

**BARTLETT PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEE MEETING MINUTES  
July 15, 2019**

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

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

Staff members present were Library Director Karolyn Nance, Human Resources Generalist Dina Castelvechi, Adult & Technical Services Manager Mary Jane O'Brien, Facility Supervisor Jacob Coy, Facility Assistant Rick Weger, and Youth & Teen Services Manager Ruth Anne Mielke.

Patrons present were Jay Perkins, Amy Cawley, Parth Patel, Marianne Kingsmill, and Jodi Baxter.

**TOWN HALL:** None

**APPROVAL OF ITEMS ON CONSENT AGENDA:**

The motion to accept the Consent Agenda was made by Trustee Olsen and seconded by Trustee Deyne. The motion passed by roll call vote. All ayes. Trustees DeSmidt and Sias were absent.

**TEEN TRUSTEE REPORT:**

Teen Trustee Sangar reported on the Teen Internship Program, as well as July programs for children and teens.

**CORRESPONDENCE:** None

**REPORTS, QUESTION AND ANSWERS:** Trustee Bucaro commended the library for a great job on marketing and circulation. Trustee Olsen commented on the increase in the use of the transfer station.

**REPORTS, QUESTION AND ANSWERS:** Director Nance introduced Jodi Baxter as potential transcriber of minutes for board meetings. Director Nance then introduced Jacob Coy, Facility Supervisor. Rick Weger, Facility Assistant, also was introduced.

## **REGULAR AGENDA**

### **ACTION ITEMS**

#### **Electricity Rates and Contract**

Presentation by Paul Kalas of Vanguard Energy Services, LLC, an energy solutions broker. The Library's current agreement for electricity services with Constellation Energy expires in June 2020. Mr. Kalas presented quotes from multiple suppliers, with a proposal to move forward with Constellation Energy for a 48-month term. Director Nance recommends that the Library approve the Constellation Energy contract, which will result in estimated savings of approximately \$800 over 12 months. Trustee Hopkins brought a motion to approve Constellation Energy contract for electricity services for 48 month period, 2020-24, with proposed rate of .02760 per kwh, not to exceed current rate of .02880 per kwh. Director Nance shall be the designated contact for this agreement. Seconded by Trustee Olsen. The motion passed by roll call vote. All ayes. Trustees DeSmidt and Sias were absent.

#### **Gas Rates and Contract**

Currently, the natural gas supplier is Nicor. Switching to a fixed price program through Vanguard could potentially save the Library \$1,500 over 12 months, September 2019 – August 2020. Director Nance recommends this program.

Trustee Hopkins brought a motion to approve fixed price program through Vanguard for natural gas, at the rate of .3090 per therm, not to exceed current rate of .3612 per therm, with Director Nance as the designated contact. Seconded by Trustee Deyne. The motion passed by roll call vote. All ayes. Trustees DeSmidt and Sias were absent.

#### **Building and Maintenance Ordinance 2019-1**

The Building and Maintenance Ordinance 2019-1 must be passed, published in August 2019, and submitted to both Cook and DuPage Counties as a separate levy. Trustee Hopkins made a motion to approve the Building and Maintenance Ordinance 2019-1. It was seconded by Trustee Olsen. The motion passed by roll call vote. All ayes. Trustees DeSmidt and Sias were absent.

#### **Designation of Two Trustees for 6 Months Minute Review**

State law requires that two Trustees review and sign the regular board meeting minutes twice per year. Trustee Bucaro and Trustee Barry agreed to conduct this review.

#### **Collection Development Policy**

The Board considered an update to the Collection Development Policy, in order to cover the procurement of non-IT related items. The existing policy states "New formats due to changing technology will be considered for purchase based on popularity, space and cost." Director Nance recommends that the phrase "due to changing technology" be eliminated.

Trustee Bucaro made a motion to accept this change to the Collection Development Policy. The motion was second by Trustee Deyne. Roll call vote. All ayes. Motion carried. Trustees DeSmidt and Sias were absent.



## **DISCUSSION ITEMS**

### **Review of Financial Report – June 30, 2019**

Director Nance reported that at fiscal year end, the Library is under budget by approximately \$40,000. There is a balance in the corporate fund, leaving a current surplus of \$87,000. This amount may be reduced in October due to audit adjustments for June invoices.

### **Teen Trustee Position**

After discussion, the Board supported the development of a written policy, to include duties and responsibilities, eligibility requirements, and role on the Board. Director Nance and staff will draft a written policy to present at the August Board meeting.

### **Per Capita Requirements**

There are requirements that Staff and Board must complete in order to file for the 2020 Per Capita Grant. Board discussion of Chapters 11-14, Fundraising, Advocacy, Public Relations, and Continuing Education.

The Board had a general discussion regarding the benefits of continuing education, the importance of intentional fundraising, and advocacy. In regards to public relations, Director Nance informed the Board that a formal presentation will be made at the August Board Meeting to present the marketing plan and future focus.

### **Committee Meeting Minutes**

Trustee Olsen highlighted a violation of the Open Meetings Act, due to certain committee minutes that have not been approved. Trustee Olsen pointed out that the state requires such minutes to be published after approval at a meeting no later than 60 days following the meeting. This is a requirement of the Open Meetings Act. The Library Attorney stated that as long as due diligence in preparing minutes and scheduling is underway, the Library is well on the way to being compliant with the Act.

Committee Meetings are scheduled prior to Board Meeting on August 19, in order to ensure a quorum. Discussion regarding time-frames, compliance, and state regulations.

Trustees are to copy the President on any correspondence with the Director regarding allegations and potential violations.

### **Property Tax 6b Variation**

At Trustee Olsen's request, Director Nance reached out to Scott Skrycki, Assistant Village Administrator for additional information on the Class 6b tax incentive offered to Elmhurst Chicago Stone Company. Discussion regarding the 6b exemption and its benefits in generating community development occurred and its negative impact on the Library.

### **Ukulele Presentation**

Ruth Anne Mielke, Youth & Teen Services Manager, brought in one ukulele, from a new collection of five, to share with the Board. Circulation is to begin in August for Grades 3 through adult. Also discussed other potential collectible items, such as fishing poles, kaleidoscopes, and cake pans.

**Upcoming Meetings/Events**

The Foundation has a meeting scheduled July 22, 2019 at 4:30 p.m. A Dine-To-Donate has been scheduled for Thursday, October 17, 2019 at the Dogfather in Bartlett.

**Town Hall**

None

**ADJOURNMENT:**

There be no further business, a motion to adjourn was made by Trustee Hopkins. It was seconded by Trustee Bucaro. The motion was approved. Meeting was adjourned at 8:19 p.m.