

**BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
Monday, March 16, 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, Youth and Teen Services Manager Ruth Anne Mielke, Adult and Tech Services Manager Mary Jane O'Brien, Facility Supervisor Jacob Coy, Public Relations Specialist Roslyn Schmaltz, Circulation Supervisor Laura Gurgos, Graphic Artist Lisa Marinelli, Business Office Specialist Michelle Morgan

Patrons Present: Marianne Kingsmill, Ralph Tovar, Kristin Carreno

Recording Secretary: Jodi Baxter

TOWN HALL: None

APPROVAL OF ITEMS ON CONSENT AGENDA

President Barry asked the board to consider, in light of current events, limiting the meeting to essential activities in order to lessen exposure of those present. Trustee Hopkins made a motion that the Board address the consent agenda and action items only. Second by Trustee Bucaro. The motion was approved by roll call vote. Trustee Olsen voted nay. All other ayes.

Several Trustees requested removing items from the Consent Agenda, and those items were considered as follows:

Item a) Approval of Bill List

Trustee Olsen was able to identify all replacement checks related to the recent fraud with the bank account, except for Check #36765 to Derrick Ryan. Business Office Specialist Michelle Morgan stated that Derrick was a performer, and his program had been cancelled in March.

Trustee Olsen also noted Cash Disbursements Journal #1532 to James Rachlin in the amount of \$562.50, listed as accounting services. Director Nance stated that James' firm assists with county extensions.

Trustee Bucaro asked if the Trustee Development line item could be adjusted so that the minute taker fees were assigned to a different line item. Director Nance said that this could be done.

Trustee Sias made a motion to approve the bill list. Second by Trustee DeSmidt. The motion was approved by roll call vote. All ayes.

Item b) Approval of Transfer of Funds

Trustee DeSmidt made a motion to approve the transfer of funds. Second by Trustee Bucaro. The motion was approved by roll call vote. All ayes.

Item d) Approval of the February 17, 2020 Regular Board Minutes

Trustee DeSmidt noted the following change on Page 1 of the Minutes, in the Reports, Questions and Answers section, fourth paragraph:

Trustee DeSmidt, rather than Trustee Olsen, asked about the status of the Census Grant.

Trustee Olsen noted the following changes:

i) Page 2 – First Paragraph, Last sentence:

“...none of the companies could provide any assistance,” rather than “neither company.”

ii) Page 3 – Strategic Plan Update:

Trustee Sias made a motion to approve the strategic plan update. ADD: Second by Trustee DeSmidt.

iii) Page 3 – Discussion Items, Review of Financial Report, Line 4:

“HR Source,” rather than “HR resources.”

iv) Page 3 – Discussion Items, Budget Power Point Presentation, Paragraph 1, Line 2:

Change “...the budget includes 1% loss for Cook and DuPage Counties” to the following “...the budget includes 1% reduction in tax revenues for Cook and DuPage Counties.”

Trustee Olsen made a motion to approve the minutes as amended. Second by Trustee Hopkins. All ayes. The motion passed.

Item e) Approval of Special Board Meeting Minutes

Trustee Bucaro made a motion to approve the Special Board Meeting Minutes. Second by Trustee Deyne. All ayes. The motion passed.

Trustee Hopkins made a motion to accept the Consent Agenda, as amended. Second by Trustee Bucaro. All ayes. The motion passed.

ACTION ITEMS

Attorney Agreement Letters

Trustee Hopkins made a motion to approve the attorney agreement letters for the Library’s general counsel, Peregrine, Stine, Newman, Ritzman & Bruckner, Ltd, as well as the Robbins Schwartz law firm, which provides legal services in connection with FOIA and personnel matters. Second by Trustee Bucaro.

Trustee Olsen made a request to change billing for the Peregrine firm to a monthly basis, rather than quarterly. Trustee Hopkins amended her motion to approve the agreement letters, with a request to Peregrine for monthly billing. Second by Trustee Bucaro. The motion was approved by roll call vote. All ayes.

Auditor Engagement Letter

Trustee Olsen made a motion to approve the letter of engagement from the Library’s current auditor, Anthony Cervini, CPA, CFE, partner from Sikich LLP. Second by Trustee Deyne. The motion was approved by roll call vote. All ayes.

Point Person for RAILS Elections

President Barry recommended Director Nance as Bartlett Library District’s Point Person for the upcoming RAILS election. Trustee DeSmidt made a motion to approve Director Nance as the point person. Second by Trustee Hopkins. All ayes. The motion passed.

Lawn Maintenance Proposal

Trustee Bucaro made a motion to approve Abbott Tree Care Professionals, LLC for landscape management services. Second by Trustee Deyne. All ayes. The motion passed.

Pandemic Response Policy and Procedures

In light of the current Coronavirus Pandemic, the staff has worked to create a Pandemic Response Policy & Procedures document, containing three levels. President Barry noted that Governor Pritzker had issued an executive order allowing units of local government to meet by electronic means.

The Library is operating at Level II. If the Library chooses to proceed with Level III, the Library will be closed through at least March 30, 2020. No fines will accrue during this time. Director Nance recommends that staff should be paid, both full-time and part-time. Essential staff will be on-site periodically, and staff will be working remotely. The Facility team will deep clean the facility after the election.

Trustee Hopkins suggested adding social media as a means for informing the public in Level III, Section 3a.

Trustee Olsen noted the following change to level 1, Section d:

Add: elevator button panels and railings.

Trustee Olsen raised questions regarding remote work challenges and training opportunities. Trustee Deyne stated that many places are shutting down for the good of the public. She also expressed confidence in Library staff to meet the needs of the community during this challenging time.

Trustee DeSmidt asked whether staff would report to the building, and be assigned to answer calls. Director Nance stated that exposure will be limited as much as possible, and all patron contact will be handled via email.

Trustee DeSmidt made a motion to approve the Pandemic Response Policy and Procedures, with Trustee Hopkin's and Trustee Olsen's edits. Second by Trustee Hopkins. The motion was approved by roll call vote. All ayes.

Library Closure

Trustee Sias made a motion to grant Director Nance authority to extend the closure of the Library past March 30 based on the directives of Governor Pritzker and the closure of U-46 and pay both full-time and part-time staff. Second by Trustee Bucaro. The motion was approved by roll call vote. All ayes.

TOWN HALL: None

ADJOURNMENT

There being no further business, Trustee Hopkins made a motion to adjourn. Trustee Sias seconded and the motion was approved. The meeting adjourned at 7:49 p.m.