

**BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
Location: On-Line Zoom Meeting
Monday, May 18, 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, Public Relations Specialist Roslyn Schmaltz, IT Assistant Tyler Kock, Youth & Teen Services Manager Ruth Anne Mielke, Adult & Tech Services Manager Mary Jane O'Brien, Circulation Associate Cathy Leo, Technical Services Assistant Gabriele Campoli, Circulation Associate Ginger Gebka, Circulation Associate Karen Deering, Adult Services Assistant Manager Karen Segó, Circulation Supervisor Laura Gurgos, Payroll Specialist Marianne Kingsmill, Circulation Supervisor Mary Prohaska, Youth & Teen Services Librarian Rozanne Porter, Circulation Associate Terry Loftus, Graphic Artist Lisa Marinelli, Business Office Specialist Michelle Morgan, Youth & Teen Services Associate Amanda Keen

Patrons Present: Ralph Tovar, Kristin Carreno

Guests Present: Jeff Oke, IMEG Client Executive; Jerry Schilf, Managing Principal, and Jennifer Ericksen, Senior Benefits Consultant, OneDigital Health and Benefits; James Rachlin, Meristem Advisors

Recording Secretary: Jodi Baxter

TOWN HALL: None

APPROVAL OF ITEMS ON CONSENT AGENDA

Trustee Bucaro requested that Item a) Minutes of April 20, 2020 be removed from the Consent Agenda;

Trustee Olsen requested that Item b) Approval of the Bill List be removed from the Consent Agenda.

Item a) Minutes of April 20, 2020

Trustee DeSmidt made a motion to amend the minutes of April 20, 2020. Second by Trustee Sias.

Trustee Bucaro asked that the minutes be amended to reflect that the meeting's 7:24 p.m. delayed start was due to technical difficulties experienced by Trustee Olsen.

The motion was approved by roll call vote. All ayes.

Item b) Approval of Bill List

Trustee Olsen requested clarification in regards to invoices paid to James Rachlin of Meristem Advisors, which Director Nance provided.

Trustee Olsen also questioned the Vogue Printers invoice. Public Relations Specialist Roslyn Schmaltz stated that this invoice represented printing of the Census postcard, and the Library will be reimbursed. A similar charge, however, will be made this summer for a Library postcard.

Trustee Olsen stated that it appears that we are paying less to Blue Cross Blue Shield than budgeted in the last fiscal year. HR Generalist Dina Castelvechi explained that the Library has to budget for health insurance for all employees, although some don't elect its coverage.

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

Trustee Sias made a motion to approve the balance of the Consent Agenda. Second by Trustee DeSmidt. The motion was approved by roll call vote. All ayes.

ACTION ITEMS

Ordinance No. 2020-01 – Reapproving Investment Policy

The Library updated its investment policy to include language regarding sustainable investments as required by the Illinois Sustainable Investment Act, Public Act 101-0473, enacted January 1, 2020.

Trustee Olsen made a motion to approve Ordinance No. 2020-01 reapproving its Investment Policy. Second by Trustee Hopkins. The motion was approved by roll call vote. All ayes.

Employee Health Insurance Benefits

Jerry Schilf and Jennifer Ericksen of OneDigital Health and Benefits were on hand to review health insurance proposals and to answer any questions. Blue Cross Blue Shield has agreed to a 1.1% decrease in premium. The market is hardening this year and most carriers are increasing rates from 5% to double digits. He was happy to report that they were able to negotiate a premium decrease with Blue Cross Blue Shield, the Library's current carrier.

Trustee Olsen made a motion to approve the recommendation that the Library remain with Blue Cross Blue Shield for Employee Health Insurance. Second by Trustee DeSmidt.

Trustee Olsen stated that he would have liked to have seen premium information for both last year and this year, for comparison purposes. Ms. Ericksen was able to provide premium information as requested.

After discussion, the motion was approved by roll call vote. All ayes.

IMEG Assessment

Jeff Oke met with Director Nance on March 4, and had a productive visit that included a complete overview of the facility and its equipment.

Mr. Oke presented his report, containing equipment and facility recommendations, including the replacement of the faulty chiller compressor. Trustee DeSmidt asked if there was a warranty on the compressor. Director Nance will check records to find if there is a warranty on file.

Mr. Oke also discussed various long-term recommendations. Overall the Library systems are in good condition. The boiler should last 5-10 years, at which point it will become difficult to obtain replacement parts.

Trustee DeSmidt made a motion to accept the IMEG assessment. Second by Trustee Olsen. The motion was approved by roll call vote. All ayes.

Building/Liability Insurance

Director Nance recommended tabling this motion, until one more appraisal is received and the quotes are updated.

Trustee Bucaro made a motion to table a decision on Building/Liability Insurance until the June board meeting. Second by Trustee DeSmidt. The motion was approved. All ayes.

Budget 2020-2021-Draft 2

Trustee Olsen suggested tabling discussion of the budget until a special meeting. Director Nance stated that since there is no special meeting scheduled, it would be best to table until the regular board meeting. A special board meeting could still address this issue.

Trustee Olsen made a motion to table discussion of the 2020-2021 budget until the regular board meeting. Second by Trustee DeSmidt.

Trustee Sias stated that he thought the board would approve the draft budget at this meeting, then make any amendments and approve the final budget at the June meeting. Trustee Hopkins affirmed that this is the standard procedure. Trustee Bucaro concurred.

Trustee Sias called the question to approve the motion to table approval of the Budget 2020-2021-Draft 2 until the June board meeting. Second by Trustee Deyne. Trustee Olsen voted aye. All other nays. The motion failed.

Trustee Hopkins made a motion to approve the 2020-2021 Budget-Draft 2. Second by Trustee Deyne.

Trustee Olsen stated that he was concerned that there was inadequate time to clarify issues and ensure that we have an appropriate budget.

Trustee Olsen suggested reducing the legal budget. Director Nance stated that it is hard to anticipate legal fees, and that this was a challenging year for legal issues. She recommended maintaining the attorney fees at the current level, and any unused amount will be added to the reserve fund.

Trustee Deyne stated that virtual meetings and webinars should help in reducing Trustee Development costs.

Trustee Olsen feels strongly that the Library is not reaching the community, and that engagement on social media is declining. He recommended the engagement of an outside consultant for oversight.

Director Nance disagreed with Trustee Olsen. The Library is engaging the community, and marketing campaigns are directed to users rather than non-users. There is community engagement through Facebook, and informational mailers are sent to non-users. Spending \$40,000 to hire a consultant is not necessary. Staff has done surveys and mailers in house.

Trustee Hopkins stated that all questions will be addressed before approving the final budget. Once the budget is approved, it can still be re-evaluated every quarter to ensure it is reflective of what is needed.

Director Nance stated that the budget is in better shape this year. The Library has applied for up to a \$3,300 reimbursement from FEMA for pandemic-related cleaning supplies. By building up the special

reserve fund, we can then address capital improvements such as the sprinkler system, parking lot, and lobby bathrooms.

Trustee Olsen asked about the possibility of obtaining an estimate to fill potholes in the parking lot.

Trustee Sias called the question. Second by Trustee Hopkins. The motion was approved by roll call vote. Trustee Olsen voted nay. All other ayes.

Approval of the 2020 Library Trustee Commitment Statement

Trustee Hopkins made a motion to approve the 2020 Library Trustee Commitment Statement. Second by Trustee DeSmidt. The motion was approved by roll call vote. All ayes.

DISCUSSION ITEMS

Re-opening Discussion

Director Nance stated that tentative re-opening for the Library is set for June 1, starting with curbside pickup for patrons. Trustee Deyne stated that the Library should begin moving forward, by receiving items back, as soon as possible. There are 13,670 items checked out.

Trustee DeSmidt thought that items would be received back two weeks prior to opening. HR Generalist Dina Castelvechi stated that the Library will accept materials when curbside pickup begins. Returned items will be placed on tables and be in quarantine for seven days. At that point, there will be no need for further cleaning or disinfecting of materials.

IT Manager Bridgett DeJohn stated that once a patron returns materials, hold notice emails will automatically be triggered. However, materials are not immediately available as they have to remain in quarantine for seven days.

Trustee Olsen asked if there was a possibility of eliminating hold requests. Ms. DeJohn stated that holds can be suspended manually, upon patron request.

Upcoming Events

ILA Annual Conference – The October 2020 in-person event has been cancelled. Potential for virtual conference.

ILA Trustee Forum Meeting – This will be held virtually via Zoom conference on June 13, 2020.

Memorial Day Walk and Remembrance – The Village of Bartlett will hold its Memorial Day program virtually via social media and local cable channel on May 25, 2020 at 11:00 a.m.

July 4, 2020 Activities – The 4th of July Bartlett Fest and Parade have been canceled.

ADJOURNMENT

There being no further business, Trustee Hopkins made a motion to adjourn. Second by Trustee Deyne and the motion was approved. The meeting adjourned at 8:42 p.m.