

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
November 18, 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, and Barry. Trustees Hopkins and Bucaro were absent.

Staff members present were Library Director Karolyn Nance, Human Resources Generalist Dina Castelveccchi, Adult & Technical Services Manager Mary Jane O'Brien, Facility Supervisor Jacob Coy, IT Manager Bridgett DeJohn, Public Relations Specialist Roslyn Schmaltz, Circulation Supervisor Laura Gurgos, and Facility Assistant Jim Tagliere.

Patrons present were Marianne Kingsmill and Kristin Carren.

Recording Secretary: Jodi Baxter

TOWN HALL: None

APPROVAL OF ITEMS ON CONSENT AGENDA

A motion was made to accept the Consent Agenda by Trustee Deyne and seconded by Trustee Olsen. The motion passed by roll call vote. Five ayes. Trustees Hopkins and Bucaro were absent.

CORRESPONDENCE

Director Nance shared a memo from the Library Attorney regarding the deadline for filing the tax levy documents and a thank you letter from Representative Sean Casten for providing our Meeting Room for his town hall meeting.

REPORTS, QUESTIONS AND ANSWERS – PRESIDENT AND TRUSTEES

None

ACTION ITEMS:

Minute Selection

Due to the absence of several board members, Trustee Olsen made a motion to take more detailed minutes for this meeting. Seconded by Trustee DeSmidt. Five ayes. Trustees Hopkins and Bucaro were absent.

Travel Reimbursement Approval

Trustee Sias made a motion to approve the travel reimbursements for Director Nance (\$612.76), Trustee Barry (\$443.22), Trustee DeSmidt (\$729.89), and Trustee Olsen (\$501.66). It was noted that the Board of RAILS will be reimbursing the Library for 50% of Trustee Barry's expenditures and the Fox Lake Public Library District will be reimbursing the Library for 50% of Director Nance's expenditures. It was seconded by Trustee Deyne and approved by roll call vote. Five ayes. Trustees Hopkins and Bucaro were absent.

Fixed Asset Policy

The Fixed Asset Policy was reviewed, and two changes were noted:

- a) “Depreciation and Useful Life” section - The Director, rather than the Business Manager, will assign an estimated useful life to all assets for the purposes of recording depreciation.
- b) “Safeguarding and Controlling Fixed Assets” section - The reports will be analyzed by Administration, rather than the Business Office.

Trustee Olsen made a motion to approve the Fixed Asset Policy, as amended. It was seconded by Trustee Deyne. The motion was approved by roll call vote. Five ayes. Trustees Hopkins and Bucaro were absent.

Fund Balance Policy

Trustee Deyne made a motion to approve the newly created Fund Balance Policy. It was seconded by Trustee DeSmidt. The motion was approved by roll call vote. Five ayes. Trustees Hopkins and Bucaro were absent.

Password Policy

The Password Policy was reviewed. Rather than passwords automatically expiring 90 days after creation, staff will be required to create a new password manually in Quickbooks.

Trustee Olsen made a motion to approve the newly created Password Policy, as amended. It was seconded by Trustee DeSmidt. The motion was approved by roll call vote. Five ayes. Trustees Hopkins and Bucaro were absent.

DISCUSSION ITEMS

Request for Qualifications (RFQ)

Request for Qualifications have been distributed, and responses are due on Monday, December 16, 2019 by 5 p.m.

Trustee Bucaro arrived at 7:13 p.m.

After discussion, Director Nance stated that she would schedule a meeting of the Committee of the Whole on December 16, 2019 at 6:00 p.m. in order for the Board to have sufficient time to review responses prior to the Board Meeting.

Human Resources Update

Facility Supervisor Jacob Coy introduced Jim Tagliere, Facility Assistant.

Human Resources Generalist Dina Castelvechi shared that Circulation and Digital Services will be combined into one department. This new staffing structure will help Library staff work together, learn new things, and serve the patrons better. Director Nance and Dina are meeting with staff individually, and this change will be announced to all staff on November 19 at 6:00 p.m. This will affect three Digital Services employees and approximately 15 Circulation employees. All affected employees will have the title of Circulation Associate and be compensated in the same pay range. Staff members are open to the new role and are looking forward to working together.

TIF District Joint Review Board Meeting

Trustees Deyne and Bucaro attended the TIF District Joint Review Board Meeting, and shared positive comments. Trustee Olsen noted a provision in state law for libraries and other entities to receive per capita reimbursement on TIFs where housing and other developments occur.

Going Fine Free

Director Nance shared information on fine free programs, for discussion purposes only. Trustee Olsen asked about current fine information.

Overdue fines – approximately \$46,000

Number of Patrons – 223 minors, 602 adults

Number of Patrons that have not returned books - 193 minors, 535 adults

Cost of Books not returned - \$43,599.62

Circulation Supervisor Laura Gurgos reviewed the current billing procedure. Trustee Barry asked how long inactive records remain in our system, and IT Manager Bridgett DeJohn replied that they are deleted after five years.

Director Nance reported that the Library is in its second day of “fine forgiveness,” and this has been well received by patrons.

Illinois Library Association Conference (Recap)

Director Nance shared that the conference was a positive and worthwhile experience. Trustee Olsen shared that the conference was very valuable, and highlighted the census and mini grant presentations. Good opportunities for networking.

Adult & Technical Services Manager Mary Jane O’Brien was asked to share information on Newsguard, an internet resource designed to alert individuals about misinformation through rating the credibility of sources.

The theme of the 2019 ILA Conference was “Shift – Where Will you Grow?” Trustee DeSmidt shared its focus on issues facing communities, and creating a vision and story for the Library. She suggested that every Trustee visit the ILA website to learn about what attendees experienced.

a. OpenGov Software was discussed. It was clarified that this is a yearly cost and not a one-time purchase. The Marketing Department will research to see if we can create some of the data and charts for the Library’s website. Trustee DeSmidt explained that two libraries are currently using this software, and suggested that we look into it further. Trustee DeSmidt also shared that RAILS is offering OpenGov at a discounted rate.

b. Marketing Opportunities: Trustee DeSmidt shared that there were informative marketing presentations at the conference regarding websites, newsletters and events. Trustee DeSmidt will meet with Director Nance to discuss this.

Hinckley Public Library Trustee Training

Trustees Deyne, Bucaro, and Olsen attended the training, and stated that it was a positive experience. Trustee Olsen commented on positive information shared regarding zero based budgeting, allocating limited resources, reserves, and forecasting.

Library Capital Needs and Funding Sources – Looking to the Future

Trustee Olsen stated that while there are associated funds for some current capital needs, there are approximately \$700,000 + in capital needs that will need to be addressed in the next 3-5 years. Trustee Olsen inquired as to how the Library got here? Trustee Olsen also asked, how do we envision solving the problem? Reducing costs, increasing milage, bond issue, grants, donations, borrowing. Continuing to ignore the needs of the building won't address the need. Need to revise budgeting process by adopting zero based budgeting. Make capital needs part of the strategic plan. Start meeting as a Committee of the Whole or having Building Committee meetings to formulate a plan before we finalize the 2020-2021 FY budget. The Board needs to understand that the impact of the end of Brewster Creek TIF District will not impact the Library's tax collections until 2024. Trustee Barry pointed out that the Library does have a new roof.

Trustee Olsen stated that this year, as a starting point, the Board should address how it utilizes available resources.

Alzheimer Dementia Kits

Adult & Technical Services Manager, Mary Jane O'Brien, gave a presentation on the Library's recently acquired Alzheimer and Dementia Kits. There are four unique kits that the Library has purchased for approximately \$520.00. She is planning a presentation for caregivers that was advertised through social media.

There was a discussion about the possibility of approaching the Foundation to cover the cost, as well as notifying local facilities that these resources are available.

Author Event

Marketing Department to hold a local Author Event in 2020. This would be a fund-raising event, working with the Foundation. Trustee DeSmidt expressed the success of the Author event in Lake Geneva, she attended. The Author list she received from their Library, along with local authors, should help to make it a successful event.

Patron Appreciation Week

Director Nance expressed appreciation to the Marketing Department for its efforts in promoting Patron Appreciation Week.

ILA Trustee Forum Board Meeting

Trustee DeSmidt shared highlights of the meeting. There was a review of the recent ILA Conference, which had positive ratings. Upcoming Trustee Trainings are March 7, 2020 in Springfield, and on March 14, 2020 at the Oakbrook Marriott. Upcoming conferences will be held in Springfield in 2020, Peoria in 2021, and Rosemont in 2022.

Census Update

There was a Village presentation on November 19, 2019, regarding marketing the Census. Trustee Olsen asked whether The Library has applied for RAILS census funds, and Director Nance responded that it is in process. Census Bureau will be at the Library in the future to seek census workers, and has informally requested a more visible location.

Per Capita Update

Director Nance emphasized the importance of the Trustees completing requirements for the Per Capita Grant by December 16, 2019.

Foundation Update

The next Foundation meeting is scheduled for Monday, January 27, 2020 at 4:30 p.m. They have raised almost \$3,000, and raised \$200 from the Dine-to-Donate held at The Dogfather. The next Dine-to-Donate will be held April 3, 2020 at Pasta Mia.

Friends Update

The Friends raised approximately \$2,700 at their Fall Book Fair. They are holding a Trivia event called Friends-Raising Trivia on Sunday, January 19, 2020 at 2:00 p.m.

Chamber/Rotary Holiday Lunch

The Chamber/Rotary Holiday Lunch will be held on Thursday, December 5, 2019 at Villa Olivia. Trustees to contact Director Nance by Thanksgiving if interested.

Coffee with the Trustees

Trustees DeSmidt and Deyne are to host the event on Thursday, November 21, 2019 from 6:30-7:30 p.m. Trustee Olsen is scheduled, and potentially Trustee DeSmidt, on December 2, 2019.

Upcoming Meetings and Events

The Library received no Freedom of Information Requests during the month of October, 2019. No executive session this evening.

Town Hall

None

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 8:25 p.m.