

**BARTLETT PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEE MINUTES  
November 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 Andrew Sangar, Trustee Shipman, Trustee Sias, Trustee DeSmidt, Trustee Hopkins, Trustee Bucaro and Trustee Barry. Trustee Byron was absent.

Staff members present were Library Director Karolyn Nance, Adult & Technical Services Manager Mary Jane O'Brien, Youth & Teen Services Manager Ruth Anne Mielke, and Human Resources Specialist Dina Castelvecchi.

Also present was patron Joseph Olsen.

**TOWN HALL:**

Patron Joseph Olsen spoke on the following topic:

- Praised the Library Director and staff as to the fact that he has never had a bad interaction while using the Library. He always has positive interactions with the staff and feels that our community is fortunate to have such great Library employees.

**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 Byron was absent.

**STUDENT ADVISORY REPORT:** Student Advisory Trustee Sanger gave a report on the Teen Advisory Board Meeting. Items discussed were:

- Participation in the Teen Blog
- Teen Afternoon Movie, Sunday, December 30, 2018 2-4:30 p.m.
- ACT and SAT Practice Testing
- Teen Book Boxes

**COMMITTEE REPORTS:**

Building (No Report)

Finance (Reviewed the minutes from the Committee of the Whole Meeting)

Policy (Review of proposed revisions to the Employee Handbook-moved to action items under the regular agenda)

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

Trustee DeSmidt reported on the Executive Board Trustee Forum Meeting. Upcoming events include the Legislative Lunch at the Oak Brook Marriot on Friday, February 15, 2019 and the Spring Trustee Forum on Saturday, March 16, 2019. Trustee DeSmidt encourages everyone to attend these worthwhile events.

## **REGULAR AGENDA**

### **ACTION ITEMS:**

#### **Travel Reimbursement Approval**

Trustee Hopkins made a motion to approve the travel reimbursements for Director Nance, (\$181.38) Trustee Barry (\$906.26) and Librarian Sasal (\$667.83) for a total amount of \$1,755.47. It was noted that the RAILS (Reaching Across Illinois Library System) will reimburse 50% of Trustee Barry's expenses. It was seconded by Trustee Bucaro and approved by roll call vote. Five ayes. Trustee Barry abstained and Trustee Byron was absent.

#### **Travel Reimbursement Approval**

Trustee Shipman made a motion to approve the travel reimbursement for Trustee DeSmidt in the amount of \$371.43. It was noted that this amount was not pre-approved due to a scheduling conflict. It was seconded by Trustee Bucaro and approved by roll call vote. Five ayes. Trustee DeSmidt abstained and Trustee Byron was absent.

#### **Employee Handbook Approval**

Human Resources Specialist Dina Castelvechi presented the proposed revisions to the Employee Handbook. Trustee Hopkins made a motion to approve the revisions. It was seconded by Trustee DeSmidt and approved by roll call vote. All ayes. Trustee Byron was absent.

#### **Employee Paid Time Off Bridge Request**

Human Resources Specialist Dina Castelvechi presented a recommendation that the Auditors made to adjust the Library's fiscal year payroll dates which will be shifted in 2019. In order to cover the transition period, the Board was asked to approve the granting of one twelfth of the annual time-off to each employee who receives paid time off benefits. Trustee Bucaro made a motion to approve the granting of one twelfth of the annual paid-time off. It was seconded by Trustee Hopkins and approved by roll call vote. All ayes. Trustee Byron was absent.

### **DISCUSSION ITEMS:**

#### **Teen Book Boxes**

Youth & Teen Services Manager Ruth Anne Mielke gave a presentation on the Teen Book Box Service.

#### **Coffee with The Trustees:**

Coffee with the Trustees has been scheduled for the following days:

Saturday, January 5, 2019 from 9am to 10am.

Saturday, February 9, 2019 from 1pm to 2pm

Friday, March 1, 2019 from 11am to 12pm.

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

The date for the West Suburban Legislative Meet Up has been scheduled on February 15, 2019 at the Oak Brook Marriot from 12:00 p.m. to 1:30 p.m. Trustees should let Director Nance know if they would like to attend this event.

### **Spring Trustee Forum**

The 2019 Spring Trustee Forum has been scheduled on Saturday, March 16, 2019 at the Oak Brook Marriot from 8:00 a.m. to 3:30 p.m. Trustees should let Director Nance know if they would like to attend this event.

### **Library District Trustee Election**

Details concerning the Trustee Election were outlined in Director Nance's report.

### **Foundation Update**

The next Foundation meeting is scheduled for Monday, February 25, 2019 at 4:30 p.m. They have raised almost \$8,000 toward the lobby bathroom stall project. The next Dine-To-Donate Event is scheduled for Tuesday, April 9, 2019 from 10am to 9pm at Ambrosia. 10% of all sales, dine in or carry out will go to the Foundation.

### **Friends Update**

The Friends hosted their Fall Book and Baubles Sale on Friday, November 2, 2018, through Sunday, November 4, 2018. They raised roughly \$1,000. Their next sale is scheduled for Friday, March 1, 2019 through Sunday, March 3, 2019.

### **Winterfest 2018**

The Library' Winterfest Event is scheduled for Sunday, December 2, 2018 from 1:00 to 4:00 p.m. We would like to extend an invitation to all of the Library Trustees to participate as the Library's Celebrity Bingo Callers. Trustees are encouraged to participate.

### **Chamber/Rotary Holiday Lunch**

The Chamber/Rotary Holiday Lunch is being held on Thursday, December 13, 2018 at Villa Olivia. The Event begins at 12:00 p.m.

### **Village of Bartlett Holiday Open House**

The Village of Bartlett's Open House is scheduled for Friday, December 7, 2018 but is limited to Village Board Members, Village Commissioner's and Village Employees.

### **OTHER ITEMS:**

None.

### **TOWN HALL:**

None.

### **ADJOURNMENT:**

There being no further business, a motion to adjourn was made by Trustee Shipman. It was seconded by Trustee Bucaro. The motion was approved. Trustee Byron was absent. Meeting was adjourned at 7:49 p.m.