

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
September 16, 2019

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

ROLL CALL: Present were Trustees Olsen, Deyne, DeSmidt, Sias, Hopkins, Bucaro, and Barry.

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, Teen Coordinator David Cassara, IT Manager, Bridgett DeJohn, and Facility Assistant Andrew Neirman.

Patrons present were Jay Perkins, Amy Cawley, Ralph Tovar, Marianne Kingsmill, Amanda Gross, and Parth Patel.

Guest speakers present were Tom Ford, Regional Manager with Omnia Partners; Fred Valentini, Account Manager with Thermo Systems; Shey Bauer, Business Results Advisor with Daikin Applied; and Roger Ritzman, Library Attorney.

Recording Secretary: Jodi Baxter

TOWN HALL: None

APPROVAL OF ITEMS ON CONSENT AGENDA

A motion was made by Trustee Olsen and seconded by Trustee Bucaro to amend the Consent Agenda by removing the Minutes of August 19, 2019. The motion passed by roll call vote. All ayes.

A motion was made to accept the Consent Agenda as amended by Trustee DeSmidt and seconded by Trustee Deyne. The motion passed by roll call vote. All Ayes.

Trustee Bucaro shared the following corrections to the minutes of August 19, 2019:

-Page 2, Paragraph 3, last sentence - Changes as follows: "waiting period of four months before any additional copies can be ordered."

-Page 2, Approval of Teen Trustee Policy- spelling correction: Trustee Olsen

Trustee Bucaro made a motion to accept the Minutes of August 19, 2019, as corrected. It was seconded by Trustee DeSmidt. The motion passed by roll call vote. All ayes.

CORRESPONDENCE

Director Nance shared correspondence, as follows:

- a) New Annexation Requirements for Public Library Districts/Memo
- b) Chronology for Annual Financial Ordinances 2019-2020 Fiscal Year
- c) B&A Ordinance Reminder
- d) Thank You card from Mrs. Ann Zwolski

Roger Ritzman, Library Attorney, discussed questions regarding the new annexation requirements with the Board.

REPORTS, QUESTIONS AND ANSWERS – PRESIDENT AND TRUSTEES

Trustee DeSmidt shared that the Library had a positive presence at Bartlett Heritage Days. She also shared interest in a potential event similar to one she attended in Lake Geneva, Wisconsin, where more than 50 local authors were featured.

Trustees Barry and Sias conducted Coffee with the Trustees on Saturday, September 7, 2019 from 9:30 a.m. 10:30 a.m. They received positive comments from patrons and visitors.

Trustee Bucaro attended the Hanover Township Health Expo. Marianne Kingsmill was there representing the Library and it was a well-attended event.

REPORTS, QUESTIONS AND ANSWERS – DIRECTOR

None

ACTION ITEMS

Presentation and Discussion: Omnia Partners, Daiken Applied, Thermo Systems

Tom Ford, Regional Manager with Omnia Partners, shared a presentation regarding Omnia Partners, an organization that specializes in procurement and supply chain management.

After his presentation, he was joined by Fred Valentini, Account Manager with Thermo Systems, and Shey Bauer, Business Results Advisor with Daikin Applied, to discuss with the Board how Omnia Partners, Daiken Applied, and Thermo Systems could assist the library with its need to replace at least one of its boilers.

Trustee DeSmidt inquired on scope of building and boiler status from when the library was renovated and if the engineer at the time may have addressed the boiler and any concerns.

Roger Ritzman, Library Attorney, also shared his recommendations regarding moving forward with Omnia Partners.

Purchasing Policy

Trustee Hopkins made a motion to approve the newly created Purchasing Policy. It was seconded by Trustee Deyne. The motion was approved by roll call vote. All ayes.

Resolution Authorizing Participation in Cooperative Purchasing

Trustee Hopkins made a motion to approve the Resolution Authorizing Participation in Cooperative Purchasing. It was seconded by Trustee DeSmidt. The motion was approved by roll call vote. All ayes.

Omnia Partners

Trustee Olsen made a motion for the Board to work with Omnia Partners to provide a proposal for replacement of the boiler(s). It was seconded by Trustee Bucaro. The motion was approved by roll call vote. All ayes.

Confirmation on Committee of the Whole Meeting Date

Trustee Bucaro made a motion to approve the Committee of the Whole Meeting date as Monday, October 21 at 6:30 p.m. It was seconded by Trustee DeSmidt and approved by roll call vote. All ayes.

Resolution to Determine Funds for 2019-20 FY

Since the Library's resolution is only asking for 4.9% more than taxes received last year, there does not need to be a Truth in Taxation Hearing. Trustee Olsen made a motion to approve the resolution. It was seconded by Trustee Hopkins and approved by roll call vote. All ayes.

Snow Plow Contract

It was noted that the snow plow contract with Tovar Snow Professionals was listed as a 4-month term in the Board Packet. The length of the contract is actually 5-months. It begins on November 15, 2019 and runs through April 15, 2020.

Trustee Hopkins made a motion to approve the snow plow contract with Tovar Snow Professionals for the next year. It was seconded by Trustee DeSmidt and approved by roll call vote. All ayes.

Student Trustee Interviews and Selection

Teen Coordinator David Cassara shared there are no eligible candidates interested in the Teen Trustee position. The Library may consider revising the restrictions in its policy because an interested teen was not eligible because she had just moved into the area and had not previously volunteered with Bartlett Public Library District.

DISCUSSION ITEMS

Library Intern

Adult & Technical Services Manager Mary Jane O'Brien introduced the Library's Intern Amanda Gross. She is a student going to school for her LTA at the College of DuPage.

Other Introductions

Facility Supervisor Jacob Coy introduced the new Facility Assistant, Andrew Neirman. Andrew worked at Willow Creek Church in Barrington for eight years, and looks forward to working and serving the needs of the library.

Director Nance introduced Roger Ritzman, Library Attorney.

Facility Update

Director Nance shared positive comments with the Board about having Jake at the Library.

Review of August 31, 2019 Financial Report

The Board reviewed the August 31, 2019 financial report.

Confirmation on Budget and Appropriation Hearing

The Public Hearing is scheduled for Monday, September 23, 2019, at 7:00 p.m. in the Staff Conference Room.

Draft of Budget and Appropriation Ordinance 2019-3

This information can be found in the September Board packet.

Draft of Tax Levy Ordinance 2019-4

The proposed property tax levy is 4.9% more than last year's tax revenue. The levy will need to be passed at the October 2019 Board Meeting.

Draft of Certification Policy

The Draft of Certification Policy can be found in the September Board Packet.

Draft of Certification of Authenticity

The Draft of the Certification of Authenticity can be found in the September board packet.

IMRF Posting Employee Compensation

Patrons can view the compensation packages for employees who have a salary over \$75,000. Anyone interested in this information may contact the Library.

2020 Library Calendar Closing Dates Draft

A list of dates was included in the board packet, which the Board will need to approve at the October 21, 2019 Board Meeting.

2020 Library Board Meeting Dates Draft

A list of dates was included in the Board packet, which the Board will need to approve at the October 21, 2019 Board Meeting.

Board Self-Evaluation

Trustee DeSmidt shared information about self-evaluations for Library Board Members to review. Trustees can reach Director Nance individually.

Bartlett Chamber Steak Fry, Thursday, September 19, 2019

Trustee Olsen made a correction that the steak fry is Bartlett Hills, not the Bartlett Fire Barn.

Tax Increment Finance Report Meeting

Director Nance shall alert the Board, via email, when the meeting is scheduled.

TOWN HALL: None

ADJOURNMENT:

There being no further business, a motion to adjourn to Executive Session was made by Trustee Hopkins and seconded by Trustee Bucaro. The motion was approved. The meeting adjourned into executive session at 8:21 p.m. (as permitted by 5 ILCS 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 (as permitted by section 2(c)21 and of the Illinois Open Meetings Act)—Six month Review of Executive Session Minutes.

Present were Trustees Olsen, Deyne, DeSmidt, Sias, Bucaro, Hopkins, and Barry.

Trustee Hopkins, made a motion to go back into the regular session meeting at 8:43 p.m. It was seconded by Trustee Bucaro; the motion was approved. Present were Trustees Olsen, Deyne, DeSmidt, Sias, Bucaro, Hopkins, and Barry.

ADJOURNMENT:

There being no further business, a motion to adjourn was made by Trustee Bucaro. It was seconded by Trustee DeSmidt. The motion was approved. Meeting was adjourned at 8:44 p.m.