

**BARTLETT PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEE MINUTES
June 18, 2018**

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

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

Staff members present were Library Director Karolyn Nance, Adult & Technical Services Manager Mary Jane O'Brien and Public Relations Specialist Roslyn Summerville.

Also present was patron Joseph Olsen.

TOWN HALL:

Patron Joseph Olsen spoke on these topics:

- Comments he had on the revised second draft of the 2018-2019 Budget:
 - He appreciates the withdrawal of the draft before action was taken on it at the May 21 Board Meeting due to identified issues.
 - He appreciates the Special Fund revenues being broken down by county.
 - He appreciates Director Nance's addition of the tax levy amounts in the budget.
 - He appreciates the revised draft has a surplus, but still is concerned about the surplus having no appreciative effect on the deficit.
 - He mentioned the revised budget draft showing Personnel Salaries are at 52.2% of the budget when he says it should be 50% according to industry standards.
- He urged the Board to incorporate the planning and budgeting information presented in the Board packet on page 106 and 120.
- He urged the Board to form an active Finance Committee to:
 - Review the Library District's financial position.
 - Recommend a plan to overcome the deficit.
 - Consider adopting the use of an accrual form of accounting.
 - Actively be involved in the budget process.
 - Give guidance to Library Director who is not a financial executive.

APPROVAL OF ITEMS ON CONSENT AGENDA:

The motion to accept the Consent Agenda was made by Trustee DeSmidt and seconded by Trustee Shipman. The motion passed by roll call vote. All Ayes. Trustee Bucaro and Student Advisory Teen Trustee Ramya Gandhi were absent.

REGULAR AGENDA:

Minutes from the May 21, 2018 Board Meeting

Trustee Byron brought forward changes to the Minutes:

During the Action Item titled "Audit Proposal and Acceptance of Proposal," it should read as such: All ayes except Trustee Byron who opposed and Trustee Shipman recused himself from the vote.

Trustee Byron made a motion to approve the newly revised Minutes for the May 21, 2018 Board Meeting. It was seconded by Trustee DeSmidt and approved by roll call vote. All Ayes. Trustee Bucaro and Student Advisory Teen Trustee Ramya Gandhi were absent.

Other changes mentioned for the June 18, 2018 Board Packet:

On page 2, under “Discussion Items,” number three should say “2019 Per Capita Requirements.” On page 53, under “Travel Reimbursement,” the expenditure number should be \$1,735.64 in both places. One of them is written as \$1,753.64. On page 64, Trustee Bucaro’s first name should be removed from the body of the text.

Travel Reimbursement Approval (Dave Barry-ILA Conference)

President Barry recused himself from the room for the Board to discuss his travel reimbursement for the ILA Conference. Trustee Shipman made a motion to approve the travel reimbursement. It was seconded by Trustee Hopkins and approved by roll call vote. All Ayes. President Barry recused himself from the vote. Trustee Bucaro and Student Advisory Teen Trustee Ramya Gandhi were absent.

CORRESPONDENCE:

The Library received a letter from patrons Len and Joan Fletcher thanking Adult Services Librarian Leah Dudak for her work in assisting them.

REPORTS, RAILS REPORT, QUESTIONS AND ANSWERS:

President Barry presented a couple pieces of information about RAILS to the Board. There will be different RAILS Board Members starting in the July meeting. There is a budget; the per capita grant is going through this year.

STUDENT ADVISORY TEEN TRUSTEE REPORT:

The teens have been busy with summer reading activities, as well as coming up with ideas for future programming.

ACTION ITEMS:**Prevailing Wage Ordinance 2018-1**

Trustee Hopkins made a motion to pass the Prevailing Wage Ordinance. It was seconded by Trustee Shipman and approved by roll call vote. All Ayes. Trustee Bucaro and Student Advisory Teen Trustee Ramya Gandhi were absent.

2018-2019 Budget Draft 2

President Barry asked about the decrease in the EAV rate, Director Nance said there is no answer at this time. Trustee Byron asked where the surplus funds go, to which Director Nance answered they go towards the deficit. Trustee Sias made a motion approve the Budget Draft 2. It was seconded by Trustee Byron and approved by roll call vote. All Ayes. Trustee Bucaro and Student Advisory Teen Trustee Ramya Gandhi were absent.

Accounting Firm Contract

Trustee DeSmidt made a motion to switch from Zabinski Consulting Services to McClure Inera, Inc. It was seconded by Trustee Hopkins and approved by roll call vote. All Ayes. Trustee Bucaro and Student Advisory Teen Trustee Ramya Gandhi were absent.

DISCUSSION ITEMS:**Building Committee Update**

Director Nance explained a few grant options to help with some of the library’s construction projects. She recommends that the library apply for the Remodeling for Accessibility Grant to help pay for the cost of the library’s curb, sidewalk and ramp repair, as well as to update the lobby bathroom stalls. The grant application is due the second week of January.

Per Capita Requirements FY 2019

Director Nance included a list of all requirements for the 2019 FY Per Capita. Trustee Hopkins highlighted a few key things for the Board to keep in mind going forward such as Trustees looking for grants to help the Library, putting together a presentation of the final budget and being aware of the different types of library funds.

Independence Day Activities and Parade

The Library is in charge of the Beer Tent on Friday, July 6 from 5-8 p.m. Anyone who would like to participate should contact Director Nance. The parade kicks off at 1 p.m. on Sunday, July 8. Those who are helping or walking in the parade should be at Bartlett Park by 12 p.m.

Foundation Update

The next meeting is scheduled for Monday, July 2. They are considering donating funds to help with the upgrade of the lobby restroom stalls and counters. They are also working on their annual appeal campaign.

Friends Update

The Car Show and Fravinia Concert was a success. The total money raised during the event is being calculated.

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 Shipman and was seconded by Trustee Sias. The motion was approved. Trustee Bucaro and Student Advisory Teen Trustee Ramya Gandhi were absent. The meeting adjourned at 7:35 p.m.