

**BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
March 18, 2019**

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

ROLL CALL: Present were Trustees Sias, DeSmidt, Byron, Bucaro, and Barry. Trustees Hopkins and Shipman were absent. Also present was Student Advisory Trustee Sangar.

Staff members present were Library Director Karolyn Nance, I.T. Manager Al Ramirez, Human Resources Generalist Dina Castelvechi, Youth & Teen Services Manager Ruth Anne Mielke, and Payroll Specialist Marianne Kingsmill.

Also present were patrons Joseph (A.J.) Olsen, Peg Deyne, and Parth Patel. **(Amended at the April Board Meeting to include that Jay Perkins and Amy Cawley were also present.)**

TOWN HALL:

Patron Joe Olsen spoke about the following items:

- Thanked Director Nance for changes to the non-fiction and programming statistics in the board packet.
- Urged Board Members to attend the ILA Trustee Day in Tinley Park on October 24, 2019. He also feels that the Trustees who did not attend the Trustee Forum in Oak Brook on Saturday, March 16, 2019 missed an opportunity to become a better Trustee and to network with other Trustees.
- Encouraged the Board to be mindful about hiring Maintenance Staff. They should be aware that there may be additional costs which were part of the past contract. He feels that the current contractor provides a level of knowledge and expertise and that now, the Library will have to engage more with professionals that specialize in engineering and other skills.
- He thinks the Library should investigate whether it is appropriate or not to have a library Trustee serve as a FOIA Officer. He would like to see this done before the positions are voted on at the May Board Meeting.
- He is looking forward to the presentation on Property Tax revenues.
- Urged the Board to set the Finance Committee Meeting Date tonight and encouraged all Trustees to attend, even if it is only as an observer.

APPROVAL OF ITEMS ON CONSENT AGENDA:

A motion to approve the consent agenda was made by Trustee Bucaro. The motion was seconded by Trustee DeSmidt. The motion was approved by a roll call vote. All ayes. Trustees Shipman and Hopkins were absent.

STUDENT ADVISORY REPORT: Student Advisory Trustee Sangar reported that at the last Teen Advisory Board Meeting, they had five members in attendance and the Teen Services Coordinator, David Cassara. They discussed items to be purchased for the Teen area which include 6 bungee chairs and a rolling white board. They will ask The Friends of the Library for assistance with the cost of these items. They would like to add computer stations in the Teen Area and they also discussed changing the layout of the room to accommodate the new furniture. They announced that there was a need for a name for the “Writers Week” event. They inquired about reserving the study rooms for AP exam studying and about the Library purchasing a

charging station for chrome books and phones. Teen Services Coordinator David Cassara presented new bookmarks for trending books of different genres.

CORRESPONDENCE:

Youth & Teen Services Manager Ruth Anne Mielke and her staff received a very nice thank you letter from the Library Para-Professional Heather Fagan from McKinley School for donating numerous copies from the Library's withdrawn Battle of the Book Collection.

REPORTS, RAILS REPORT, QUESTIONS AND ANSWERS:

Trustee DeSmidt commented that the ILA Legislative Lunch and Trustee Forum were very successful events. She thought that the presentation on succession planning was very informative.

Trustee Bucaro reported that she attended the ILA Trustee Forum for the first time and found the training to be very educational.

Trustee Barry also attended both the ILA Legislative Lunch and the Trustee Forum. He appreciates being able to hear the ILA lobbyist speak about bills that may have an impact on public libraries.

Director Nance reported that the Building Committee Meeting Minutes should not have been placed in the Board Packet. They will be approved at the next Building Committee Meeting.

REGULAR AGENDA

ACTION ITEMS

DuPage and Cook County Extension Presentation

James Rachlin, President of Meristem Advisors, presented an overview of how the DuPage and Cook County extensions are calculated. He also reviewed with the Board different options that the Board can take to address any discrepancies.

Review of the March Financial Report

The Board reviewed the March Financial Report and Director Nance commented on prepaid expenses, deferred tax distributions and the increased amount in the phone expense. As of February 28, 2019 the Library is at 59.63% spent overall.

Request for Audit Proposals

Trustee Byron made a motion to approve the Letter of Engagement from the Library's current Auditor Anthony Cervini, CPA, CFE, partner from Sikich LLP. Trustee Bucaro seconded the motion. The motion was approved by a roll call vote. All ayes. Trustees Shipman and Hopkins were absent.

Revision of Expectation of Library Users Policy

Trustee Byron made a motion to approved the revised Expectation of Library Users Policy. Trustee DeSmidt seconded the motion. The motion was approved by a roll call vote. All ayes. Trustees Shipman and Hopkins were absent.

IMRF Policy Revision

Trustee DeSmidt made a motion to approve the revised IMRF Policy. Trustee Bucaro seconded the motion. The motion was approved by a roll call vote. All ayes. Trustees Shipman and Hopkins were absent.

Copier Lease Contract

A motion was made by Trustee Bucaro to approve the contract for a 5-year lease totaling \$58,983 with Toshiba Business Solutions. Trustee Byron seconded the motion. The motion was approved by a roll call vote. All ayes. Trustees Shipman and Hopkins were absent.

Hiring In-House Maintenance Staff

A motion was made by Trustee Bucaro to hire a full-time exempt Facility Supervisor and three non-exempt part-time Facility Assistants. Trustee Sias seconded the motion. Trustee DeSmidt asked about hiring two part-time assistants instead of three. HR Specialist Dina Castelvechi responded that the cost difference was only about \$10,000. The motion was approved by a roll call vote. All ayes. Trustees Shipman and Hopkins were absent.

Front Entrance Concrete Stair Repair Quotes

A motion was made by Trustee Bucaro to approve the contract with RG Asphalt & Concrete to repair the front entrance steps totaling \$2,950. Trustee Byron seconded the motion. Trustee DeSmidt addressed concern that the three quotes were very wide spread and asked if the heating element would be replaced. Director Nance responded no, because the entire unit is not working and would be very expensive to replace. The motion was approved by a roll call vote. Trustee DeSmidt, Trustee Byron, Trustee Bucaro, and Trustee Barry all voted aye. Trustee Sias abstained. Trustees Shipman and Hopkins were absent.

Courtyard Brick Wall Painting

Trustee Sias made a motion to approve the contract with Genuine Quality Painting to paint the courtyard brick wall. Trustee DeSmidt seconded the motion. The motion was approved by a roll call vote. All ayes. Trustees Shipman and Hopkins were absent. (Amended at the April Board Meeting that Trustee Byron voted nay instead of aye.)

DISCUSSION ITEMS:

Youth & Teen Services Presentation

Youth & Teen Services Manager Ruth Anne Mielke gave a presentation on four very important Readers' Choice Awards in Illinois: The Monarch Award, The Bluestem Award, The Rebecca Caudill Award, and The Abe Lincoln Award.

Lemonade with the Trustees

Trustees Byron and Bucaro will host the next Lemonade with the Trustees on Sunday, April 7, 2019 from 12:30 p.m. to 1:30 p.m. Volunteers are still needed for Saturday, May 11, 12:30 to 1:30 p.m. (Greeting Card Crafternoon).

2019 Joint Taxing District Meeting

The 2019 Joint Taxing District Meeting will be held on Wednesday, April 10, 2019. It will be hosted by the Bartlett Fire District. The location is Station 1 and the meeting will begin at 7:00 p.m.

Statement of Economic Interests Forms

Statements of Economic Interests are due May 1, 2019.

Facility Update

A pinhole leak in the sprinkler system was discovered over the biography shelves just outside of a study room. The sprinkler company was contacted and repaired the leak. An insurance claim was not filed because the damage did not exceed the \$1,000 deductible.

Repairs were completed on the outside air dampers for the HVAC system in the second story portion of the building. The freeze stat safety was also replaced at the same time.

When the Library was closed for staff training, carpet cleaning was done in the computer lab, public computer areas and teen room. All cloth furniture in the public areas were steam cleaned. The elevator inspection was done by the state inspector and everything passed. Next month the annual pressure test will be done on the elevator as well.

LACONI Annual Trustee Banquet

The annual banquet for Trustees is scheduled on the night of Friday, May 10, 2019. The cost is \$65. The event will be held at the Hotel Arista in Naperville. The special guest presenter will be Executive Director Rebecca Vnuk of Library Leads.

Friends of the Library Update

The Friends met on Tuesday, March 12, 2019 at 7:00 p.m. The Friends donated \$455.93 to the Library for a white board and bungee chairs for the Teen Area. They also donated \$775 for upcoming adult programs. The Summer Fravinia Concerts are set for the following days:

- Wednesday, June 12, 2019 (Good Clean Fun)
- Wednesday, July 10, 2019 (DuPage Band)
- Wednesday, August 14, 2019 (Sting Rays)

The next Friends meeting is scheduled for Tuesday, May 14, 2019 at 7:00 p.m.

Foundation

The next Foundation Meeting is scheduled for Monday, April 22, 2019 at 4:30 p.m. They are also hosting A Dine-To-Donate Event at Ambrosia on April 9, 2019. Ambrosia will donate 10% of all purchases to benefit the Bartlett Public Library District Foundation. A flyer, available in the Library or on our website, must be turned in at time of payment.

Upcoming Meetings/Events

Wednesday, April 10, 2019

2019 Joint Taxing District Meeting 7:00 p.m.

Monday, April 15, 2019

Regular Board Meeting 7:00 p.m.

Friday, May 10, 2019

LACONI Annual Trustee Banquet 6:00 p.m.

Saturday, May 11, 2019
Monday, May 20, 2019

Lemonade with the Trustees 12:30 to 1:30 p.m.
Regular Board Meeting 7:00 p.m.

Town Hall

ADJOURNMENT

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

Meeting adjourned to Executive Session at 8:45 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) 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 Sias, DeSmidt, Byron, Bucaro, Barry. Trustees Shipman and Hopkins were absent.

Trustee Bucaro made a motion to go back into the regular session meeting at 8:49 p.m. It was seconded by Trustee DeSmidt; the motion was approved. Present were Trustees John Sias, Lynn DeSmidt, Francine Byron, Peggy Bucaro, and Dave Barry. Trustees Shipman and Hopkins were absent.

ADJOURNMENT:

There being no further business, a motion to adjourn was made by Trustee Sias. It was seconded by Trustee Bucaro. The motion was approved. Meeting was adjourned at 8:50 p.m.