

**BARTLETT PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEE MINUTES
June 26, 2017**

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

ROLL CALL: Present were Trustees Eric Shipman, John Sias, Lynn DeSmidt, Peggy Bucaro, and Dave Barry. Trustees Francine Byron and Heidi Hopkins were absent. Also present was Student Advisory Trustee Anna Felker.

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

Also present was: Magda Bromberg from the Examiner, and Joe Olsen.

TOWN HALL:

Mr. Olsen suggested that in the new FY17-18 proposed budget a minimum of 5% of the \$298,000 materials line be dedicated to the acquisition of world language materials because 15% of Bartlett residents do not list English as their first language.

APPROVAL OF MINUTES:

April 17, 2017 Amended Board Meeting Minutes. Trustee Sias made a motion to approve the Amended Board Meeting Minutes for April 17, 2017. It was seconded by Trustee DeSmidt and passed by roll call vote. All Ayes. Trustee Shipman abstained. Trustees Byron and Hopkins were absent.

May 13, 2017 Special Library Board Meeting. Trustee Sias made a motion to approve the minutes of the May 13, 2017 Special Library Board Meeting. It was seconded by Trustee DeSmidt and passed by roll call vote. All Ayes. Trustee Shipman abstained. Trustees Byron and Hopkins were absent.

May 15, 2017 Board Meeting. Trustee Shipman made a motion to approve the minutes of the May 15, 2017 Board Meeting. It was seconded by Trustee Bucaro and passed by roll call vote. All Ayes. Trustees Byron and Hopkins were absent.

TREASURER'S REPORT

APPROVAL OF BILL LIST: June 26, 2017

A motion was made to approve the Bill List by Trustee Sias and it was seconded by Trustee Shipman. The motion passed by roll call vote. All Ayes. Trustees Byron and Hopkins were absent.

APPROVAL OF TRANSFER OF FUNDS: June 26, 2017

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

REVIEW OF FINANCIAL REPORT: May 31, 2017

The financial report was reviewed by the Board. Director Nance reports that the Library is at 86.7% for expenses. Director Nance reports that there were a few more checks written in the past month as the Library approaches the end of its fiscal year.

DESIGNATION OF TRUSTEES TO REVIEW MONTHLY CHECKS:

Trustee Hopkins and Trustee DeSmidt will review the monthly checks before the July 17, 2017 Board Meeting.

TRAVEL REIMBURSEMENT APPROVAL:

None.

CORRESPONDENCE:

None.

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

Trustee Barry reports that he will reach the end of his tenure as President of the Board of Trustees for RAILS by June 30, 2017. Director Nance announced that Trustee Barry was named Illinois Trustee of the Year by the Illinois Library Association.

STUDENT ADVISORY TRUSTEE REPORT

Student Advisory Trustee Felker reports that at their last meeting the Teen Advisory Board acknowledged Teen Librarian Lisa Barefield for her work with TAB. They discussed future ideas for programs such as a Chinese Puppet Show, showing scary movies in October, having a cookie swap for the holidays, and making Claymation movies.

ACTION ITEMS:

Prevailing Wage Ordinance 2017-1

The Library formally passes the current ordinance for Prevailing Wage every June. Trustee Shipman made a motion to pass The Prevailing Wage Ordinance 2017-1 that is prescribed by the State of Illinois' Prevailing Wage Act. It was seconded by Trustee Bucaro and passed by roll call vote. All Ayes. Trustees Byron and Hopkins were absent.

In place of Trustee Byron, Vice-President Bucaro read the Certificate that states the Prevailing Wage Ordinance 2017-1 is a true and correct copy of the ordinance.

Trustee DeSmidt made a motion to accept the Certificate and Notice of Determination of Prevailing Wage. It was seconded by Trustee Shipman and passed by a vote of 5 Ayes. Trustees Byron and Hopkins were absent.

Working Budget: 2017-2018 Budget Draft 3

Adult & Technical Services Manager Mary Jane O'Brien explained the process of determining which databases are retained for the new fiscal year. Usage reports are reviewed and databases that are not being accessed very often are eliminated. Trustee Shipman made a motion to approve the 2017-2018 Budget Draft 3. It was seconded by Trustee Sias and pass by roll call vote. All Ayes. Trustees Byron and Hopkins were absent.

Tuition Reimbursement Policy No. 309 Revision

The Tuition Reimbursement Policy was revised. Staff would not be limited to library programs only in Illinois and would be required to stay at the library for two years after completing their degree. Trustee DeSmidt made a motion to approve the Tuition Reimbursement Policy No. 309 Revision. It was seconded by Trustee Bucaro and passed by roll call vote. All Ayes. Trustees Byron and Hopkins were absent.

Auditor Engagement Letter

The Library has been with the current auditing firm for the past 20 years. Every 5 years they send a different auditor to conduct the review. We are coming up on our fifth year with July Walther. Trustee Bucaro made a motion to approve the Auditor Engagement Letter. It was seconded by Trustee DeSmidt and passed by roll call vote. All Ayes. Trustees Byron and Hopkins were absent.

Zabinski Consulting Services Contract

The Library did not receive the letter from Zabinski confirming the new contract that states there will not be any increases in fees so this item was postponed to the July Board Meeting.

DISCUSSION ITEMS:

Budget and Appropriation Ordinance and Levy

FOIA request

It is taking several days to accommodate the current FOIA request.

Student Advisory Trustee Update

Teen Trustee Anna Felker's last meeting will be in August. She will not seek another term. The next term will begin in October and run through August 2018. Applications for the open Teen Trustee position will be available in August. Applicants will be interviewed by the Board and selected at the September meeting.

Coffee/Lemonade with the Trustees

The new schedule will be:

July 27 6:00-7:00 p.m. with Trustees Byron and Bucaro

August 9 10:00-11:00 a.m. with Trustee Barry

September 22 4:00-5:00 p.m. with Trustee DeSmidt

2018 Per Capita Requirements

The Library will continue to work on the 2017 Per Capita requirements. These items will be covered in depth at the July and August meetings.

Board Training Opportunities

Director Nance announced the opportunities for Trustee Training. There is a Board Member Basics at the Hinckley Library on Saturday, August 5, 2017 and Library Law and Finance at the Genoa Library on Saturday, August 26, 2017. There is also an online Trustee Academy offered through RAILS.

Employee Updates

Director Nance announced that Youth & Teen Librarian Lisa Barefield has accepted a new position at the Wheaton Public Library as their Teen Services Manager. Marianne Kingsmill, formerly in Circulation, has been promoted to the position of Payroll Specialist. The Library welcomes recent graduate Leah Dudak as Adult Services Librarian.

Independence Day Activities and Parade

Director Nance asked that Trustees who will be participating in the Parade on July 2 to arrive at 12:00 p.m. at the North Avenue staging area. The Library's Beer Tent shift will be on June 30 at 5:00 p.m.

Foundation Update

The Foundation has committed \$10,000 for the replacement of the lobby doors. Their next meeting will be on Monday, July 10, 2017.

Friends Update

The Friends had a successful Classic Car Show and Fravinia Concert on June 11, 2017. Their next meeting will be on Tuesday, July 11, 2017.

Other Items

Trustee DeSmidt reported that the Memorial Day walk sponsored by the Village was a very nice event.

TOWN HALL: None.

ADJOURNMENT:

There being no further business, a motion to adjourn was made by Trustee Shipman. It was seconded by Trustee DeSmidt. The motion was approved. Meeting was adjourned at 8:00p.m.