

**BARTLETT PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING MINUTES  
June 17, 2019**

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

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

Staff members present were Library Director Karolyn Nance, Human Resources Generalist Dina Castelvechi, IT Assistant Manager Bridgett DeJohn, Mary Jane O'Brien Adult & Technical Services Manager, and Payroll Specialist Marianne Kingsmill.

Patrons present were Parth Patel, Claire Cyria, Jay Perkins and Ruth Beckner.

**TOWN HALL:**

Patron Ruth Beckner spoke about the following item:

In 2016, the Friends expressed interest in obtaining a cement platform to be installed in the back of the Library so that the Fravinia bands would have a solid platform to perform on. Director Nance then presented the Board with sketches of various architectural drawings that would cost the Friends and the Foundation well over \$100,000 to build. She would like to know how much it cost the Library to have the drawings created.

**APPROVAL OF ITEMS ON CONSENT AGENDA:**

A motion to remove the review of the Financial Report from the June 17, 2019 Board Meeting from the consent agenda was made by Trustee Olsen and seconded by Trustee DeSmidt. 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 Bucaro and seconded by Trustee Deyne. The motion passed by roll call vote. All ayes. Trustee Hopkins was absent.

A motion to approve the May 20, 2019 Board Meeting minutes was made by Trustee Bucaro and seconded by Trustee Deyne. All ayes. Trustee Hopkins was absent.

**REVIEW OF FINANCIAL REPORT**

Trustee Olsen commented that the amounts in the Trustee Development and the Equipment & Maintenance Line Items were not sufficient. He inquired about the telephone overage charges and credits. He questioned the accuracy of FICA Line Items.

**STUDENT ADVISORY REPORT:**

Student Advisory Trustee Sangar reported that he met with the Teen Services Coordinator David Cassara on 5/8/19. They reviewed the Teen Internship Program and the positive influence it is having on the interns, our patrons, and our staff.

## **CORRESPONDENCE:**

None

## **REPORTS, RAILS REPORT, QUESTIONS AND ANSWERS: DIRECTOR NANCE**

None

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

Trustee Bucaro thanked Director Nance for arranging the Trustee Training with Library Consultant Kathy Parker. The training was very well done.

## **REGULAR AGENDA**

### **ACTION ITEMS**

#### **Property/Casualty Insurance Approval**

Estelle Markham from the Kamm Insurance Group presented an overview of the Liability/General Premium coverage, Workers Compensation insurance, the Crime/Treasurers Policy with Hanover, and the Directors and Officers Insurance to USLI, for a total amount of \$24,046.

Questions were asked about the different insurance options. From this discussion, it was suggested that the Board have an appraisal done next year to make sure we are in line with our Building Amount. Another question came up regarding whether fines were covered. The fines themselves are not covered. However, if there is a regulatory investigation brought against the library as a result of a breach, they will pay for the defense expenses associated with such an investigation. Also, a question about whether or not different deductibles were explored. The Insurance Broker stated that the deductible options did not have a significant impact on the cost. Trustee DeSmidt made a motion to approve the property/casualty insurance. Trustee Bucaro seconded the motion. The motion was approved. Trustees Barry, Bucaro, Sias, DeSmidt, Deyne and Olsen voted aye. Trustee Hopkins was absent.

#### **2019-2020 Budget Final**

Director Nance stated that there were no updates and/or changes to the 2019-2020 Final Budget. Trustee Sias made a motion to approve the 2019-2020 Final Budget. The motion was seconded by Trustee Bucaro. Trustee Olsen has concerns about the budget and said the he was disappointed that the Committee of the Whole Meeting never occurred. He feels that all of the Trustees need to have an opportunity to go over the budget in detail without being time limited by a Board Meeting. He does not feel that the Board should approve this budget. A roll call vote was taken. The motion was approved. Trustees Barry, Bucaro, Sias, DeSmidt, and Deyne voted aye. Trustee Olsen voted nay. Trustee Hopkins was absent.

#### **Non-Resident Card Resolution**

Trustee DeSmidt made a motion to approve the non-resident card resolution. Trustee Olsen seconded the motion. A roll call vote was taken. Trustees Barry, Bucaro, Sias, DeSmidt, Deyne and Olsen voted aye. The motion was approved. Trustee Hopkins was absent.

### **Meeting Room Policy**

Trustee Olsen made a motion to approve the revised Meeting Room Policy. Trustee DeSmidt seconded the motion. A roll call vote was taken. Trustees Barry, Bucaro, Sias, DeSmidt, Deyne and Olsen voted aye. The motion was approved. Trustee Hopkins was absent.

### **Virtual Reality Use Policy and Release of Liability Form**

Trustee Bucaro made a motion to approve the Virtual Reality Use Policy and Release of Liability Form. Trustee Deyne seconded the motion. A roll call vote was taken. Trustees Barry, Bucaro, Sias, DeSmidt, Deyne and Olsen voted aye. The motion was approved. Trustee Hopkins was absent.

## **DISCUSSION ITEMS**

### **Review and Presentation of Financial Accounts at 5/3 Bank**

Anthony Brylweski Senior Account Manager from 5/3 Bank was at the Board Meeting to present an overview of the library's accounts currently in place at 5/3 Bank. Trustee Olsen stated the Library should obtain an RFP for our banking needs. He also inquired whether the Library is in compliance with the Board Investment Policy. Anthony Brylewski reviewed our coverage and reassured that the Board is in compliance with the Library's Investment Policy. The Library's deposits with 5/3 Bank that were in excess of FDIC coverage were collateralized by a Federal Home Loan Bank of Chicago (FHLB Chicago) Letter of Credit (LOC). Anthony Brylweski also stated that the bank is currently not providing a bank statement for the checking account with copies of checks. He is working on resolving this issue.

### **Town Hall**

None

## **ADJOURNMENT**

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

Meeting adjourned to Executive Session at 8:21 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 Sias, DeSmidt, Deyne, Bucaro, Barry and Olsen. Trustee Hopkins was absent.

Trustee DeSmidt made a motion to go back into the regular session meeting at 8:39 p.m. It was seconded by Trustee Deyne. The motion was approved. Present were Trustees Sias, DeSmidt, Deyne, Bucaro, Barry and Olsen. Trustee Hopkins was absent.

**ADJOURNMENT:**

There being no further business, a motion to adjourn was made by Trustee Bucaro. It was seconded by Trustee Deyne. The motion was approved. Meeting was adjourned at 8:40 p.m.