

**BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
April 15, 2019**

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

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

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

Patrons present were: Joseph (A.J.) Olsen, Peg Deyne, Jay Perkins, Amy Cawley, Antonio Passaro, Marianne Kingsmill and Monica Boyer.

Also present were Tracy Dorman, General Manager of Thermo Systems, LLC and Jerry Schilf, Principal at One Digital.

TOWN HALL:

Patron Joe Olsen spoke about the following items:

- Noted that the March 2019 minutes under public comments should read Oak Brook and not Oak Park for the location of the Trustee Training.
- Suggested that the Circulation Statistics, Physical vs online Materials be modified to include at least three years of history to make the comparison meaningful.
- Thanked Trustees Shipman and Byron for their years of service.
- Encouraged by the fact that the first draft of the 2019-2020 Fiscal Year Budget has a goal of eliminating the General Operating Fund deficit by June of 2020.
- He asked that the Board include the adoption of the Trustee Commitment document for approval by the new Board at its May 2019 Agenda

Patron Jay Perkins asked about the following items:

- At the March 21, 2019 Women's Club Candidate night, he had asked a number of questions that were only partially answered by Trustee Sias before the candidates were dismissed. He is presenting these questions again so that they can be considered as part of the budgeting process for the 2019-2020 Fiscal Year.
- What plans and strategies will you use to control future spending, especially considering the impacts of the expansion of the new minimum wage of \$15.00 per hour for all in the coming years, since any employee currently making under this new Illinois Minimum Wage will probably receive two or possibly three increases during the coming 2019-2020 Fiscal Year? How will you fairly and equitably compensate all your employees who are currently making more than the minimum wage to make up for this mandated difference; and how will all of these new wage increases affect the Library's IMRF and FICA expenses?
- How will each of you, as a trustee, ensure financial stability and fiscal transparency going forward?

APPROVAL OF ITEMS ON CONSENT AGENDA:

A motion to remove the minutes from the March 18, 2019 Board Meeting from the consent agenda was made by Trustee Shipman and seconded by Trustee Byron. The motion was approved by a roll call vote. All ayes. Trustee Hopkins was absent.

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

A motion to approve the March 18, 2019 Board Meeting minutes was made by Trustee DeSmidt and seconded by Trustee Bucaro with the following amendments: It was noted that, under public comment Oak Brook should have been listed instead of Oak Park, patrons Jay Perkins and Amy Cawley were present at the March 18, 2019 Board Meeting; and that Trustee Byron voted no regarding the courtyard brick wall painting. Trustee Shipman abstained. All other ayes. The minutes were approved with the corrected amendments. Trustee Hopkins was absent.

STUDENT ADVISORY REPORT:

Student Advisory Trustee Sangar reported that the Teen Advisory Board (TAB) meeting of 2018/19 was held on Wednesday, April 10, 2019. In attendance were: Teen Services Coordinator David Cassara, Andrew Sangar, & Chloe Herby. The overall layout of the teen area is more inviting and functional after a few quick updates. They would like to add more tables to the space. They will be hosting a Teen Poetry Night, a drop-in book swap and will be prepping the teen space for the upcoming AP exam week.

CORRESPONDENCE:

The Bartlett Public Library District Foundation Board of Directors listed under correspondence was in error. There was correspondence from a patron named Michael Sansone who wrote the Library Staff a very nice thank-you letter for all of the assistance he was given while attending high school and growing up using the Library's services. Trustee Bucaro and Trustee Shipman spoke on how it is a testament that we have fantastic staff.

REPORTS, RAILS REPORT, QUESTIONS AND ANSWERS:

None

COMMITTEE REPORT:

Correction needed: It should say finance committee, not building committee. The Finance Committee met on Monday, April 9, 2019. The Finance Committee reviewed the first draft of the 2019-2020 Fiscal Year Budget. The Finance Committee will meet in early May prior to the May Board Meeting to review the second draft of the budget.

REGULAR AGENDA

ACTION ITEMS

Server Room Air Conditioning Unit Update

Tracy Dorman, General Manager from Thermo Systems, LLC was at the Board meeting to give an update on the status of the server room air conditioning unit replacement project. It should be replaced within the next few weeks.

Employee Health Insurance Benefits

Jerry Schilf from One Digital, was at the Board Meeting to review all of the health, dental, vision and life insurance proposals.

Trustee DeSmidt asked if there is additional optional life insurance that can be purchased and Jerry responded that no, our Library is not currently offering additional optional life insurance through Dearborn.

Trustee Bucaro asked if the life insurance is portable and Jerry responded that no it isn't. A motion was made to keep the current four plans and pay lowest premium amount, while maintaining 0% dependent coverage paid by the library by Trustee Byron. The motion was seconded by Trustee Shipman. All ayes. The motion was approved. Trustee Hopkins was absent.

Employee Salary Rate Increase

Director Nance recommended that we offer employee salary rate increases in the amount of up to 2%. Staff salaries with a 2% increase would total \$1,588,946. Director Nance stated that if the board chose to approve a 1% increase for salaries there would be an extra \$16,000 toward the surplus.

Trustee Shipman asked if the rate would be merit when she said *up to 2%* and Director Nance responded yes.

Trustee DeSmidt asked how the merit is determined and Director Nance responded that it is left to the managers and is based on evaluations.

Trustee Shipman stated that 2% seems like the minimum that should be offered if we are doing merit raises. He said he understands the importance of being responsible with taxpayer money, and he would ask the staff for patience this year as we try to catch up on things. He said he would not use this year to make 2% the new norm.

A motion was made by Trustee Shipman to approve staff increases for the 2019-2020 Fiscal Year up to 2%. Trustee Sias seconded the motion. All ayes. The motion was approved. Trustee Hopkins was absent.

DISCUSSION ITEMS

Adult & Technical Services Presentation on Databases

Adult & Technical Services Manager, Mary Jane O'Brien reviewed our current databases (Consumer Reports, Morningstar, Novelist, Record Info Services, ProQuest, etc.)

Mary Jane explained that Proquest is a bundled product consisting of:

- US Major Dailies: current back to 1980 copies of Chicago Tribune, L.A. Times, Washington Post, New York Times, and Wall Street Journal
- Research Library: academic type database (journals)

Mary Jane calculates cost per usage and we try to maintain less than \$5 per use. She is looking at various options which are less expensive and will report back at the next Board Meeting.

Mary Jane went on to explain that Hoopla is a streaming service that offers movies, music, comic books, audiobooks, and eBooks. Trustee DeSmidt asked if we have paper copies of the Tribune in the building if we don't keep the database and Mary Jane responded yes.

2019-2020 Budget Draft 1

The first draft of the budget for the 2019-2020 Fiscal Year was reviewed.

A recommendation has been made to increase the black/white and color copy cost to 20 cents so copier revenue can be maintained at \$12,000.

Please note that the auditors will need to reconcile one week of employees' salaries at the end of the year and sometimes other adjustments will need to be made. This could impact the deficit. Every effort will be made to pay the year end invoices accordingly.

Review of Financial Report

Director Nance gave an overview of the March 31, 2019 Financial Report.

Facility Update

Director Nance gave an update on various building issues.

2019-2020 Board Committees

President Barry would like to know if the current committee format is the most effective method. Trustee DeSmidt believes it is very important to be at the committee meetings. Director Nance suggested a Committee of a Whole meetings as she feels it's extra work to discuss with the committee and then go through it all again at Board Meetings. This item was tabled until the May Board Meeting.

Board Packet Delivery

Trustee DeSmidt has requested that the Board Packets are ready earlier than Fridays for the Trustees. Suggested Wednesday afternoon. Unfortunately, this is sometimes very hard to do. Trustee DeSmidt has asked Director Nance to send out weekly updates to the Board. Director Nance initially agreed with this request but after thinking it through wanted to bring it to the board for more direction. After discussion it was decided that this would create extra work so it was decided to not move forward with this request.

Bartlett Joint Taxing District Meeting

The meeting was held on Wednesday, April 10, at 7:00 p.m. at the Bartlett Fire District. This was a great opportunity to connect with other Boards. President Barry gave a report on some of the items that were discussed. The minutes of the meeting will be forwarded to the Trustees.

Coffee with the Trustees

Trustee Bucaro volunteered to host the Coffee with the Trustees on Sunday, April 7, from 12:30 p.m. to 1:30 p.m. It was during our Spring Event which was very successful!

Upcoming dates are:

Saturday, May 11, 12:30 to 1:30 p.m. (Greeting Card Crafternoon).

Wednesday, June 12, 7:00 p.m. to 8:00 p.m. (Fravinia Concert-Outdoor Event)

Sunday, July 28, 1:30 p.m. to 2:30 p.m. (Golden Age of Hollywood)

July 4th Activities

Save the dates!!! On Saturday, July 6, 2019, the Library is scheduled to work the Bartlett 4th of July Days Beer Tent from 2:30 p.m. to 5 p.m. On Sunday, July 7, the Library will be participating in the 4th of July Parade.

Annual Village Breakfast

The Annual Village Breakfast will be held on May 15, 2019 at the Bartlett Hills Golf Club. Doors open at 7:15 a.m. and breakfast will be served at 7:30 a.m. Please let Director Nance know if you would like to attend.

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

The Friends next meeting is on Tuesday, May 14, 2019. They are working on planning the Summer Fravinia Concerts which are set for the following days:

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

Foundation

The next Foundation Meeting was scheduled on Monday, April 22, at 4:30 p.m. They hosted A Dine-To-Donate Event at Ambrosia on April 9, 2019. They received \$150 for the event from Ambrosia.

Trustee Training

We will be having Trustee Training on Saturday, June 8, 2019 from 9:00 a.m. to 1:00 p.m. Our speaker will be Kathy Parker.

Lynn asked about the cost of the training and Karolyn responded \$1,000. Lynn said that RAILS will be providing free trustee training by Nancy Sylvester at the end of the summer and the fall—she mentioned them as two options to supplement the June training. Trustee DeSmidt explained she will be receiving an apology from the RAILS Director due to a misinterpretation from her staff. Also, she explained it is important for Trustees to reach out and look for opportunities.

Freedom of Information Requests:

The Library received one Freedom of Information Request during the month of March.

Upcoming Meetings/Events

Friday, May 10, LACONI Trustee Dinner

Saturday, May 11, Lemonade with the Trustees

Wednesday, May 15, Annual Village Breakfast

Monday, May 20, Regular Board Meeting 7:00 p.m.

Wednesday, June 12, Lemonade with the Trustees 7:00 p.m. to 8:00 p.m.

Monday, June 17, Regular Board Meeting 7:00 p.m.

Saturday, July 6, Bartlett 4th of July Fest Beer Tent

Sunday, July 7, Bartlett 4th of July Parade

Town Hall

Patron Peggy Deyne requested that a microphone be used in the future for presenters. Peggy Deyne also thanked Director Nance for all of her efforts. Director Nance goes above and beyond and she would like to give her the recognition she deserves.

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 8:55 p.m.