

**BARTLETT PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEE MINUTES
April 16, 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, Heidi Hopkins and Dave Barry. Trustee Shipman 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 spoke on these topics:

- He commended the Foundation, Library, and exhibitors on the Health Expo on April 15.
- He had comments on the first draft of the 2018-19 Budget:
 - Column two header starting on the third page through the end of the draft is mislabeled as “Year to Date Actual as of December 31, 2017” and should read “Year to Date Actual as of March 31, 2018.”
 - The new water rate in Bartlett for DuPage County increased 27% effective May 1, 2018 and the sewer rate increases by 30% plus \$3.03 per thousand gallons.
 - The Library should adopt -0- base budgeting. The current method continues carryforward of amounts way out of line with actual expenses.
 - Strongly recommend that the budget specifically provide an amount for World Language materials equal to a minimum of 5% of the \$299,500 proposed in the 2018-19 Budget.
- He urged the Board to form an active Finance Committee to do the following:
 - Review financial position of Library District.
 - Recommend to the Board a formal plan to overcome the accumulated deficit in the Library’s Corporate Fund.
 - Consider adoption of use of accrual form of accounting for monthly financial statements.

APPROVAL OF ITEMS ON CONSENT AGENDA:

The motion to accept the Consent Agenda was made by Trustee Bucaro and seconded by Trustee Sias. The motion passed by roll call vote. All Ayes. Trustee Hopkins abstained. Trustee Shipman was absent.

CORRESPONDENCE:

The Library received the Annual Report for the Elgin Community College.

REPORTS, RAILS REPORT, QUESTIONS AND ANSWERS:

President Barry will have a report on the PLA Conference at the May Board Meeting. He and Trustees Sias and Desmidt also reported that they thought the Health Expo went well on April 15. They are hoping for a repeat event.

STUDENT ADVISORY TEEN TRUSTEE REPORT:

Student Advisory Teen Trustee Gandhi gave a report for the April Teen Advisory Board meeting. Gandhi stated that the summer reading challenge video has been completed. Gandhi and other TAB members helped set up and facilitate the Teen program “Escape from Hogwarts,” which she said was a fun event to make and attend. Summer Teen Volunteering was discussed at the TAB meeting as well.

ACTION ITEMS:

2018-19 Health Insurance Renewal

Trustee Hopkins made a motion to accept the Health Insurance renewal rate. It was seconded by Trustee Bucaro and approved by roll call vote. All Ayes. Trustee Shipman was absent.

Property and Casualty, Workers Compensation, Umbrella, Director and Officers Insurance

Trustee Byron made a motion to approve the Liability/General Premium coverage, Workers Compensation insurance and the Crime/Treasurers Policy with Hanover, and the Directors and Officers insurance with USLI. It was seconded by Trustee Hopkins and approved by roll call vote. All Ayes. Trustee Shipman was absent.

2018-19 Budget Draft 1

Trustee Hopkins made a motion to approve the first draft of the budget (with the suggested edits), authorizing the 3% increase in staff salaries for the 2018-19 FY. It was seconded by Trustee Bucaro and approved by roll call vote. All Ayes. Trustee Shipman was absent.

Americans with Disability Act Compliance Policy

Trustee Sias made a motion to approve the Americans with Disability Act Compliance Policy. It was seconded by Trustee DeSmidt and approved by roll call vote. All Ayes. Trustee Shipman was absent.

DISCUSSION ITEMS:

Per Capita Grant

The Library received the 2017-18 Per Capita Grant money, totaling \$29,159. No update for what the Library will receive for the 2018-19 FY.

Bartlett Joint District Taxing Meeting Summary

The meeting was held at the Bartlett Park District on April 11. Director Nance and Trustees Barry, DeSmidt, and Bucaro gave reports for how it went.

Memo (Roger Ritzman)

A memo from the Library’s Attorney stated that Trustees and Library Staff should not use personal devices to communicate about Library business.

Lemonade with the Trustees

Upcoming dates are Saturday, April 21 (DeSmidt, Ghandi) and Saturday, May 12 (Barry, Sias) from 1-2 p.m. Director Nance suggested taking a break over the summer and resuming in the fall.

Save the Date: July 4th Activities

The Library will work the Beer Tent on Friday, July 6 from 5-8 p.m. The Lion's Club Parade is on July 8. The theme for the parade float is "Reading Takes You Everywhere."

Facility Update

The Generator was delivered on March 28 and installation of it is soon to follow.

There was a pinhole leak in the sprinkler system above the Marketing Department. Greg is researching possible ways to alleviate the issue of pinhole leaks.

A carpet cleaning of the public areas will take place in April.

One of the Library's ejector pumps has failed. The Library has two pumps (in case one breaks), so Director Nance is getting a quote to replace both pumps at the same time.

A tentative date has been set aside for the first Building Committee meeting: May 7 at 6 p.m.

LACONI Annual Trustee Banquet

The event is on Friday, May 18 and costs \$50 to attend. Trustees are to let Director Nance know by May 4 if they would like to attend.

Friends Update

The Friends are working on the upcoming Car Show and Concert. They have also formed a Fundraising Committee, first meeting date to be determined.

Their next meeting is scheduled for Tuesday, May 8 at 7 p.m.

Foundation Update

The Foundation partnered with the Library to put on a Health Expo on April 15, which has received very good feedback.

Annual Village Breakfast

The event is on Wednesday, May 16 at 7:30 a.m. at the Bartlett Hills Golf Course. Trustees are to let Director Nance know if they would like to attend.

Upcoming Meetings and Events

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

OTHER ITEMS:

None.

TOWN HALL:

None.

ADJOURNMENT:

There being no further business, a motion to adjourn was made by Trustee Bucaro and was seconded by Trustee DeSmidt. The motion was approved. The meeting adjourned at 7:45 p.m.