

**BARTLETT PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEE MINUTES
March 26, 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, Peggy Bucaro, Eric Shipman and Dave Barry. Trustee Heidi Hopkins was absent.

Staff members present were Library Director Karolyn Nance and PR Specialist Roslyn Summerville.

Also present was patron Joseph Olsen.

TOWN HALL:

Patron Joseph Olsen brought up these four points:

- He supports the request for proposal auditors.
- He supports the creation of a Building Committee.
- He urges the creation of a Finance Committee.
- He strongly supports Director Nance and the job that she does.

APPROVAL OF ITEMS ON CONSENT AGENDA:

President Barry requested to take item “C” (Approval of Transfer of Funds: March 26, 2018) off the Consent Agenda. A motion was made by Trustee Shipman and seconded by Trustee Bucaro to amend the Consent Agenda. The motion passed by roll call vote. All Ayes. Trustee Hopkins was absent. 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. Trustee Hopkins was absent.

CORRESPONDENCE:

None.

REPORTS, RAILS REPORT, QUESTIONS AND ANSWERS:

President Barry had a great experience in Philadelphia at the Public Library Association Conference.

STUDENT ADVISORY TEEN TRUSTEE REPORT:

Student Advisory Teen Trustee Gandhi gave a report for the March Teen Advisory Board meeting. Gandhi expressed that it was a productive session and it was an impressive turnout. They are looking forward to future programs they are helping to run, such as a painting program and a duct tape program. They finished filming all the scenes for the summer reading promotional video, so editing and finalizing the video will be next.

ACTION ITEMS:

Request for Proposal Auditors

Trustee Shipman made a motion to approve the Request for Proposal to seek out new auditing firms. It was seconded by Trustee DeSmidt and approved by roll call vote. All Ayes. Trustee Hopkins was absent.

Board of Trustees Expenditure Policy

Trustee Byron made a motion to approve the updated Board of Trustees Expenditure Policy. It was seconded by Trustee Sias and approved by roll call vote. All Ayes. Trustee Hopkins was absent.

Friday Library Hours

Trustee Sias made a motion to change the Library hours on Fridays to 9 a.m. – 6 p.m., effective starting Monday, July 2, 2018. It was seconded by Trustee DeSmidt and approved by roll call vote. All Ayes. Trustee Hopkins was absent.

Creation of Building Committee

Trustee Bucaro made a motion to accept the Building Committee members as being President Barry, Trustee Shipman, Director Nance, and Greg Mueller of Mueller Building Services. It was seconded by Trustee Sias and approved by roll call vote. All Ayes. Trustee Hopkins was absent.

DISCUSSION ITEMS:

Library Journal 5 Star Library Award Presentation

Public Relations Specialist Roslyn Summerville presented on the statistics it would take to become a Star Library. The numbers were very high for what would be needed, and they still wouldn't guarantee to get the Bartlett Library a star. Director Nance brought up the Bartlett Library participating in the RAILS Membership Standards Testing, and how the goal is to become an exemplary library through that initiative instead.

Elevate Illinois Libraries Leadership Program

Adult Services Librarian Leah Dudak has been accepted to attend the Elevate Illinois Libraries Leadership Program in Springfield on April 28. We are very proud of her!

Memo (Roger Ritzman)

A copy of the chronology for annual financial ordinances from the Library's Attorney is in the March Board packet.

Lemonade with the Trustees

Upcoming dates are Saturday, April 21 (DeSmidt, Ghandi) and Saturday, May 12 (Barry, Sias) from 1-2 p.m.

2018 Joint Taxing District Meeting

The meeting will be held at the Bartlett Park District on Wednesday, April 11 at 7 p.m. Trustees should email Director Nance if they can attend.

Statement of Economic Interests

Director Nance has received confirmations from Trustees DeSmidt, Sias, Bucaro, and Byron. The deadline for submitting the Statement of Economic Interests Forms to the DuPage County Clerk is May 1, 2018. Director Nance urged the Trustees to send their confirmation emails to her as soon as possible.

2018-2019 Budget

The first draft will be on the agenda for the April Board Meeting.

Facility Update

There was a leak in the hot water supply line for the public restrooms on both floors and the Meeting Room kitchen. A new access hatch was installed above the Friends' Book nook to repair the leak. Also, there was a shipping problem with the generator, so now it should arrive by Wednesday, March 28.

LACONI Annual Trustee Banquet

Trustees should let Director Nance know if they would like to attend the banquet, which is on Friday, May 18.

Friends Update

The Friends made \$1,637.50 at their book sale. They plan to do a big book sale twice a year going forward.

They also received the BAPS donation of \$5,000, which will go towards purchasing *The World Book Encyclopedia*, *The World Book Online Reference Center*, and some special youth book collections if there are any remaining funds.

Friends will start selling the canvas bags in circulation for \$5.00. Inside the bag will be a note stating the purchase is tax deductible with a receipt, as well as a Friends membership flyer.

The Friends approved to donate \$1,500 to go towards Summer Reading T-Shirts, and \$750 for Adult Services programs.

Foundation Update

The Foundation raised \$270.00 at the recent Dine-to-Donate event despite bad weather.

They have joined the Bartlett Area Chamber of Commerce to reach out to the businesses in Bartlett with an emphasis on the Brewster Creek Complex.

They are collaborating with the Library to host a Health Expo on Sunday, April 15 from 12-4 p.m. At the Expo, they will greet attendees and talk about their group.

Their next meeting is scheduled for Monday, April 23 at 4:30 p.m.

Upcoming Meetings and Events

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

OTHER ITEMS:

There is no update on the TIF District.

TOWN HALL:

None.

ADJOURNMENT:

There being no further business, a motion to adjourn to Executive Session was made by Trustee Shipman and was seconded by Trustee Byron. The motion was approved.

Meeting adjourned to Executive Session at 7:37 p.m. (as permitted by 5 ILCS 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.

Present were Trustees John Sias, Lynn DeSmidt, Francine Byron, Peggy Bucaro, Dave Barry, and Eric Shipman. Heidi Hopkins was absent.

Trustee Shipman made a motion to go back into the regular session meeting at 8:23 p.m. It was seconded by Trustee Sias; the motion was approved. Present were Trustees John Sias, Lynn DeSmidt, Francine Byron, Peggy Bucaro, Dave Barry, and Eric Shipman. Heidi Hopkins was absent.

ADJOURNMENT:

There being no further business, a motion to adjourn was made by Trustee Byron. It was seconded by Trustee Bucaro. The motion was approved. Meeting was adjourned at 8: 24 p.m.