

**BARTLETT PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEE MINUTES  
October 15, 2018**

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

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

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

Also present was patron Joseph Olsen.

**TOWN HALL:**

Patron Joseph Olsen spoke on these topics:

- Encouraged Board members to attend the ILA Conference in Tinley Park next year especially the Trustee Day.
- Recommends that the Board remove Review of Financial Report from the consent agenda.
- Urged the Board to be mindful of days that are religious holidays that are not celebrated by all faiths.
- Noted the IT report and summary of Internet Filtering.
- Urged the Board to have the regular meeting sessions recorded.

**APPROVAL OF ITEMS ON CONSENT AGENDA:**

The motion to accept the Consent Agenda was made by Trustee Bucaro and seconded by Trustee DeSmidt. The motion passed by roll call vote. All ayes.

An amended motion was made by Trustee Bucaro to approve the consent agenda with Heidi Hopkins abstaining from approving the minutes from September 17, 2018 and September 24, 2018. Trustee DeSmidt seconded the motion. The motion was passed by roll call vote. 6 ayes. Hopkins abstained from approving the minutes from September 17, 2018 and September 24, 2018.

**CORRESPONDENCE:**

The Library received a thank you letter from the Bartlett Historical Society for assisting them with printing brochures for their Cemetery Walk.

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

President Barry and Trustee DeSmidt reported on the ILA Conference. Trustee DeSmidt shared that one of the presenters said that recording regular meeting sessions is not required. She also asked if drafts of the minutes can be sent to the board via email within 24 to 48 hours after the Board Meeting. Director Nance will be reaching out to Nancy Sylvester, a speaker from the ILA Conference to set up a trustee training session with the Library Board.

## **REGULAR AGENDA**

### **ACTION ITEMS:**

#### **Acceptance of Annual Audit and Management Letter**

Trustee Shipman made a motion to approve the annual audit and management letter. It was seconded by Trustee Hopkins and approved by roll call vote. All ayes.

#### **Acceptance of the Notice of Availability of Audit**

Trustee Byron made a motion to approve the Notice of Availability of the Audit Report with the corrections sited by Director Nance. It was seconded by Trustee Bucaro and approved by roll call vote. All ayes.

#### **Tax Levy Ordinance**

Trustee Sias made a motion to approve the Tax Levy Ordinance 2018-5. It was seconded by Trustee Bucaro and approved by roll call vote. All ayes.

#### **Certification of Authenticity Tax Levy Ordinance**

Trustee Hopkins made a motion to approve the Certification of Authenticity for the Tax Levy Ordinance with the corrections sited by Director Nance. It was seconded by Trustee Desmidt and approved by roll call vote. All ayes.

#### **Truth in Taxation Certification of Compliance**

Trustee Byron made a motion to approve the Truth in Taxation Certification of Compliance for the Tax Levy Ordinance with the corrections sited by Director Nance. It was seconded by Trustee Bucaro and approved by roll call vote. All ayes.

#### **Approval of Statement of Cash Receipts and Disbursements (Annual Treasurer's Report)**

Trustee Bucaro made a motion to approve the Statement of Cash Receipts and Disbursements. It was seconded by Trustee Shipman and approved by roll call vote. All ayes.

#### **2019 Holiday Closing**

Trustee Hopkins made a motion to approve the 2019 Holiday Closing Calendar. It was seconded by Trustee Sias. The motion was approved.

#### **2019 Board Meeting Calendar**

Trustee Byron made a motion to approve the 2019 Library Board Meeting Calendar. It was seconded by Trustee Bucaro. The motion was approved.

#### **Social Media Policy**

Trustee DeSmidt made a motion to approve the newly created "Social Media Policy". It was seconded by Trustee Sias. The motion was approved by roll call vote. All ayes.

#### **Staff Use Social Media Policy**

Trustee Bucaro made a motion to approve the revised "Staff Use Social Media Policy". It was seconded by Trustee Hopkins. The motion was approved by roll call vote. All ayes.

**DISCUSSION ITEMS:****Coffee with The Trustees:**

Trustees Hopkins and Byron are scheduled to host Coffee with the Trustees on Sunday, October 21, 2018 from 1pm to 2pm. Trustees Shipman, DeSmidt and Student Trustee Sanger are scheduled to host Coffee with the Trustees on Thursday, November 15, 2018 from 6pm to 7pm.

**Tax Increment Finance Report Meeting**

The TIF Districts met on Wednesday, September 26 at 1 p.m. in the Village of Bartlett Council Chambers. President Barry provided a summary of the meeting during the October Board Meeting.

**Library District Trustee Election**

Anyone wishing to run for the office of Library Trustee for the Bartlett Public Library District in the April 2, 2019 Consolidated Election may pick up Nominating Petitions at the Administration Office during regular Library hours. There are three full-term (six years) Trustee seats and one unexpired term (four years) to be filled at the Consolidated Election.

**Foundation Update**

The next Foundation Meeting is scheduled for Monday, October 22, 2018 at 4:30 p.m. They have raised almost \$8,000 toward the lobby bathroom stall project. They recently sponsored a Dine-To-Donate Event and raised over \$100.

**Friends Update**

The Friends are getting ready for their Fall Books and Baubles Sale on November 2-4.

**Executive Session**

There was an Executive Session after the regular Board Meeting.

**OTHER ITEMS:**

None.

**TOWN HALL:**

None.

**ADJOURNMENT:**

Trustee Shipman made a motion to adjourn to Executive Session. It was seconded by Trustee Byron. The motion was approved. Meeting adjourned to Executive Session at 7:36 p.m. (as permitted by 5 ILCSA 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.

Present were Trustees Dave Barry, John Sias, Fran Byron, Lynn DeSmidt, Eric Shipman, Heidi Hopkins and Peggy Bucaro and Library Director Karolyn Nance.

Trustee Shipman made a motion to go back into the regular session meeting at 7:43 p.m. It was seconded by Trustee Hopkins. The motion was approved. Present were Trustees Dave Barry, John Sias, Fran Byron, Lynn DeSmidt, Eric Shipman, Heidi Hopkins and Peggy Bucaro and Library Director Karolyn Nance

**ADJOURNMENT:**

There being no further business, a motion to adjourn was made by Trustee Shipman. It was seconded by Trustee Hopkins. The motion was approved. Meeting was adjourned at 7:44 p.m.