthly checks before the June 26, 2017 Board Meeting.

TRAVEL REIMBURSEMENT APPROVAL:

None.

RESOLUTION: Commending Bryan Darge for his service as a Bartlett Public Library District Trustee:

Trustee Hopkins made a motion to approve the Commendation of Bryan Darge's six years of service on the Library Board of Trustees. It was seconded by Trustee Byron and approved by roll call vote. All Ayes.

ADJOURNMENT

Trustee Darge made a motion to adjourn. It was seconded by Trustee Byron and passed. The meeting was adjourned at 7:12 p.m.

RECONVENE

The meeting was reconvened by President Barry at 7:22 p.m.

ROLL CALL

Present were Trustees John Sias, Lynn DeSmidt, Peggy Bucaro, Francine Byron, Heidi Hopkins, and Dave Barry.

SWEAR IN NEW TRUSTEES

Re-elected Trustee Heidi Hopkins, newly elected Trustee John Sias, and appointed Trustee Eric Shipman were sworn into office by Trustee Byron.

ELECTION OF OFFICERS: The following officers were approved by Roll Call vote. All Ayes.

President: Trustee Hopkins nominated Dave Barry for President. He accepted. Trustee Bucaro seconded the motion.

Vice-President: Trustee Byron nominated Peggy Bucaro for Vice-President. She accepted. Trustee Barry seconded the motion.

Secretary / FOIA Officer: Trustee DeSmidt nominated Francine Byron for Secretary. She accepted. Trustee Hopkins seconded the motion.

Treasurer: Trustee Barry nominated Heidi Hopkins for Treasurer. She accepted. Trustee DeSmidt seconded the motion.

Ethics Officer: Trustee Hopkins nominated Lynn DeSmidt for Ethics Officer. She accepted. Trustee Barry seconded the motion.

COMMITTEE REPORTS:

None.

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

Trustee Barry reports that RAILS is still active.

STUDENT ADVISORY TRUSTEE REPORT

Teen Trustee Felker reports that the Teen Advisory Board continued to work on their Chalk Wall project and hope to have it ready in June. They would also like to create a space for teens to display their creative works in the Library.

CORRESPONDENCE:

The Library received an invitation to the Bartlett Memorial Day Walk and Remembrance, May 29, 2017.

ACTION ITEMS:

Property and Casualty/Workers Compensation, Umbrella, Director and Officers Insurance

The Library worked with Kamm Insurance Group for the following coverage: Liability with Hanover, Workers Compensation with AmTrust, Crime Coverage/Treasurers Bond with Liberty Mutual and Directors & Officers Insurance with Philadelphia.

Trustee Byron made a motion to approve the insurance proposal from Kamm Insurance Group. It was seconded by Trustee Bucaro and was passed by roll call vote. All Ayes.

2017-2018 Budget Draft 2

A second draft of the FY 2017-2018 budget has been prepared. Trustee Hopkins made a motion to approve the second draft of the 2017-2018 Budget. It was seconded by Trustee Bucaro and passed by roll call vote. All Ayes.

After-Hours Event: Laser Tag

Trustee Hopkins made a motion to approve an after-hours event, Laser Tag, which will be held on October 6, 2017 for middle school patrons from 5:30 – 8:00 p.m. It was seconded by Trustee DeSmidt and passed.

Coffee/Lemonade with the Trustees

The schedule for Coffee/Lemonade with the Trustees is as follows:

Thursday, July 27, 2017 6:00 p.m. to 7:00 p.m. (Fran Byron/Peggy Bucaro)

Wednesday, August 9, 2017 10:00 a.m. to 11:00 a.m. (Dave Barry/)

Friday, September 22, 2017 4:00 p.m. to 5:00 p.m.

DISCUSSION ITEMS:

Library Appreciation Night-White Sox VS. Indians

There will be Library Appreciation Night tickets available for Library workers and Trustees from the Chicago White Sox.

Trustee Training – Recap President Barry

Trustee Barry attended a training program from RAILS: *Robert's Rules & Board Governance: Keys to Being a Better Library Trustee*. The handouts from the training are in the Board Packet.

Village Breakfast

Trustee Bucaro attended the Village Breakfast and gave a report on the updates provided by the Village.

Foundation Update

The Foundation raised \$247.00 from their most recent Dine to Donate event. They have also pledged to support the replacement of the lobby doors. Their next meeting will be May 22, 2017.

Friends Update

The Friends met May 9, 2017. They have a DJ for the Classic Car Show and two registrants. Their next meeting will be July 11, 2017.

4th of July Events

The Library will provide volunteers for the Beer Tent on June 30, 2017 and also will participate in the parade on July 2, 2017.

Other Discussion Items

Other updates: Youth & Teen Services Manager Ruth Anne Mielke will be presenting at the 2017 ILA Conference. Director Karolyn Nance will be a member of the 2018 ILA Conference Planning Team.

TOWN HALL: None.

ADJOURNMENT:

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