

**BARTLETT PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING MINUTES  
Location: On-Line Zoom Meeting  
Monday, June 15, 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, IT Assistant Tyler Kock, Adult & Technical Services Manager Mary Jane O'Brien, and Public Relations Specialist Roslyn Schmaltz.

Patrons Present: Amanda Keen, David Cassara, Karen Deering, Karen Segó, Kristin Carreno, Laura Gurgos, Mary Prohaska, Rachel Cassara, Ralph Tovar, Rozanne Porter

Guests Present: Jeff Oke, IMEG Client Executive; Jim Karagianis, Industrial Appraisal Company; Paul Kalas, Vanguard Energy; Estelle Markham, Kamm Insurance Group; Fred Valentini, Thermosystems; Thomas Canham, TC Heating & Air Conditioning; Chrissy O'Donnell, Core Mechanical; Wendy Kreshreck, Mechanical Inc.; George Zasadil, YMI Mechanical Group; Mark Shipley, Trico Mechanical; and Ed Gritzenbach, Monaco Mechanical.

Recording Secretary: Jodi Baxter

**TOWN HALL:** None

**CONSENT AGENDA**

Rather than approving all or a portion of the Consent Agenda, the Board considered each item individually as follows:

**1.a. Minutes from the May 14, 2020 Special Board Meeting**

Trustee Sias made a motion to approve the Minutes of the May 14, 2020 Special Meeting. Second by Trustee DeSmidt.

Trustee Olsen made a motion to amend the minutes by re-drafting language in the Agenda section. Second by Trustee DeSmidt. After discussion, President Barry called for a roll call vote on the motion to amend the minutes. Trustees Hopkins, DeSmidt and Olsen voted aye. Trustees Sias, Deyne, Bucaro and Barry voted nay. The motion failed.

The motion to approve the minutes of the May 14, 2020 Special Board Meeting was approved by roll call vote. Trustees Hopkins, Deyne, Bucaro and Barry voted aye. Trustees DeSmidt and Olsen voted nay.

**1.b. Minutes from the May 18, 2020 Regular Board Meeting**

Trustee Deyne made a motion to approve the Minutes of the May 18, 2020 Regular Board Meeting. Second by Trustee Olsen.

Trustee Olsen made a motion to amend the minutes. Second by Trustee DeSmidt. Trustee Olsen proposed adding additional language to the Approval of the Bill List, Building/Liability Insurance

and Budget 2020-2021-Draft 2 sections. After discussion, President Barry called for a roll call vote on the motion to amend the minutes. Trustee Olsen voted aye. All other nays. The motion failed.

The motion to approve the minutes of the May 18, 2020 Regular Board Meeting was approved by roll call vote. Trustee Olsen voted nay. All other ayes

**1.c. Minutes from the May 26, 2020 Special Board Meeting**

Trustee Bucaro made a motion to approve the Minutes of the May 26, 2020 Special Board Meeting. Second by Trustee Deyne.

Trustee DeSmidt made a motion to amend the minutes by including an additional sentence on Page 10, 2<sup>nd</sup> paragraph, clarifying that three days is sufficient time for a hold period. Second by Trustee Olsen. After discussion, President Barry called for a roll call vote on the motion to amend the minutes. Trustee Olsen and Trustee DeSmidt voted aye. All other nays. The motion failed.

The motion to approve the Minutes of the May 26, 2020 Special Board Meeting was approved by roll call vote. All ayes.

**1.d. Approval of Bill List: June 15, 2020**

Trustee Bucaro made a motion to approve the bill list. Second by Trustee DeSmidt. Questions from Trustee Bucaro and Trustee Olsen regarding the bill list were answered in satisfaction by Director Nance. The bill list was approved by roll call vote. All ayes.

**1.e. Approval of Transfer of Funds: June 15, 2020**

Trustee Olsen made a motion to authorize the Library Director to move \$600,000 from its Checking Account to the NOW account in July. Second by Trustee DeSmidt.

Trustee Bucaro asked if this amount is in addition to the amount listed on the transfer. Director Nance stated that the actual transfer amount is \$686,622, rather than \$600,000.

Trustee Olsen amended his motion to authorize the Library Director to move \$686,622 from the checking account to the NOW account in July. Second by Trustee Bucaro. The motion was approved by roll call vote. All ayes.

In order to correct action taken at the June meeting, Trustee Olsen made a second motion to authorize the June transfer by the Library Director of \$150,000 from the checking account to the NOW Account. Second by Trustee DeSmidt.

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

**1.f. Designation of two Trustees for Monthly Bill Approval Trustees for July 2020**

Trustee DeSmidt made a motion to approve Trustees Olsen and Hopkins to review monthly checks before the July board meeting. Second by Trustee Bucaro. Trustee Olsen requested that all Trustees participate in the review process more equitably. Director Nance will provide an annual schedule to ensure equitable Trustee involvement. The motion was approved by roll call vote. All ayes.

**1.g. Travel Reimbursement Approval**

None

**ACTION ITEMS**

**Building Appraisal / Property Casualty Insurance Approval**

Jim Karagianis, Industrial Appraisal Company presented information on what to expect from the Appraisal Report to the board.

Trustee DeSmidt made a motion to approve the preliminary appraisal and insurance quotes, and grant Director Nance authority to work with the insurance company to revise quotes based on any modifications to the appraisal. Second by Trustee Bucaro. The motion was approved by roll call vote. All ayes.

**HVAC RFP Submissions**

Jeff Oke of IMEG presented a response matrix for nine RFP submissions. The Board spoke with vendor representatives regarding response times, traveling fees, payment schedules and warranties.

Trustee Deyne made a motion to engage Mechanical Inc. for HVAC maintenance. For lack of a second, the motion failed.

Trustee DeSmidt was concerned that Core Mechanical had not submitted with their bid, a detailed schedule for work to be completed in their contract as other bios presented.

Trustee Sias made a motion to engage Core Mechanical for HVAC maintenance. Second by Trustee Olsen. The motion was approved by roll call vote. Trustee DeSmidt and Trustee Deyne voted nay. All other ayes.

**Natural Gas Contract Approval**

Paul Kalas of Vanguard Energy discussed the natural gas program with the Board.

Trustee Sias made a motion to approve a new three-year natural gas agreement, with fifty percent (50%) Fixed rate at 30.3 per Therm, not to exceed 32.25 per Therm, and the balance at Index rates. The Agreement will begin September 1, 2020, and end August 31, 2023. Second by Trustee Hopkins. The motion was approved by roll call vote. All ayes.

Mr. Kalas stated that no decision on the electricity contract was needed at this time.

**RECESS**

President Barry called a five minute recess at 8:56 p.m. The Board reconvened at 9:02 p.m. Trustee Deyne expressed her appreciation to Library staff for their work over the past 2-1/2 months.

### **2020-2021 Budget – Final**

Trustee Deyne made a motion to approve the 2020-2021 Budget. Second by Trustee Bucaro. Trustee Olsen asked for clarification regarding revenue projections, personnel increases and the Friends of the Library contribution.

Trustee Olsen made a motion to amend and reduce various budget categories, and create a new budget funded with \$40,000, entitled “Other Consulting Services.” For lack of a second, the motion failed.

Trustee DeSmidt recommended reducing the legal budget, but Director Nance recommended leaving the legal budget as is.

Trustee Olsen requested that the number of positions be listed for each department. He also raised a question about the Strategic Plan and the budget. Director Nance stated that goals for community engagement were reaffirmed at the January board meeting, and an increase was made in the budget for marketing related to social media engagement.

The motion to approve the 2020-2021 budget was approved by roll call vote. Trustee Olsen voted nay. All other ayes.

### **Library Closure: July 5, 2020**

Normally, the Library is closed on July 5 due to the parade blocking access to the library. Activities have been canceled this year, but Director Nance recommended that the Library remain closed on July 5, 2020.

### **RE-OPENING PLAN**

Director Nance shared that the first week of the Library’s re-opening has gone very well. Much work is being done with inventory, shelving, and quarantine of materials, as well as greeting and assisting patrons.

Director Nance shared that Illinois is scheduled to move to Phase 4 of the “Restore Illinois” plan. The Library will move to its next phase tentatively on Monday, July 7, 2020. Patrons will be allowed in the Library, social distancing will be enforced, and study rooms will be limited to one person per room or whatever the directive is from the Governor.

### **PER CAPITA GRANT**

Director Nance stated that the Library received full funding for the Per Capital Grant. The total amount is \$46,943.75.

### **NEW BUSINESS**

Trustee Olsen shared information from his FOIA 7 Open Meetings Act Training, regarding salary posting requirements for public bodies. Director Nance shall ensure that the Library is in compliance.

Trustee Deyne stated that it would be beneficial for both the Board and Library staff to participate in annual harassment training.

**TOWN HALL:** None

**ADJOURNMENT**

There being no further business, Trustee DeSmidt made a motion to adjourn. Second by Trustee Bucaro and the motion was approved. The meeting adjourned at 9:43 p.m.