

**BARTLETT PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEE MINUTES  
September 18, 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, and Dave Barry.

Staff members present were Library Director Karolyn Nance, Adult & Technical Services Manager Mary Jane O'Brien, AS Librarian Leah Dudak, and YA/AS Librarian Abby Weaver.

Also present were Greg Mueller of Mueller Business Services, and members of the public Joseph Olsen and Ramya Gandhi.

**TOWN HALL:**

Member of the public Joseph Olsen voiced three points:

- 1- He noticed an error in the August Board of Trustee Minutes under Action Items. The Committee of the Whole Meeting is scheduled for October 16, not October 6.
- 2- It's difficult sometimes to hear what the Trustees are saying and he recommends a set-up where the members face the public.
- 3- He recommends adopting a policy regarding the filling of appointed trustee positions.

**APPROVAL OF MINUTES:**

**August 21, 2017 Board Meeting:** Trustee Byron made a motion to approve the minutes of the August 21, 2017 Board Meeting with the correction noted above. It was seconded by Trustee DeSmidt and the motion passed. Trustee Shipman abstained.

**TREASURER'S REPORT**

**APPROVAL OF BILL LIST: September 18, 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.

**APPROVAL OF TRANSFER OF FUNDS: September 18, 2017**

Trustee Sias made a motion to transfer \$665,000 from MB Financial Bank NOW Account to MB Financial Bank General Checking Account. It was seconded by Trustee Bucaro and passed by roll call vote - all ayes.

**REVIEW OF FINANCIAL REPORT: August 31, 2017**

The financial report was reviewed by the Board. It will be re-run and presented in October.

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

Trustee Hopkins and Trustee Shipman will review the monthly checks before the October 16, 2017 Board Meeting.

## **TRAVEL REIMBURSEMENT APPROVAL:**

None.

## **CORRESPONDENCE:**

U-46 CEO Officer Tony Sanders sent a note thanking BPLD for our support of their summer reading camp.

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

Trustee Barry reports that the RAILS budget is in place though no funds have been received as of yet. He will report on the Lemonade with Trustees next month. Trustee Shipman thought it would be nice to invite the Chess Club winners to a meeting to congratulate them on their recent Interlibrary Chess Tournament win.

## **STUDENT ADVISORY TRUSTEE REPORT:**

No report.

## **ACTION ITEMS:**

- Confirmation on Committee of the Whole Meeting Date (Audit Review) for Monday, October 16, 2017 at 6:30pm – Trustee Hopkins made a motion to confirm the date of 10/16/17. The motion was seconded by Trustee Shipman. Motion passed.
- Resolution to Determine Estimate of Funds Needed for 2017-2018 – Trustee Shipman made a motion to approve which was seconded by Trustee Hopkins. The motion passed by roll call vote - all ayes.
- Student Trustee Interview and Selection – Ramya Gandhi, a TAB member for the last four years was interviewed by the Board members. Trustee Bucaro made a motion to install Miss Gandhi as the next Student Trustee. The motion was seconded by Trustee Shipman. Motion passed.
- Approval of Engineering Contract for Generator Replacement – Greg Mueller reported that the quote was double what he had expected and more quotes have been requested from other vendors. This action item has been delayed and will be considered again at the October meeting.
- Approval to Purchase New and/or Replace Fire Alarm Panel – Tyco will replace the alarm panel only. The Village of Bartlett and the Bartlett Fire Department have agreed to this over replacing the entire system. The monthly maintenance fee will cover normal repairs and an annual inspection. A motion to approve was made by Trustee Byron and seconded by Trustee Hopkins. Motion passed.

## **DISCUSSION ITEMS:**

- Draft of Budget & Appropriation Ordinance 2017-4 will be September 25, 2017
- Draft of Tax Levy Ordinance 2017-5 will be passed in October
- Draft of Certification of Compliance will be in October
- Draft of Certification of Authenticity will be in October
- Cash Receipts and Disbursements for the 2016-2017 Fiscal Year – the accountant is preparing a list for the October meeting
- IMRF Posting Employee Compensation – information regarding this is on our website under Government Transparency
- Strategic Plan Update – The survey has been finalized and the deadline for responses is Friday, November 3, 2017. The focus groups are tentatively scheduled for November 7 and 11, 2017.

- 2018 Library Calendar Closing Dates are in the Board packet.
- 2018 Library Board Meeting Dates will continue to be the third Monday of the month at 7pm.
- 2017-2018 Per Capita Grant – All Trustees must have completed the safety training
- Chamber Steak Fry Night (Thursday, September 28, 2017) - Reminder

**OTHER ITEMS:**

None

**TOWN HALL:**

None

**ADJOURNMENT:**

Trustee Bucaro made a motion to adjourn to Executive Session. It was seconded by Trustee Byron. The motion was approved. Meeting adjourned to Executive Session at 7:39 p.m.

The Board went into Executive Session at 7:39 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).

Trustee Hopkins made a motion to go back into the regular session meeting at 7:44 p.m. It was seconded by Trustee Byron, the motion was approved. Present were Trustees John Sias, Lynn DeSmidt, Francine Byron, Heidi Hopkins, Peggy Bucaro, Eric Shipman and Dave Barry.

**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.