

**BARTLETT PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEE MINUTES
December 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, Heidi Hopkins, Peggy Bucaro, and Dave Barry. Trustee Fran Byron and Teen Trustee Ramya Gandhi were absent.

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

Also present was patron Joseph Olsen.

TOWN HALL:

Patron Joe Olsen expressed his appreciation for Director Nance's further explanation about the budget deficit; gave congratulations to Mary Bavido for retirement; and repeated his request that the Board set up Board Meetings where all Board Members face the audience.

APPROVAL OF MINUTES:

- **November 20, 2017 Board Meeting**

Trustee Shipman made a motion to approve the minutes of the November 20, 2017 Board meeting with an amendment. It was seconded by Trustee DeSmidt and passed. Trustee Peggy Bucaro abstained and Trustee Byron was absent.

- **December 9, 2017 Committee of the Whole Meeting**

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

TREASURER'S REPORT

APPROVAL OF BILL LIST: December 18, 2017

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

APPROVAL OF TRANSFER OF FUNDS: December 18, 2017

Trustee Bucaro made a motion to transfer \$188,000 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 Byron was absent.

REVIEW OF FINANCIAL REPORT: November 30, 2017

The financial report was reviewed by the Board. Trustee Hopkins reports a small glitch in the Quick Books program that will be resolved soon.

DESIGNATION OF TRUSTEES TO REVIEW MONTHLY CHECKS:

Trustee Hopkins and Trustee DeSmidt will review the monthly checks before the January 15, 2018 Board Meeting.

TRAVEL REIMBURSEMENT APPROVAL:

None.

CORRESPONDENCE:

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

Trustee Barry reports that he had a great experience at Prairieview Elementary as *Principal for the Day*. He had a good interaction with teachers and students and promoted the Library. He has invited Dee Brennan, Executive Director of RAILS to attend the January Board Meeting for the Library. She will answer questions about the benefits of joining a consortium. Trustee Barry also talked about the concerns some Bartlett residents have about not living within the Library's district boundaries. Discussion occurred about how to perform reciprocal registrations between neighboring libraries. Trustee Shipman would like the Board to consider using a *Consent Agenda*. It is a practice where regularly occurring board action items are organized apart from the rest of the agenda and approved as a group.

STUDENT ADVISORY TRUSTEE REPORT:

In the absence of Teen Trustee Gandhi, Teen Librarian Abby Weaver reports that TAB had one of their biggest turnouts at their most recent meeting with 11 teens attending. They continue to discuss how to encourage more teen participation in the group and generate ideas for spring and summer programming.

ACTION ITEMS:

- **Playaway Launchpad Policy**

Teen Librarian Abby Weaver demonstrated the new Playaway Launchpad. The Library has purchased two devices for the collection. Teens will be able to check them out for use within the building. Trustee Hopkins made a motion to approve the Playaway Launchpad Policy. It was seconded by Trustee DeSmidt and passed by roll call vote. All Ayes. Trustee Byron was absent.

- **Policy Prohibiting Harassment, Discrimination and Retaliation**

Trustee Hopkins made a motion to approve the Policy Prohibiting Harassment, Discrimination and Retaliation. It was seconded by Trustee Sias and passed by roll call vote. All ayes. Trustee Byron was absent.

- **Ordinance 2017-7 Adopting Policy Prohibiting Harassment, Discrimination, and Retaliation (and procedures for reporting and investigating complaints)**

Trustee Bucaro read the State of Illinois Ordinance 2017-7. A roll call vote was called to accept the new State of Illinois Policy Prohibiting Harassment, Discrimination, and Retaliation. It was approved by roll call vote. All ayes. Trustee Byron was absent.

- **Designation of two Trustees to Review the past six Months Minutes**

Trustees Sias and Barry will review the previous six months of Board Meeting Minutes.

DISCUSSION ITEMS:

- **Director Evaluation**

Trustee Barry asked Board Members to send him ideas for the Director's evaluation.

- **IMRF Rate**

The IMRF rate has dropped from 13.23% to 13.09%.

- **Generator Update**

The paperwork has been completed for the new generator and a warranty established. The Library will endeavor to get the unit installed as soon as possible.

- **System Membership Standards**

RAILS has created a set of standards for system membership in Illinois. The Library is doing very well and performing at the Exemplary level with the exception of two areas that need improvement: Funding and Professional Leadership & Training. Board members will participate in trainings such as webinars to improve this score and Funding will improve in the next fiscal year.

- **Strategic Planning Update**

Director Nance is working with the consultant, Sara, to gather feedback. Sara is analyzing the data and will be working with Director Nance to begin drafting goals for the new strategic plan.

- **Study Rooms**

Adult & Technical Services Manager Mary Jane O'Brien presented concerns about the Library's study rooms reservation system and how the rooms are being used almost exclusively by tutors. Some of the tutors have been reserving the study rooms for several hours a day which results in many walk-in teens/students unable to use the rooms. The Library will be revising the Study Room Policy in order to encourage their use by more patrons.

- **Staffing Updates**

The Adult Services Department has hired a new AS Associate, John Cieszynski. Mary Prohaska and Laura Gurgos will become Co-Supervisors of the Circulation Dept. Director Nance will take over as head of the Marketing Dept. There is one more part-time position to be filled in the Adult Services Dept.

- **27th Annual Illinois Library Legislative Lunch, Friday, February 16, 2018**

Trustees are encouraged to attend the Legislative Lunch on Friday, February 16, 2018

- **2018 Trustee Forum, Saturday, February 17, 2018**

The Trustees are encouraged to attend the Trustee Forum on Saturday, February 17, 2018

- **Coffee with the Trustees Dates: Sunday, January 28 & Saturday, February 3, 2018 1 p.m. to 2 p.m.**

Trustees Sias and DeSmidt will participate in the January 28 date for Coffee with the Trustees and Trustees Barry and Bucaro in February.

- **Foundation Update**

The Foundation donated \$1,000 towards the purchase of Windows Office 2016 Computer Licensing. They will be hosting a Dine-to-Donate fundraiser at Pasta Mia on Thursday, February 8, 2018.

- **Friends Update**

The Friends' next meeting is Tuesday, January 9, 2018 They will be electing officers and setting meeting dates for the new year.

- **Other Discussion Items**

None

OTHER ITEMS:

None

TOWN HALL:

Patron Joe Olsen commented about the Director's evaluation suggesting there should be measurable goals for the process. Director Nance responded that this has already been the procedure in previous years and will be resumed with the new strategic plan.

ADJOURNMENT:

There being no further business, a motion to adjourn was made by Trustee Shipman. It was seconded by Trustee Hopkins. The motion passed. Trustee Byron was absent. Meeting was adjourned at 8:02 p.m.