

BARTLETT PUBLIC LIBRARY DISTRICT

REGULAR BOARD MEETING MINUTES

October 21, 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, IT Manager Bridgett DeJohn.

Patrons present were Jay Perkins, Amy Cawley, Ralph Tovar, Marianne Kingsmill, Jim DeSmidt, Parth Patel, Kristin Carren.

Guest speakers present were Anthony Brylewski (5/3 Bank), Jason Cittadino (Suburban Boiler), Thomas Canham (TC Heating & Air Conditioning), Ron Neetz (Thermosystems), Fred Valentini (Thermosystems), and Roger Ritzman (Library Attorney).

Recording Secretary: Jodi Baxter

TOWN HALL: None

APPROVAL OF ITEMS ON CONSENT AGENDA

A motion was made by Trustee Hopkins and seconded by Trustee Bucaro to amend the Consent Agenda by removing the Minutes of September 16, 2019 and September 23, 2019. The motion passed by roll call vote. All ayes.

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

Regarding the minutes of September 16, 2019, the following changes were noted:

- 1) IT Manager Bridgett DeJohn was in attendance at the meeting;
- 2) Trustee Bucaro, rather than Trustee Olsen, corrected Page 2, Paragraph 3, last sentence – Changes as follows: “waiting period of four months before any additional copies can be ordered.”

Trustee Bucaro made a motion to accept the Minutes of September 16, 2019 and September 23, 2019, as corrected. It was seconded by Trustee Sias. The motion passed by roll call vote. Trustee Hopkins abstained. All other ayes.

CORRESPONDENCE

Director Nance shared a thank you letter from the Bartlett Historical Society for assisting them with printing brochures for their Cemetery Walk. The Society also generously donated \$200 to the Library Foundation.

REPORTS, QUESTIONS AND ANSWERS – PRESIDENT AND TRUSTEES

President Barry received notice that RAILS has received \$750,000 to help with the 2020 census. If applicable, Library will apply for funds.

REPORTS, QUESTIONS AND ANSWERS – DIRECTOR

None

ACTION ITEMS:

Minutes from the October 9, 2019 Special Board Meeting: Condensed Version; or Minutes from the October 9, 2019 Special Board Meeting: Full Version

Trustee Olsen noted a correction to Page 2 of the October 9, 2019 Full Version minutes. "TC Hearing and Air Conditioning" should be "TC Heating and Air Conditioning." Trustee Olsen made a motion to approve the Full Version of the Minutes from the October 9, 2020 Special Board Meeting, as amended. It was seconded by Trustee DeSmidt. Approved by roll call vote. Trustee Hopkins abstained. All other ayes.

Attorney Ritzman gave a brief overview of the legal requirements for Board minutes, including the date/time/location of meeting, members present, summary of discussion and record of votes. Level of detail is left to the discretion of the board.

Discussion ensued that the conclusion that the format of the minutes would depend on the items on the agenda. Director Nance shall include the format of minutes as an action item before every meeting.

Library Boilers/HVAC System Plan

A decision is needed to replace a boiler. The Board has the option to either utilize its relationship with Omnia Partners, or go through a formal Request for Quotation (RFQ) process.

There was lengthy discussion in regards to these two options, as well as repair options to make the second boiler functional. The consensus of the Board was to repair the boiler at this time, and pursue the formal RFQ process.

Trustee Hopkins made a motion to replace tubes on Boiler #1 and replace the motor on Boiler #2 in order to get through the winter, and then pursue bid options considering replacement options. It was seconded by Trustee Bucaro and approved by roll call vote. All ayes.

Pneumatic Control System Repairs

The Library's Pneumatic Control System needs repair and updating, as some components are obsolete. The Library has received a proposal from Thermosystems to repair the system at a cost of \$14,647. Trustee Olsen made a motion to defer a decision regarding the Pneumatic Control System repairs until the November meeting. If a problem arises, Director Nance has the purchasing authority to execute the Thermosystems contract. The motion was seconded by Trustee DeSmidt and approved by roll call vote. All ayes.

Trustee Olsen asked Director Nance to start the process of identifying engineering firms. Specifications should be available as soon as possible, so that the Board can understand what is needed.

Acceptance of Annual Audit and Management Letter

Trustee Bucaro made a motion to approve the Annual Audit and Management Letter. It was seconded by Trustee Sias. Trustee Olsen stated that he did not want to publish a report with material errors. The motion was approved by roll call vote. Trustee Olsen voted nay. All other ayes.

Notice of Availability of Audit

Trustee Olsen stated that he would like to have the corrected report accessible to the public on a permanent basis. IT Manager Bridgett DeJohn confirmed that the Notice of Availability of Audit is posted on the Government Transparency page of the Library's website.

Tax Levy Ordinance 2019-4, Certification of Authenticity, Truth in Taxation Certification

Trustee Olsen made a motion to approve the Tax Levy Ordinance 2019-4, Certification of Authenticity and Truth in Taxation Certification of Compliance. It was seconded by Trustee Hopkins and approved by roll call vote. Trustee DeSmidt abstained. All other ayes.

Approval of Statement of Cash Receipts and Disbursements (Annual Treasurer's Report)

Trustee Olsen made a motion to approve the Statement of Cash Receipts and Disbursements. It was seconded by Trustee Bucaro and approved by roll call vote. Trustee DeSmidt abstained. All other ayes.

5/3 Bank Collateral Agreement – Anthony Brylewski

Mr. Brylewski stated that the Board may wish to consider an equipment line of credit. The Board decided to revisit this topic at the December meeting. Mr. Brylewski then reviewed the collateral agreement.

Trustee DeSmidt made a motion to approve the 5/3 collateral agreement. It was seconded by Trustee Olsen and approved by roll call vote. All ayes.

2020 Holiday Closing Calendar and Board Meeting Calendar

Trustee Hopkins made a motion to approve the 2020 Holiday Closing and Board Meeting Calendars. It was seconded by Trustee Bucaro. The motion was approved by roll call vote. All ayes.

iPad/Laptop Use Policies

The iPad and Laptop Use policies were presented with a minor change. These items can be checked out with a current library card, rather than a State ID or Driver's License.

Trustee DeSmidt made a motion to approve the newly created iPad Use Policy and Laptop Use Policy. It was seconded by Trustee Hopkins. The motion was approved by roll call vote. All ayes.

Census

Trustee Olsen stressed the importance of the Library's investment in facilitating the 2020 census, particularly through utilizing its quarterly newsletter. Director Nance stated that there will be a dedicated spot in the Library Newsletter for the 2020 Census.

DISCUSSION ITEMS

Board Minutes/Turn Around Time

Recording Secretary will provide minutes to the Director within five days, rather than seven.

Website

Website revision will be unveiled in early 2021. Trustee DeSmidt asked about the website format, and recommended instituting a new format for subscribing to the enewsletter. Trustee Olsen noted ADA concerns which involve a recent Supreme Court decision that resulted in ADA changes that must be taken into account in redesigning the Library's Website. IT Manager Bridgett DeJohn confirmed that the current website is ADA compliant and will be compliant with any future revisions.

Budget 2020-2021

Trustee DeSmidt requested that the Board receive budget information from department managers by January for review purposes. Director Nance stated that this will be made a priority.

Coffee with The Trustees

Trustee Bucaro is scheduled to host this event on Thursday, October 31, 2019, 12:30 to 1:30 p.m.

Per Capita Requirements

Requirements and training must be completed by December 16, 2019.

Tax Increment Financing Meeting Update

Trustees Olsen, Deyne, and Bucaro will be attending the TIF meeting held on Thursday, October 24, 2019 at 2 p.m. Trustee Bucaro will be attending in place of Director Nance.

Foundation Update

The next Foundation Meeting is scheduled for Monday, October 28, 2019 at 4:30 p.m. Campaign letters have been sent out, and donations are being received. Recent Dine-To-Donate at Dogfather was successful.

Friends Update

Annual Book Sale will be held Friday, November 1 through Sunday, November 3, 2019.

Town Hall

Patron Jim DeSmidt spoke about the following items:

- Commended the Board for its decision regarding the repair to Boiler #1.
- Asked if the bearings on Boiler #2 were sealed bearings, or greaseable. Facilities Supervisor Jacob Coy confirmed that they are sealed bearings.
- Confirmed that pneumatic controls are operating well with current ductwork.
- Stated that there are pros and cons with digital systems. Pros are that they are simple and more reliable. Cons are that they are more expensive, particularly when repairs are needed.

ADJOURNMENT

There being no further business, a motion to adjourn to Executive Session was made by Trustee Olsen and seconded by Trustee DeSmidt. The motion was approved. The meeting adjourned into 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.)

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

Trustee DeSmidt made a motion to go back into the regular session meeting at 9:28 p.m. It was seconded by Trustee Bucaro; the motion was approved. Present were Trustees Olsen, Deyne, DeSmidt, Sias, Hopkins, Bucaro, and Barry.

ADJOURNMENT:

There being no further business, a motion to adjourn was made by Trustee Sias. It was seconded by Trustee Hopkins. The motion was approved. Meeting was adjourned at 9:29 p.m.