

**BARTLETT PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING MINUTES  
Monday, February 17, 2020**

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: Library Director Karolyn Nance, Human Resources Generalist Dina Castelvechi, IT Manager Bridgett DeJohn, Adult and Technical Services Manager Mary Jane O'Brien, Youth and Teen Services Manager Ruth Anne Mielke, Facility Supervisor Jacob Coy, Public Relations Specialist Roslyn Schmaltz, Adult Services Associate Bradley Bibbs

Patrons Present: Ralph Tovar, Marianne Kingsmill, Kristin Carreno, Parth Patel

Guests Present: Cem Diniz, ELARA Energy Team Manager; Jeff Oke, IMEG Client Executive

Recording Secretary: Jodi Baxter

**TOWN HALL:** None

**APPROVAL OF ITEMS ON CONSENT AGENDA**

A motion was made by Trustee Olsen to remove one item from the Consent Agenda:

Item a) Approval of Bill List

Trustee DeSmidt seconded the motion. All ayes. The motion passed.

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

Item a. Bill List

Trustee Olsen expressed concern about the legal budget, and has discussed the possibility of having the board approve legal counsel at the March meeting as a formal action with Director Nance

Trustee Olsen made a motion to approve the bill list. Second by Trustee Bucaro. All ayes. The motion passed.

**REPORTS, QUESTIONS AND ANSWERS – PRESIDENT AND TRUSTEES**

Trustee Bucaro shared an article from the Chicago Tribune, regarding the importance of libraries. She also requested that Trustees wear their Library generated name badges when representing the library.

Trustee Deyne enquired about grade school field trips. She confirmed with library staff that Bartlett schools that are in district are welcome to visit the library, with advance notice. The library staff also visit the schools that are in the Library District.

Trustee Olsen shared that the Fox River Valley Library District is starting license plate renewals for patrons in March, as well as passport and notary services. He also expressed concern about snow-plowing, and that the parking lot is not cleared in a timely manner.

Trustee DeSmidt asked about the status of the Census Grant. Director Nance responded that the GTAAA paperwork is in progress, and should be complete by the end of the week.

Trustee Olsen also asked for an update on the possibility of engaging a forensic computer consultant. IT Manager Bridgett DeJohn shared that she had contacted three companies, but that due to the encrypted nature of the information, none of the companies could provide any assistance.

President Barry shared that he, along with Trustees Olsen and DeSmidt, attended the Legislative Lunch in Oakbrook. It was an interesting opportunity to meet with elected officials, other librarians, and trustees.

## **ACTION ITEMS**

### **January 20, 2020 Board Meeting Minutes**

Director Nance recommended that the Board accept the December 2019 minutes, and approve changes as reflected in the January minutes. The board also discussed the purpose of board minutes, and that they are to reflect the business that is conducted during the meeting, rather than a summary of discussion.

Trustee DeSmidt made a correction to include names in Section 4. Zero Based Budgeting, paragraph three, last sentence. 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.

Trustee Hopkins made a motion to approve the January 2020 Board Meeting minutes, as amended. Second by Trustee Bucaro. All ayes. The motion passed.

### **December 16, 2019 Board Meeting Minutes**

Trustee Hopkins made a motion to accept the December 16, 2019 minutes. Second by Trustee Olsen. All ayes. The motion passed. Trustee Sias abstained.

### **HVAC System Assessment Consulting Services**

At the January board meeting, the board narrowed the Request for Qualifications to three companies: IMEG, Grumman/Butkus Associates, and ELARA. Jeff Oke, IMEG Client Executive, and Cem Diniz, ELARA Energy Team Manager, each provided a brief presentation to the board regarding their proposals and services.

Both companies would perform visual inspections to assess the facility, review reports, and meet and discuss with Library staff to identify issues and formulate plans. Both companies would prepare a full report containing recommendations, timelines, and budget estimates.

IMEG would bring a mechanical engineer to the site evaluation. ELARA would bring one electrical and one mechanical engineer. Full reports from both companies were estimated for delivery within seven weeks.

Trustee DeSmidt enquired about hidden costs. Both representatives stated that there were no hidden costs, but any additional work would require additional charges. Trustee Bucaro verified that energy savings would be identified. Trustee Deyne confirmed that the survey would be a sight evaluation, and would not include testing.

Trustee Sias made a motion to accept the IMEG proposal. Second by Trustee Olsen. The motion was approved by roll call vote. Trustees Deyne and Trustee Bucaro voted nay. All other ayes.

### **Personal Appearance and Work Area Appearance Policy Revision**

The Personal Appearance and Work Area Appearance Policy was revised to include the following items:

### Guidelines:

Leggings should only be worn with dresses or long shirts that hit no higher than four inches above the knee in the front and back.

### Unacceptable Clothing:

Sleeveless or spaghetti strap shirts or dresses without a sweater covering the shoulders

Shirts that expose the midriff when standing, sitting, bending, or reaching

Pull over hoodies

Trustee Hopkins made a motion to approve the Personal Appearance and Work Area Appearance Policy as revised. Second by Trustee DeSmidt. All ayes. The motion passed.

### **Expectation of Library Users Policy Revision**

A statement that firearms are not allowed on library property was added to the policy. Statements about drugs and alcohol and special events are covered under separate policies.

Trustee Hopkins made a motion to approve the Expectation of Library Users Policy as revised. Second by Trustee Olsen. All ayes. The motion passed.

### **Strategic Plan Update**

Trustee Olsen expressed concern that the strategic plan lacked metrics. He also stated his opinion that marketing is too internally focused, and misses the majority of the population.

Trustee Sias stated that he appreciated the work that had been done on the strategic plan, and that it was effective and did a good job of updating the board.

Trustee Sias made a motion to approve the strategic plan update. The motion was seconded by Trustee DeSmidt. It was approved by roll call vote. Trustee Olsen voted nay. All other ayes.

## **DISCUSSION ITEMS**

### **Review of Financial Report**

The Board reviewed the financial report. Director Nance noted that Trustee Development is over budget, but this is due to Trustees actively pursuing educational opportunities. This will be adjusted in the new budget. The Professional Services category was over budget as well, due to unanticipated legal fees. The board discussed legal alternatives, such as RAILS or HR Source, in order to contain costs. Also discussed differences in the receipt of revenues from Cook and DuPage counties.

### **Budget Power Point Presentation (First Draft of Budget 2020-2021)**

Director Nance and key staff presented a draft overview of the 2020-2021 budget. Director Nance reviewed revenue, noting that the budget includes a 1% reduction in tax revenues for Cook and DuPage counties. She shared the goal to eliminate fines, and that many fines have been waived due to the ransomware attack. The library is looking at other services, such as license plate renewal and passport renewal, to make up the loss of revenue. Also, after payment of debt, it is estimated that there will be funds available for a \$100,000 payment to the Capital Reserve Fund.

HR Generalist Dina Castelvecchi shared that the first draft does not reflect minimum wage changes and salary raises for the next fiscal year.

Adult and Technical Services Manager Mary Jane O'Brien expressed appreciation for Adult Services Associate Bradley Bibbs, who is leaving the Library for a new position. She shared the need to re-build the non-fiction section. History, food, crafts, and music are the main programs.

Youth and Teen Services Manager Ruth Anne Mielke shared that Battle of the Books is the largest program. Special performances are well received. She said it was encouraging that the Library recognizes value of the youth/teen programs.

Public Relations Specialist Roslyn Schmaltz reviewed the marketing budget. The newsletter is still the most effective way to reach patrons.

IT Manager Bridgett DeJohn reviewed the IT budget. Trustee Olsen asked about software updates. The Library is two updates behind, due to the recent ransomware attack. These should be scheduled soon.

Trustee Olsen asked whether there could be negative impact, since the Library does not belong to a consortium, such as SWAN. Consortium members pay a large membership fee, and hold lists are longer. There also can be travel and access issues. The Library keeps a log of topics requested and assesses it accordingly.

Trustee Sias expressed appreciation for the careful consideration, level of knowledge, clear specificity, time and, effort put into the budget presentation.

#### **2020 Joint Taxing District Meeting**

The Meeting will take place April 8, 2020 at 7:00 p.m. at Bartlett Hills Golf Course.

#### **Statement of Economic Interest**

Each Trustee is to submit a Statement of Economic Interests form online and forward email confirmation to Director Nance.

#### **RAILS Library Certification**

The mandatory online certification was completed on January 7, 2020.

#### **Coffee with the Trustees Dates**

Trustee Olsen will host the event on March 15, 2020, and Trustee DeSmidt is scheduled April 18, 2020.

#### **Friends Update**

Next meeting is March 10, 2020. A book sale will be hosted in June, and also planning Fravinia concerts.

#### **Foundation Update**

Next meeting is March 23, 2020 at 4:30 p.m. Dine to Donate event will be held at Pasta Mia on April 23, 2020. The Foundation and Marketing Department will partner to host an author fair in early September.

#### **2020 Illinois Spring Trustee Forum**

The Forum is Saturday, March 14, 2020 at the Oak Brook Marriott, 8:00 a.m. – 3:30 p.m.

**TOWN HALL:** None

#### **ADJOURNMENT**

There being no further business, Trustee Hopkins made a motion to adjourn. Trustee DeSmidt seconded and the motion was approved. The meeting adjourned at 8:55 p.m.