

**BARTLETT PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEE MINUTES
August 21, 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, Fran Byron, Heidi Hopkins, Peggy Bucaro, Dave Barry and Student Advisory Trustee Anna Felker. Trustee Eric Shipman was absent.

Staff members present were Library Director Karolyn Nance, Assistant Director & Circulation Manager Mary Bavido, Adult & Technical Services Manager Mary Jane O'Brien, Youth & Teen Services Manager Ruth Anne Mielke, and Adult/Youth & Teen Librarian Abby Weaver.

Also present were Greg Mueller of Mueller Business Services, Ruth Beckner, and Susan Felker.

TOWN HALL:

APPROVAL OF MINUTES:

July 17, 2017 Board Meeting. Trustee Byron made a motion to approve the minutes of the July 17, 2017 Board Meeting. It was seconded by Trustee Bucaro and the motion passed. Trustee Shipman was absent.

TREASURER'S REPORT

APPROVAL OF BILL LIST: August 21, 2017

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

APPROVAL OF TRANSFER OF FUNDS: August 21, 2017

Trustee DeSmidt made a motion to transfer \$50,000 from MB Financial Bank NOW Account to MB Financial Bank General Checking Account. It was seconded by Trustee Sias and passed by roll call vote. All Ayes. Trustee Shipman was absent.

REVIEW OF FINANCIAL REPORT: July 31, 2017

The financial report was reviewed by the Board. There is now more detail in the reports because of the new Accrual-Basis accounting. The Library has received 55.2% of county tax money.

DESIGNATION OF TRUSTEES TO REVIEW MONTHLY CHECKS:

Trustee Hopkins and Trustee Barry will review the monthly checks before the September 18, 2017 Board Meeting.

TRAVEL REIMBURSEMENT APPROVAL:

None.

CORRESPONDENCE:

The Library received an invitation to a reception at Village Hall for Hanover Township Emergency Services. They have received an Agency of the Year Award from the Illinois Emergency Services Management Association.

The Library also received a thankyou note from patron Joseph Olsen thanking Library staff for their assistance with his recent FOIA requests.

REPORTS, RAILS REPORT, QUESTIONS AND ANSWERS: President and Trustees:
Trustee Barry reports that he was in Springfield to attend a meeting with state library officials. Discussions continued about how to improve library services for the unserved areas of Illinois.

STUDENT ADVISORY TRUSTEE REPORT

Teen Trustee Anna Felker's term concludes with the August meeting. She thanks the Board and the Library for the opportunity to serve as Teen Trustee this past year. She felt it was a very good learning experience. Her participation on the Board this past year was appreciated by the Library as well. She was presented with a Certificate of Appreciation by Trustee Barry.

ACTION ITEMS:

Approval of Tentative Budget and Appropriation Ordinance (Ordinance 2017-3)

Trustee Hopkins made a motion to approve the Tentative Budget and Appropriation Ordinance 2017-3. It was seconded by Trustee Bucaro and passed by roll call vote. All Ayes. Trustee Shipman was absent.

Establish date and time on Public Hearing Concerning Tentative Budget and Appropriation (Ordinance 2017-3)

Trustee Bryon made a motion to approve a Public Hearing for the Tentative Budget and Appropriation Ordinance 2017-3. The Public Hearing would be at 7:00 p.m. on September 25, 2017. It was seconded by Trustee Sias and passed by roll call vote. All Ayes. Trustee Shipman was absent.

Approval of Chief Fiscal Officers Statement of Estimated Revenues

Trustee Hopkins, as Treasurer, has completed the Certificate of Estimated Revenues for the Library. Trustee DeSmidt made a motion to approve the Chief Fiscal Officers Statement of Estimated Revenues. It was seconded by Trustee Bucaro and passed. Trustee Shipman was absent.

Set date and time of presentation by Auditor

Trustee Bucaro made a motion to approve a Committee of the Whole Meeting at 6:30 p.m. on October 16th for a presentation by the Library's Auditor. It was seconded by Trustee Sias and passed. Trustee Shipman was absent.

Approval of Annual Report to the State Library

Director Nance has completed the Public Library Annual Report, IPLAR. Trustee Hopkins made a motion to approve the report with a couple of address corrections. It was seconded by Trustee Byron and passed. Trustee Shipman was absent.

DISCUSSION ITEMS:

Facility Update

Greg Mueller gave an update on several facility issues.

- Sidewalks and outside pathways, curbs, and the heated ramp: The Library is getting estimates and quotes for repairs and replacements from Shales McNutt. The work would be done next spring.
- Sprinkler system: There have been a couple of pin-hole leaks in the sprinkler system in the Library over the last year or two. Repairs have been made. The system was tested and passed inspection.

- **Fire Alarm System:** The main panel/board is failing. The system is based on zones. There have been a number of false alarms over the past year. The concern is that the whole system needs to be replaced. MBS is meeting with Tyco to consider what the Library's options are. A new panel would not be zoned-based.
- **Generator:** The back-up generator has stopped working. It is an 80-kilowatt power source that provides power for many crucial systems in the Library in the event of a power outage. This generator was installed in 1994. The Library is renting a back-up generator for \$1300/month until a new plan can be implemented because it is so crucial to have a back-up generator. MBS will be meeting with our current supplier to determine what an appropriate replacement would be. The plan is to have a proposal for the September Board Meeting.
- **Lobby Doors:** The Library has received \$3000.00 in donations for the replacement doors. The new door will be installed on September 14 and the work will be completed in one day.

Developer Donations

Though the Village of Bartlett is reviewing land values and might make some changes, the Library will not have any changes to the developer donations it receives.

Modified Cash Basis vs. Accrual Basis Change Over

Director Nance reports that with help from the Library's accountant and auditor the Library will be compliant by October with the new Accrual Basis standards. They are switching over all Modified Cash Basis system to the new Accrual Basis system.

TIF Joint Review Board Meeting (August 24, 2017, at 1 p.m.)

The next meeting of the Tax Increment Financing (TIF) Districts is on Thursday, August 24 at 1:00 pm. Trustee Barry will attend this meeting and give the Board an update at the September Board Meeting.

Student Advisory Trustee Update

Applications have been distributed for the open position of Student Advisory Trustee to Bartlett and South Elgin High Schools and it was posted on the Library's website and social media accounts. Applications are due September 11, 2017 and interviews will be conducted on Monday, September 18, 2017.

Bartlett Heritage Days (September 9-10, 2017)

The Library will be present on Saturday, September 9 and will promote our September Library Card Sign-Up campaign.

Illinois Library Association Conference (October 10-12, 2017)

Trustee Barry will receive recognition at the fall Illinois Library Association conference on Trustee Day, Thursday, October 12, 2017. He will receive the *Trustee of the Year* Award. Youth & Teen Services Manager, Ruth Anne Mielke will be participating in a program for the conference.

Per Capita Training Requirement

All library staff and trustees are required to complete safety training. Two webinar links have been distributed to staff and trustees. Only one webinar needs to be viewed and reported to administration when completed.

Library Card Sign-Up Month

The theme for this September's Library Card Sign-Up is Connect With Your Community. There are 37 Bartlett businesses who will be participating in the promotion by offering special discounts to patrons who show their library card during the month of September.

Strategic Planning Update

The draft for the Survey Monkey and one for a paper survey are almost completed.

Foundation Update

The Foundation has received over \$3000.00 in donations for the new Lobby doors. They are planning a Wine & Paint event fundraiser.

Summer Reading Club Stats

There were 1,487 patrons who signed up for Youth Summer Reading and 702 who completed their logs. There were 58 participants in the Adult Summer Reading and they read 493 books.

Building and Maintenance Levy

The Building and Maintenance Levy was published in the Daily Herald on July 24, 2017.

New Hires

Abby Weaver was recently promoted to the position of Adult / Youth & Teen Librarian. Abby is working on her MLIS and will complete her degree this year. She is a long time patron of the library and worked here as a shelver when in high school. Our new Adult Librarian, Leah Dudak, will be introduced at the next Board meeting.

Other Items

TOWN HALL: None.

ADJOURNMENT:

Trustee Hopkins made a motion to adjourn to Executive Session. It was seconded by Trustee Byron. The motion was approved. Trustee Shipman was absent. Meeting adjourned to Executive Session at 8:09 p.m.

The Board went into Executive Session at 8:09 p.m., (as permitted by 5 ILCSA Section 2(c)1--The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body and (as permitted by section 2(c)21 and of the Illinois Open Meetings Act) –six month review of Executive Session Minutes.

Trustee Hopkins made a motion to go back into the regular session meeting at 8:17 p.m. It was seconded by Trustee Bucaro, the motion was approved. Present were Trustees John Sias, Lynn DeSmidt, Francine Byron, Heidi Hopkins, Peggy Bucaro and Dave Barry. Trustee Eric Shipman was absent.

ADJOURNMENT:

There being no further business, a motion to adjourn was made by Trustee Byron. It was seconded by Trustee Hopkins. The motion was approved. Meeting was adjourned at 8:18 p.m.