

**BARTLETT PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEE MINUTES
October 16, 2017**

The regular meeting was called to order at 7:05 p.m. by President Barry.

ROLL CALL: Present were Teen Trustee Ramya Gandhi, Trustees Eric Shipman, John Sias, Heidi Hopkins, Peggy Bucaro, and Dave Barry. Trustees Lynn DeSmidt and Fran Byron were 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, PR Specialist Roslyn Summerville, Youth & Teen Services Librarian Sandra Sasal, Youth & Teen Services Associate Kristen Fabbri, and Circulation Clerk Art Monsivais.

Also present were Greg Mueller of Mueller Business Services; Jay Perkins, Amy Cawley, and Pat Hogan of the Bartlett Library Foundation; and members of the public, Anna Felker and Joseph Olsen.

Also present were members of the Bartlett Library Chess Club: Aarav Shah, Britney Yu, Briana Yu, and Beverly Yu.

TOWN HALL:

Patron Joseph Olsen expressed his opinion that Accrual Basis Accounting is more accurate. He also thanked Director Nance and the Board for creating a policy for filling vacant Trustee positions.

APPROVAL OF MINUTES:

September 18, 2017 Board Meeting: Trustee Sias made a motion to approve the minutes of the September 18, 2017 Board Meeting. It was seconded by Trustee Bucaro and the motion passed. Trustees DeSmidt and Byron were absent.

September 25, 2017 Public Hearing: Trustee Sias made a motion to approve the amended minutes of the September 25, 2017 Public Hearing. It was seconded by Trustee Bucaro and the motion passed. Trustee Shipman abstained. Trustees DeSmidt and Byron were absent.

TREASURER'S REPORT

APPROVAL OF BILL LIST: October 16, 2017

A motion was made to approve the Bill List by Trustee Bucaro and it was seconded by Trustee Sias. The motion passed by roll call vote - all ayes. Trustees DeSmidt and Byron were absent.

APPROVAL OF TRANSFER OF FUNDS: October 16, 2017

Trustee Bucaro made a motion to transfer \$47,000 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. Trustees DeSmidt and Byron were absent.

REVIEW OF FINANCIAL REPORT: September 30, 2017

The financial report was reviewed by the Board.

DESIGNATION OF TRUSTEES TO REVIEW MONTHLY CHECKS:

Trustee Hopkins and Trustee Sias will review the monthly checks before the November 20, 2017 Board Meeting.

TRAVEL REIMBURSEMENT APPROVAL:

None.

CORRESPONDENCE:

A thank you letter was received from the Bartlett Historical Society in appreciation for the Library's printing of the Cemetery Walk brochure.

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

Trustee Barry received the Illinois Library Association's Trustee of the Year award and was presented with a certificate at the ILA Awards Banquet on October 10, 2017. Trustee Barry thanked his fellow Board members for their work and support.

STUDENT ADVISORY TRUSTEE REPORT: None.**ACTION ITEMS:**

- Approval of Foundation Donation for front lobby doors: The Foundation has offered an \$8,738 donation to the Library for the new front lobby doors. Trustee Hopkins made a motion to accept the donation. It was seconded by Trustee Bucaro and the motion carried. Trustees DeSmidt and Byron were absent.
- Recognition of 2017 Chess Club Winners: Youth & Teen Services Librarian Sandra Sasal presented members of the Teen Chess Club a certificate for winning the August 5, 2017 Chess Club Tournament held at the Bloomingdale Public Library. Sandra Sasal and Art Monsivais co-lead the group. Team members include: Aarav Shah, Britney Yu, Briana Yu, Beverley Yu, Isaac Johnson, Raj Parikh, Sophie Saflarski, and Shubh Vaghani.
- Acceptance of Annual Audit and Management Letter: Trustee Bucaro made a motion to approve the Annual Audit and Management Letter. It was seconded by Trustee Shipman and passed by roll call vote. Trustees DeSmidt and Byron were absent.
- Notice of Availability of Audit: Trustee Shipman made a motion to post the Notice of Availability of Audit Report for the public. It was seconded by Trustee Hopkins and passed. Trustees DeSmidt and Byron were absent.
- Ordinance 2017-6 Transfer to Special Reserve Fund: Trustee Shipman made a motion to transfer \$25,000 to the Library's Special Reserve Fund. It was seconded by Trustee Hopkins and passed by roll call vote. All ayes. Trustees DeSmidt and Byron were absent.
- Levy Explanation: Director Nance reviewed the Tax Levy Ordinance 2017-5 with the Board.
- Tax Levy Ordinance (Ordinance 2017-5): Trustee Hopkins made a motion to approve the Tax Levy Ordinance 2017-5. It was seconded by Trustee Sias and passed by roll call vote. All ayes. Trustees DeSmidt and Byron were absent.

- Certification of Authenticity Tax Levy Ordinance: Trustee Hopkins made a motion to verify the Certification of Authenticity Tax Levy Ordinance. It was seconded by Trustee Shipman and passed.
- Truth in Taxation Certification of Compliance: Trustee Shipman made a motion to approve the Truth in Taxation Certification of Compliance. It was seconded by Trustee Hopkins and passed.
- Approval of Statement of Cash Receipts and Disbursements (Annual Treasurer's Report): Trustee Bucaro made a motion to approve the Statement of Cash Receipts and Disbursements. It was seconded by Trustee Shipman and passed by roll call vote. All ayes. Trustees DeSmidt and Byron were absent.
- Statement from Attorney Regarding Appointments to fill Trustee Vacancies: The correspondence from the Library's Attorney confirmed that the Library was in compliance with state statutes regarding the appointments of Library Trustees to open positions on the Board.
- Trustee Vacancy Policy: Trustee Shipman made a motion to approve the Trustee Vacancy Policy. It was seconded by Trustee Hopkins and passed by roll call vote. All ayes. Trustees DeSmidt and Byron were absent.
- 2018 Holiday and Closing Calendar and the 2018 Board Meeting Calendar
Trustee Bucaro made a motion approve both calendars for 2018. It was seconded by Trustee Shipman and passed by roll call vote. All ayes. Trustees DeSmidt and Byron were absent.
- Phone System Replacement Quotes: Trustee Shipman made a motion to accept and approve the proposal from Midco to replace the Library's phone system. It was seconded by Trustee Sias and passed by roll call vote. All ayes. Trustees DeSmidt and Byron were absent.
- Generator Quotes: Trustee Hopkins made a motion to hire Thermflo to carry out the generator bid replacement project. It was seconded by Trustee Bucaro and passed by a roll call vote. All ayes. Trustees DeSmidt and Byron were absent.

DISCUSSION ITEMS:

- Strategic Plan Update: The Trustee Focus Group session will be held on December 9, 2017 from 9:00 – 11:00 a.m.
- FY 2017 Per Capita Grant Application: Trustees will read the Trustee Facts File document enclosed in this month's Board packet. This will fulfill the requirement of the Per Capita Grant.
- Recent Legislation Changes: The Library received a memo from the Library's attorney informing us that the threshold for contracts requiring competitive bids was increased from \$20,000 to \$25,000 effective August 25, 2017. There was also confirmation that the Library has authority to initiate an advisory referendum also effective August 25, 2017.

- Coffee With the Trustees: The next Coffee with the Trustees will be on Tuesday, October 24, 2017 at 6:00 p.m

OTHER ITEMS:

None

TOWN HALL: Youth & Teen Services Manager Ruth Anne Mielke introduced the new Youth & Teen Services Associate Kristen Fabbri. She also thanked President Barry for attending her program at ILA's Annual Conference held in October.

Youth & Teen Services Librarian Sandra Sasal introduced members of the Library's Chess Team who recently won the local tournament. They were congratulated by the Board.

ADJOURNMENT:

Trustee Shipman made a motion to adjourn to Executive Session. It was seconded by Trustee Hopkins. The motion was approved. Trustees DeSmidt and Byron were absent. Meeting adjourned to Executive Session at 7:42 p.m.

The Board went into Executive Session at 7:43 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 7:49 p.m. It was seconded by Trustee Bucaro, the motion was approved. Present were Trustees Eric Shipman, John Sias, Heidi Hopkins, Peggy Bucaro and Dave Barry. Trustees Lynn DeSmidt and Francine Byron were absent.

ADJOURNMENT:

There being no further business, a motion to adjourn was made by Trustee Hopkins. It was seconded by Trustee Bucaro. The motion passed. Trustees DeSmidt and Byron were absent. Meeting was adjourned at 7:50 p.m.