

**BARTLETT PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEE MINUTES  
February 19, 2018**

The regular meeting was called to order at 7:00 p.m. by President Barry.

**ROLL CALL:** Present were Student Advisory Teen Trustee Ramya Gandhi, Trustees John Sias, Lynn DeSmidt, Fran Byron, Heidi Hopkins, Peggy Bucaro, Eric Shipman and Dave Barry.

Staff members present were Library Director Karolyn Nance, PR Specialist Roslyn Summerville, Youth & Teen Services Manager Ruth Anne Mielke, Youth/Teen & Adult Services Librarian Abby Weaver, and Digital Services Assistant David Cassara.

Also present was patron Joseph Olsen.

**TOWN HALL:**

Patron Joseph Olsen voiced some concerns:

1. He objected to the March Board Meeting date change, saying that the election was a known date when the Board adopted the 2018 Board Meeting calendar. He suggested using the conference rooms instead. He also said that it would cost money to publicize the date change.
2. He urged the Board to change their monthly financial reports to an accrual basis.
3. He is concerned about the Library deficit.
4. He suggested the Board form a Finance Committee which would:
  - a. Review financial position of Library
  - b. Review resource needs of facility and required financial resources to address them
  - c. Review possibility of going to referendum
  - d. Establish formal plan to overcome Library deficit

**APPROVAL OF ITEMS ON CONSENT AGENDA:**

Item "F" (Travel Reimbursement Approval [Dave Barry, PLA Conference]) was suggested for removal from Consent Agenda. A motion was made by Trustee Byron and seconded by Trustee DeSmidt to amend the Consent Agenda. Then the motion to accept the Consent Agenda with the change was made by Trustee Shipman and seconded by Trustee Bucaro. The motion passed by roll call vote. All Ayes. The motion passed by roll call vote. All Ayes. A motion was then made by Trustee Shipman and seconded by Trustee Desmidt to approve the amount of \$1,857.84 for President Barry to attend the Public Library Association Conference. The motion passed by roll call vote. All Ayes. The Board acknowledged that the lodging and hotel costs exceed the per diem with a roll call votes. All Ayes.

**CORRESPONDENCE:**

None.

**REPORTS, RAILS REPORT, QUESTIONS AND ANSWERS:**

President Barry reported that he was happy Student Advisory Teen Trustee Gandhi was able to make the previous Coffee with the Trustees, where they had a good experience talking with patrons.

## **STUDENT ADVISORY TEEN TRUSTEE REPORT:**

Student Advisory Teen Trustee Gandhi gave two reports, from both January and February TAB meetings. The TAB's current focus is on creating a video to promote the Summer Reading Club, which they plan to finish by early April. So far, they created a script and did some filming.

## **ACTION ITEMS:**

### **March 19, 2018 Board Meeting Date Change (roll call vote)**

Director Nance recommended the March Board Meeting take place on March 26, 2018. The meeting room is not available on March 19, 2018 as the election commission sets up for the March 20, 2018 election on that date. The conference rooms are heavily used by patrons, and the publicizing of the date change will not cost anything. Director Nance also said she will take note of the date for the next election. A motion was made by Trustee Shipman and was seconded by Trustee DeSmidt. The motion passed by roll call vote. All Ayes.

### **Strategic Planning Internal Working Document Final Approval (roll call vote)**

There were three changes made to the final document. They are:

1. A new action item added under Goal 1.1: Research and implement a culture statement/philosophy.
2. Under Goal 4.2, we deleted the displaying of program offerings on monitors in Conference Rooms and the Teen Space.
3. Under Goal 4.2, we deleted the addition of marketing-based screensavers on public computer stations.

A motion was made by Trustee Bucaro and was seconded by Trustee Byron. The motion passed by roll call vote. All Ayes.

### **Auditor Bid (roll call vote)**

Director Nance is looking to get three quotes by next month to be included in the April Board Meeting Agenda. A motion was made by Trustee Byron and was seconded by Trustee Hopkins. The motion passed by roll call vote. All Ayes.

## **DISCUSSION ITEMS:**

### **Director Evaluation**

Director Nance urged the Board Members to get their input to President Barry by March 9. The Director's evaluation will take place during Executive Session at the March Board Meeting.

### **MB Bank Interest Rate**

The Library's interest rate has increased to 1.3%.

### **2018 Joint Taxing District Meeting**

The scheduled Joint Taxing District Meeting is set for April 18, 2018 at 7 p.m. at the Bartlett Park District. Director Nance asked the Trustees to let her know if they planned to attend.

### **Grant Recipient – Abby Weaver**

Youth/Teen & Adult Services Librarian Abby Weaver presented on the grant the Library received through The Young Adult Library Services Association (YALSA) and the Dollar General Literacy Foundation. The grant is for \$1,000, which will be put towards a teen summer internship program.

### **Statement of Economic Interests**

Trustees can complete the Statement of Economic Interest Form out online. Director Nance said that if Trustees have not received an email by the end of February, to let her know.

### **Major Contract Vendors**

Director Nance included in her Board Report a list of the major vendors with whom the Library has contracts.

### **Facility Updates**

Director Nance gave an update on several projects. Some of the major ones are:

1. The HVAC is currently running properly
2. The installation of the generator is scheduled for March 18, 2018.
3. The new phone system was installed. Phones will be replaced as they break.
4. Donated furniture will be picked up from other libraries:
  - a. Six chairs
  - b. A spinner rack for the manga collection

### **Monthly Accrual Basis**

Based on the Accountant's assessment, Director Nance recommended that the Library not go to an accrual basis for the monthly financial reports.

### **Health Insurance Benefits**

There is no new information for this topic, but the library will be looking at other plans for Health Insurance in addition to Blue Cross Blue Shield.

### **RAILS Library Certification**

The Library passed its certification.

### **Coffee with the Trustees Dates**

Director Nance talked about adding tea and donut holes to this function. Future dates were discussed, and Trustees signed up for sessions:

1. March 4: Trustees Bucaro and Byron
2. April 21: Trustee DeSmidt and Student Advisory Teen Trustee Gandhi
3. May 12: Trustees Barry and Sias

### **Friends Update**

The Book Nook has been painted, all the signs are updated, and a decal of their logo was installed. The Book Sale will run from March 2-4 during Library hours. Fravina dates are set for Friday, June 8, Wednesday, July 11, and Wednesday, August 8 from 6:30 – 8 p.m. The yearly membership cost to be a Friend is \$10, and a lifetime membership cost is \$100.

### **Foundation Update**

The Dine-to-Donate event was successful; the Foundation raised \$270. They are also sponsoring the upcoming health fair on Sunday, April 15. A donation of \$200 or more will get name recognition on the donor board in the Library Lobby.

### **Bartlett Fire District Informational Meeting**

The Friends and Foundation are sponsoring this meeting on Feb. 20 at 7 p.m.

### **Recap-27<sup>th</sup> Annual Library Legislative Lunch**

President Barry, Trustee DeSmidt, and Director Nance attended the lunch on Feb. 16. President Barry said it was a great event, which provided them with a framework to become better advocates for the Library.

**Recap-2018 Illinois Trustee Workshop**

President Barry and Trustee DeSmidt attended the workshop on Feb. 17.

**Upcoming Meetings and Events**

A list of important dates was included in Director Nance's Board Report.

**OTHER ITEMS:**

Trustee Shipman expressed his gratitude for the Board for including a Consent Agenda during Board Meetings.

Trustee DeSmidt mentioned that the Trustee Training Day during the ILA Conference will take place in Peoria on Oct. 11.

**TOWN HALL:**

None.

**ADJOURNMENT:**

There being no further business, a motion to adjourn was made by Trustee Shipman and was seconded by Trustee Bucaro. The motion passed. The meeting adjourned at 7:46 p.m.