

**BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
Monday, December 16, 2019**

Revisions are reflected in the January 2020 Board Meeting Minutes.

The regular meeting was called to order at 7:02 p.m. by President Barry.

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

Staff members present: Library Director Karolyn Nance, Human Resources Generalist Dina Castelvechchi, Adult and Technical Services Manager Mary Jane O'Brien, IT Assistant Manny Garza, Facility Supervisor Jacob Coy

Patrons Present: Kristen Carren and Parth Patel

Guests Present: Roger Ritzman, Library Attorney

Recording Secretary: Jodi Baxter

TOWN HALL: None

APPROVAL OF ITEMS ON CONSENT AGENDA

A motion was made by Trustee Olsen to remove three items from the Consent Agenda:

Item a) the Minutes from the November 18, 2019 meeting;

Item b) Approval of Bill List; and

Item d) Review of Financial Report.

Trustee Hopkins seconded the motion and it was approved by roll call vote. All ayes. Trustee Sias was absent.

A motion was made to accept the Consent Agenda as amended by Trustee Bucaro and seconded by Trustee Deyne. The motion passed by roll call vote. All ayes. Trustee Sias was absent.

Item a) Minutes of November 18, 2019. The following change was noted:

Page 4, end of Paragraph 1. Change as follows: "...Brewster Creek TIF District will not impact the Library's tax collections until 2024."

Trustee Olsen made a motion to accept the minutes of November 18, 2019, as corrected. Trustee DeSmidt seconded the motion, and it was approved by roll call vote. Trustees Bucaro and Hopkins abstained. All other ayes. Trustee Sias was absent.

Item b) Approval of Bill List.

i) Thermosystems Invoice. Trustee Olsen noted an additional \$5,000 payable to Thermo Systems, related to maintenance items. Director Nance will review invoice and verify cost; payment not withheld.

ii) Credit Card Statements. Trustee Olsen emphasized the importance of reviewing the credit card statements.

iii) Trustee DeSmidt inquired on the cost for the motor for the boiler, and requested the invoice for repair. Trustee DeSmidt also questioned overtime payment, as ThermoSystems is not arriving until 9:00 a.m. or later.

Trustee Olsen made a motion to approve payment of the bill list. Trustee Bucaro seconded, and it was approved by roll call vote. All ayes. Trustee Sias was absent.

Item d) Review of Financial Report.

Trustee Olsen stated that the Library has already expended the legal budget and expects additional legal costs. Trustee DeSmidt shared that RAILS has resources available for legal advice. Trustee Hopkins requested a summary of legal expenses.

Trustee Olsen made a motion to approve the Financial Report. It was seconded by Trustee DeSmidt and approved by roll call vote. All ayes. Trustee Sias was absent.

CORRESPONDENCE

Director Nance shared that the Library received a Thank You card from former Library Intern, Amanda Gross.

RAILS None

ACTION ITEMS

Request for Qualifications

Trustee Hopkins made a motion to table this item until the January meeting. Trustee Bucaro seconded the motion, and the motion was approved.

Compromise of Computer Systems

In IT Manager Bridgett DeJohn's absence, IT Assistant Manny Garza reviewed the recent ransomware attack on Library systems, as well as precautionary steps that have been taken to prevent this from occurring in the future.

Director Nance stated that she had made the final decision to wipe/reformat the servers without verifying that full backups existed.

Trustee Olsen asked a series of questions related to the attack. Manny shared that three physical servers were encrypted by the ransomware attack. Two servers were new and had not yet been configured. Encrypted data could not be recovered without a key from the hacker. Options were to pay the ransom or recover from back up. After discussion with the police, Director Nance, Bridgett DeJohn and Manny Garza made the decision to wipe the servers.

Trustee Olsen asked Manny Garza if a new backup software application hadn't been installed on November 22, 2019 by Computers for Business (CFB). Trustee Olsen asked if the backup software had been tested to verify what was being backed up and that it was successful. Manny Garza was unable to verify that this had been done.

Trustee Olsen asked Attorney Ritzman if there could be a potential FOIA issue for failure to adequately safeguard our data files. Attorney Ritzman stated that the Library cannot produce what it doesn't have.

Manny Garza also shared that an issue with the back-up system was also discovered during the recovery phase. A new back-up system had recently been installed, and back-ups from the new system were successful. The email system had not been migrated to the new system, and data was lost.

Trustee Olsen asked what the backup procedures are and whether backups are verified to ensure they are successful, whether a manual log of backups is maintained. Manny Garza could not answer these questions. Trustee Olsen asked why in light of changes, the IT Department made no effort to verify that backups were being correctly done and fully done. Trustee Olsen asked that IT check backups to be certain that emails had not been done in the past.

Trustee Hopkins recalled that Director Nance and IT staff decided collectively. She also stated that, operating in the mode of full disclosure, she thought that the line of questioning Trustee Olsen directed at IT Assistant Manny Garza at the December meeting was inappropriate and harassment. Trustee Deyne agreed. Trustee DeSmidt stated that her recollection was that there was a group discussion about the servers between Bridgett DeJohn, Manny Garza, and Karolyn Nance, but of course, Director Nance made the final decision, as she is the director.

2020 Per Capita Grant

Trustee Olsen made a motion to approve the 2020 Per Capita Grant Application. Trustee DeSmidt seconded the motion and it was approved by roll call vote. All ayes. Trustee Sias was absent.

Loan Periods, Renewals, and Fine Policy

Library now has additional titles on VUDU Spark devices, and staff requests that the check-out period be extended from one to three weeks. Trustee DeSmidt inquired whether patrons would have longer holds due to the extension. She was informed that the department would be watching for that activity.

Trustee Bucaro made a motion to approve the renewal period extension. Trustee DeSmidt seconded the motion and it was approved by roll call vote. All ayes. Trustee Sias was absent.

Password Policy

The policy has been revised by the addition of a new section that will ensure the standard creation of strong passwords for all staff to access the network. Trustee Olsen made a motion to approve the revised policy. Trustee DeSmidt seconded the motion and it was approved by roll call vote. All ayes. Trustee Sias was absent.

Policy Prohibiting Harassment, Discrimination, and Retaliation

The policy has been revised to comply with the Workplace Transparency Act. Trustee Hopkins made a motion to approve the revised policy. Trustee Deyne seconded the motion. Trustee DeSmidt asked if there is a process for staff to read the revised policies, and Human Resources Generalist Dina Castelvechi shared the Library's protocol. The motion was approved by roll call vote. All ayes. Trustee Sias was absent.

Drug-Free and Alcohol-Free Workplace Policy

This policy has been revised due to Illinois legalizing recreational marijuana on January 1, 2020. Motion to approve the revised policy by Trustee Bucaro, seconded by Trustee Hopkins. Trustee Olsen asked if the Patron/Visitor Policy should be updated, and Director Nance will review and update in January, if needed. The motion was passed by roll call vote. All ayes. Trustee Sias was absent.

Credit Card Policy

Trustee Bucaro noted the extra word "and" in paragraph 6, line 2 of the new policy, and recommended the following change "...within one week of purchase so it may be matched to the consolidated statement...".

Trustee Olsen noted two corrections in paragraph 6, changing the title “Business Manager” to “Business Office Specialist.”

Trustee Olsen also recommended the addition of the following paragraph at the end of the policy:

“On a rotating basis, Board of Trustee members review and approve credit card expenditures and compliance with this policy as part of the monthly check review process.”

Trustee Hopkins made a motion to approve the Credit Card Policy as amended. Trustee Bucaro seconded the motion and it was approved by roll call vote. All ayes. Trustee Sias was absent.

Designation of Two Trustees to Review Board Meeting Minutes

Trustee DeSmidt and Trustee Olsen agreed to review the past six months of the Library Board minutes.

After-Hours Event Friday, April 24, 2020, “The Amazing Library Race”

As part of National Library Week, the Marketing Department is requesting an after-hours event, 7-9 p.m.

Trustee Olsen made a motion to approve the event, and it was seconded by Trustee DeSmidt. All ayes.

Trustee Sias was absent.

DISCUSSION ITEMS

Zero Based Budgeting.

Trustee Olsen stated Zero Based Budgeting had been requested in writing by him with the request going to Director Nance with a copy to President Barry on December 5, 2019. No attempt was made by Director Nance or President Barry prior to the finalization of the Board packet to contact Trustee Olsen regarding the intent to make the change. Trustee Olsen stated that President Barry had exceeded his authority by making the change. Trustee Barry stated that he wanted to delay due to the absence of Trustee Sias at the December Board Meeting.

Trustee DeSmidt reviewed the zero based budget discussion from the December meeting, which was submitted by Trustee Olsen as an action item and placed on the discussion agenda by President Barry. She did not disagree with President Barry’s action, but thought that there should have been feedback, and President Barry agreed. Trustee Hopkins stated it is standard for a new topic to be added as a discussion item so that everyone understands, and a new topic is not automatically an action item. Trustee DeSmidt shared that priority concerns have been discussed in the past with one to three trustees absent.

After brief discussion, President Barry stated that this will be on January agenda for action. He encouraged all Trustees to research and review information.

Patron Appreciation Week

Director Nance reported that Patron Appreciation week was very successful. Patrons enjoyed the activities, 224 patrons took advantage of fine forgiveness, and there were 1,000 more check-outs compared to last year at this time.

Census Update

Roslyn Schmaltz attended the Village of Bartlett’s Complete Count Training to prepare for the US Census in April, and the first draft of the Census Grant application offered through RAILS is almost complete.

IMRF Rate

The Library's rate for the IRMF has been set for the calendar year 2020. It is 14.21%. The rate for 2019 was 12.6%. The rate is based upon actuarial costs for retirement, supplemental retirement, death and disability benefits.

Program Paper Example

Trustee Olsen shared a sample monthly highlight card for board use, which gives a 30-day snapshot of Library activities. The Trustees expressed interest in creating such cards for their use.

Coffee with the Trustees Will resume in March 2020.

Legislative Luncheon

This event is scheduled February 3, 2020 at the Oak Brook Marriott from 12-1:30 p.m. Trustees should contact Director Nance if they would like to attend.

Spring Trustee Forum

The 2020 Spring Trustee Forum has been scheduled on Saturday, March 14, 2020 at the Oak Brook Marriott from 8:00 a.m. – 3:30 p.m.

Freedom of Information Requests

The Library received zero Freedom of Information requests in the month of November.

Executive Session No Executive Session on December 16, 2019

Foundation Update Next meeting is scheduled Monday, January 27, 2020 at 4:30 p.m.

Friends Update Next meeting is scheduled Tuesday, January 20, 2020 at 7:00 p.m.

TOWN HALL: None

ADJOURNMENT

There being no further business, Trustee Bucaro made a motion to adjourn. Trustee DeSmidt seconded and the motion was approved. Meeting was adjourned at 8:18 pm.