

**BARTLETT PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEE MINUTES
July 17, 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, Fran Byron, Heidi Hopkins, Peggy Bucaro, Dave Barry. Student Advisory Trustee Anna Felker was absent.

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 Joe Olsen, member of the public.

TOWN HALL:

Mr. Olsen inquired about the following items:

Why there was such a big difference in the revenue between Cook and DuPage Counties?

Why did the budget for Information Technology salaries rise?

Mr. Olsen also asked the Board to consider implementing policies and procedures in the Trustee by-laws for replacing open positions on the Board.

Mr. Olsen shared his concerns about the proposed Stanley Door replacement doors for the front lobby.

Mr. Olsen stated that he could only find 987 items in World Languages in the online catalog.

Mr. Olsen suggests the Library check references for the Strategic Planning Project.

APPROVAL OF MINUTES:

June 26, 2017 Board Meeting. Trustee Shipman made a motion to approve the minutes of the June 26, 2017 Board Meeting. It was seconded by Trustee Bucaro and the motion passed. Trustees Byron and Hopkins abstained.

TREASURER'S REPORT

APPROVAL OF BILL LIST: July 17, 2017

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

APPROVAL OF TRANSFER OF FUNDS: July 17, 2017

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

REVIEW OF FINANCIAL REPORT: June 30, 2017

The financial report was reviewed by the Board. Trustee Hopkins reports that the Library is at 96.8% at the end of June for expenses.

DESIGNATION OF TRUSTEES TO REVIEW MONTHLY CHECKS:

Trustee Hopkins and Trustee Bucaro will review the monthly checks before the August 21, 2017 Board Meeting.

TRAVEL REIMBURSEMENT APPROVAL:

None.

CORRESPONDENCE:

There is a thank-you note from a staff member.

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

Trustee Barry reports that Illinois now has a budget and funding for library system programs and services will continue. RAILS will move forward with their programs.

STUDENT ADVISORY TRUSTEE REPORT

Student Advisory Trustee Felker reported that she was also the only TAB member in attendance at the July TAB meeting. She did make some recommendations to the library:

To contact heads of departments in the high schools and middle schools in our district to send information about library services and programs to high school students. This will most likely be a more effective way of getting information to students about library services rather than via the newsletter or the library's website, which teens will be less likely to see or check.

Made the suggestion for easy instructions to be made and placed in meeting rooms about how to connect a laptop or other devices to the TV for the room's users.

Also recommended that more test prep material be purchased for the library for standardized tests and that the SAT prep course previously offered should be continued, as there was quite a bit of interest from teens that she had spoken with.

ACTION ITEMS:

MB Bank (NOW Account Approval)

MB Financial Bank has a NOW Banking Account that offers .9% interest. Trustee Sias made a motion to approve opening a NOW Account at MB Financial Bank. The account would be initially funded by transferring \$425,000 out of Illinois Funds and moving \$675,000 from the operating account. The NOW Account would have a beginning balance of \$1,100,000. It was seconded by Trustee Hopkins. The motion was passed by roll call vote. All ayes.

2017-2018 FY Final Budget

Trustee Hopkins made a motion to approve the final draft of the 2017-2018 Fiscal Year Budget. It was seconded by Trustee Shipman and passed by roll call vote. All ayes.

Building and Maintenance Ordinance 2017-2

The Building and Maintenance Ordinance 2017-2 must be passed, published, and submitted to both Cook and DuPage Counties as a separate levy. Trustee Sias made a motion to approve the Building and Maintenance Ordinance 2017-2. It was seconded by Trustee Bucaro and passed by roll call vote. All ayes.

Strategic Plan Consultant Quotes

Trustee Barry excused himself from the Board Meeting by leaving the room for the discussion of the Strategic Plan Consultant. Trustee Shipman made a motion to approve Sara Keister Armstrong & Associates for the Library's Strategic Plan Consultant project. It was seconded by Trustee Byron and passed by roll call vote. All ayes. Trustee Barry was absent.

Trustee Barry re-joined the meeting.

Front Lobby Door Replacement Quotes

Trustee DeSmidt made a motion to approve the quote from Stanley Access Technologies to replace the entrance doors in the Lobby. It was seconded by Trustee Bucaro and passed by roll call vote. All ayes.

Sebert Snowplow Contracts

Trustee Byron made a motion to approve the Sebert Snowplow Contract for December 1, 2017 through March 31, 2018. It was seconded by Trustee Hopkins and passed by roll call vote. All ayes.

Trustee Facts File 3rd Edition Chapters 1 through 5 Review (2018 Per Capita Requirement)

The Trustees read Chapters 1 through 5 of the Trustee Facts File 3rd Edition and discussed the information.

Illinois State Library Literacy Program Review (2018 Per Capita Requirement)

Director Nance reports that the Illinois State Library Literacy Program Review is a resourceful tool and encourages the Trustees to read it.

Designation of Two Trustees for Six Month Review of Monthly Library Board Regular Meeting Minutes

Trustees Bucaro and DeSmidt will review the Board Minutes of the last six months.

Review of Executive Session Minutes

The review of Executive Session Minutes will be tabled to the August meeting.

DISCUSSION ITEMS:

Foundation Update

The Foundation has committed \$10,000 to the Lobby Doors replacement project.

Other Items

Director Nance thanks all Library Staff and Trustees who participated in the various 4th of July activities for the Library.

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 7:45 p.m.