

**BARTLETT PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEE MINUTES  
November 20, 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, Lynn DeSmidt, Fran Byron, Heidi Hopkins, and Dave Barry. Trustee Peggy Bucaro was absent.

Staff members present were Library Director Karolyn Nance and Assistant Director & Circulation Manager Mary Bavidio.

Also present were Greg Mueller of Mueller Business Services and patron Joseph Olsen.

**TOWN HALL:**

Patron Joseph Olsen expressed concerns about the arrangement of the tables and chairs during Board meetings. He would like to be able to see the Board members' faces. He also expressed concern about the Library's accumulated deficit and the budget line for salaries and wages. He also expressed concern about the possible tax reforms and how it will affect public entities.

**APPROVAL OF MINUTES:**

- **October 16, 2017 Committee of the Whole Meeting**

Trustee Shipman made a motion to approve the minutes of the Committee of the Whole Meeting. It was seconded by Trustee Sias and passed. Trustees DeSmidt and Byron abstained. Trustee Bucaro was absent.

- **October 16, 2017 Board Meeting**

Trustee Shipman made a motion to approve the minutes of the October 16, 2017 Board meeting. It was seconded by Trustee Hopkins and passed. Trustees DeSmidt and Byron abstained. Trustee Bucaro was absent.

**TREASURER'S REPORT**

**APPROVAL OF BILL LIST: November 20, 2017**

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

**APPROVAL OF TRANSFER OF FUNDS: November 20, 2017**

Trustee Byron made a motion to transfer \$284,000 from MB Financial Bank NOW Account to MB Financial Bank General Checking Account. It was seconded by Trustee Shipman and passed by roll call vote - all ayes. Trustee Bucaro was absent.

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

The financial report was reviewed by the Board. The Library's budget is on target at 33.7% after 4 months.

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

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

## **TRAVEL REIMBURSEMENT APPROVAL:**

None.

## **CORRESPONDENCE:**

Youth & Teen Services Librarian Rozanne Porter received a book of thank you notes from a 3<sup>rd</sup> grade class at Nature Ridge Elementary School. She was a guest reader at the school.

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

Trustee Barry shared a RAILS brochure with the Board members. Trustee DeSmidt reports that the ILA Conference has access to the conference handouts on its website. Trustee DeSmidt was elected to the ILA Trustee Forum. The next ILA Conference will be held in Peoria.

## **STUDENT ADVISORY TRUSTEE REPORT: None.**

The Teen Advisory Board is working on the following projects:

- Creating a video to promote Summer Reading
- Developing a craft event
- Creating a Tech Day of engineering activities for school-aged children
- Having a Harry Potter Lock-In event in the spring
- Would like to rewrite the description of the TAB group and create posters/flyers to advertise the group in order to increase membership

## **ACTION ITEMS:**

- **Generator Bid Approval**

The Library received one bid for the generator replacement project. Trustee Hopkins made a motion to accept the bid from Associated Electrical Engineers/Coty Kruckenberg for the amount of \$43,290. It was seconded by Trustee DeSmidt and approved by roll call vote. All ayes. Trustee Bucaro was absent.

- **2018 Per Capita Grant Application Approval**

Trustee DeSmidt made a motion to approve the 2018 Per Capita Grant Application. It was seconded by Trustee Shipman and passed. Trustee Bucaro was absent.

- **After-Hours Event Approval**

- February 16, 2018 from 5:30-8:30 p.m. (Lord of the Rings)
- May 25, 2018 from 5:30-8:15 p.m. (Laser Tag)

Trustee Byron made a motion to approve the after-hours events for February 16 and May 25, 2018. It was seconded by Trustee Shipman and passed. Trustee Bucaro was absent.

## **DISCUSSION ITEMS:**

- **Strategic Plan Update**

Director Nance reports the Library has received 1,072 paper surveys and 137 online surveys. Focus groups are being set up and sessions have been scheduled for Tuesday, December 5 and Saturday, December 9, 2017. The Board of Trustees will attend the Focus group at 9:00 a.m. on December 9.

- **Staffing Update**

The Circulation Department has lost three staff members but will not be replacing them. The Adult Services Department will be hiring two more part-time positions.

- **Coffee with the Trustees**

The next Coffee with the Trustees will be on January 28 at 1 p.m.-2 p.m. and February 3 at 1 p.m-2 p.m. Trustee DeSmidt and Sias will attend the January Coffee and Trustee Barry will attend the one in February.

- **2018 IMRF Rates**

Nothing to report yet.

- **Legislative Meet-Ups (Date and Time TBA)**

The date has not been announced yet.

- **Foundation Update**

The Foundation donated \$1000 towards the purchase of Microsoft Licenses for 2016 software. There will be a Dine-to-Donate on February 8, 2018 at Pasta Mia.

- **Village of Bartlett Open House on Friday, December 8, 2017 5pm-8pm**

Board members were invited to the Holiday Open House and Dinner of the Village on December 8<sup>th</sup>.

**OTHER ITEMS:**

None

**TOWN HALL:**

None.

**ADJOURNMENT:**

Trustee Shipman made a motion to adjourn to Executive Session. It was seconded by Trustee Byron. The motion was approved. Trustee Bucaro was absent. Meeting adjourned to Executive Session at 7:40 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)2).

Trustee Shipman made a motion to go back into the regular session meeting at 7:49 p.m. It was seconded by Trustee Byron, the motion was approved. Present were Trustees Eric Shipman, John Sias, Lynn DeSmidt, Fran Byron, Heidi Hopkins, and Dave Barry. Trustee Peggy Bucaro was absent.

**ADJOURNMENT:**

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