

**BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
Electronic Attendance Authorized Pursuant to Illinois Open Meetings Act (5 ILCS 120/7)
Location: On-Line Zoom Meeting
Monday, July 20, 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 & Technical Services Manager Mary Jane O'Brien, Public Relations Specialist Roslyn Schmaltz, IT Assistant Tyler Kock, Business Office Specialist Marianne Kingsmill

Patrons Present: Jill Ruby, Karen Segó, Kristin Carreno, Laura Gurgos, Mary Prohaska, Monica Boyer, Ralph Tovar, Rozanne Porter, Amanda Keen

Guests Present: Jim Karagianis, Industrial Appraisal Company

Recording Secretary: Jodi Baxter

PLEDGE OF ALLEGIANCE

TOWN HALL: None

Pursuant to Illinois Open Meetings Act (5 ILCS 120/7(e)(3)), each Trustee was asked to respond that they were able to hear, communicate and participate in the meeting. Each Trustee responded affirmatively.

President Barry then stated that the Board meeting would be held as a virtual meeting given that the Illinois Governor has declared the Coronavirus pandemic a disaster. He determined that an in-person meeting is not practical or prudent because of the disaster, and because the general meeting space is being used to quarantine Library materials.

APPROVAL OF ITEMS ON CONSENT AGENDA

Trustee Bucaro requested that Item a) Minutes of the June 15, 2020 Board Meeting be removed from the Consent Agenda;

Trustee Olsen requested that Item c) Approval of Transfer of Funds – July 2020, be removed from the Consent Agenda.

Item a) Minutes of June 15, 2020 Board Meeting

Trustee Bucaro identified the following changes to the minutes:

- i) Section 1.f - Designation of Two Trustees. Trustee Bucaro noted that a Trustee name was missing, and that Trustee DeSmidt made the motion.
- ii) Section 1.d - Approval of Bill List. Trustee Bucaro asked that the minutes of this section be amended with the additional sentence: "Trustees Bucaro and Olsen had several questions which were answered to their satisfaction by Director Nance."

Trustee Bucaro made a motion to approve the minutes of June 15, 2020. Second by Trustee DeSmidt. The minutes were approved by roll call vote. All ayes.

Item c) Approval of Transfer of Funds – July 2020

Trustee DeSmidt made a motion to approve the transfer of funds. Seconded by Trustee Olsen.

Trustee Olsen made a motion to amend the motion by adding that the director has the authority to move money from the NOW Account to the checking account. For a lack of a second, the motion failed. The transfer of funds was approved by roll call vote. Trustee Olsen voted nay. All other ayes.

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.

Balance of Consent Agenda

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

ACTION ITEMS:

Approval of 2020 Insurance Appraisal

Jim Karagianis of Insurance Appraisal Company reviewed the appraisal and process with the Board. Trustee Olsen had several questions in regards to building identification, inventory of furnishings, and historical costs.

Mr. Karagianis stated that historical costs don't affect insurable values, and that present values are used for insurance purposes. He agreed to review the appraisal, and amend the report if supporting documents (receipts, invoices) are provided. Trustee DeSmidt expressed appreciation for Mr. Karagianis' involvement in the second round of the process.

Trustee Bucaro made a motion to table the approval of the insurance appraisal until the August meeting. Second by Trustee DeSmidt. The motion was approved by roll call vote. All ayes. Mr. Karagianis left the meeting at 7:28 p.m.

Building and Maintenance Ordinance 2020-1

Trustee Olsen made a motion to approve the Building and Maintenance Ordinance. Second by Trustee Hopkins. The motion was approved by roll call vote. All ayes.

Resolution Authorizing Non-Resident Cards for FY2020-2021

Trustee DeSmidt made a motion to approve the resolution for non-resident cards 2020-21. Second by Trustee Bucaro.

Trustee Olsen asked if there had been a change in methodology, and Director Nance confirmed that the Library has historically used assessed valuation to determine fees. She also shared that she is monitoring the CARES Act for Kids, and any potential impact for the Library.

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

Appointment of Illinois Municipal Retirement Fund (IMRF) Agent

Trustee Bucaro made a motion to appoint Director Nance as the IMRF Authorized Agent for the Library. Second by Trustee DeSmidt. The motion was approved by roll call vote. All ayes.

Designation of Two Trustees for 6 Months Minute Review

State law requires that two Trustees review and sign the minutes of any public meetings twice per year. Trustee Bucaro and Trustee Sias agreed to conduct this review.

Lifting Hiring Freeze

Director Nance asked that the Board consider lifting the hiring freeze. The Library currently is operating with a reduced staff of 41 employees when it should be closer to 50 employees.

Trustee Bucaro made a motion to lift the hiring freeze. Second by Trustee Hopkins.

Trustee Deyne stated that she is cautious, and not comfortable with lifting the freeze entirely.

Trustee DeSmidt asked about whether there was a priority in positions needed to be filled. Dina Castelvechi, HR Generalist, reviewed the hiring process with the Board, and that it typically takes at least 5-6 weeks to fill a position.

After discussion, a roll call vote was taken on the motion to lift the hiring freeze. Trustees Barry and Sias voted aye. All other nays. The motion failed.

Trustee Bucaro made a motion to lift the hiring freeze in order to fill the following specific positions: One (1) Youth & Teen Services Manager; One (1) Youth & Teen Services Librarian; One (1) Youth & Teen Services Associate; Two (2) Adult Services Associates. The motion was approved by roll call vote. Trustee Olsen voted nay. All other ayes.

Trustee Barry stated that the Board has entrusted Director Nance with running the Library. She is conservative, and looking out for the best interests of the Library.

IMRF Total Compensation Disclosure

Trustee Olsen made a motion that the Library Director be required to complete annual training on the Open Meetings Act provided by the Illinois Attorney General's Office, report to the Board no later than February each year, and identify any items that the Library needs to address in order to be in compliance. Second by Trustee DeSmidt.

A roll call vote was taken on the motion. Trustees Olsen and DeSmidt voted aye. All other nays. The motion failed.

Trustee Olsen responded that he is concerned that the Board is not seriously looking at its responsibility as an entity within the community.

Trustee Bucaro stated that during a pandemic and re-opening of the Library, for Director Nance to miss the IMRF disclosure date for the report that had only two line items was totally excusable.

Re-Opening Update

Director Nance reported that the re-opening of the Library is going very smoothly, patrons are respectful, and the Library is operating at 50% capacity. A concern is that there may be an increased number of children in the Library once school starts.

Trustee Bucaro asked about material quarantine. Director Nance stated that materials are currently quarantined for three, down from seven, days.

2020-2021 per Capita Grant Requirements

Director Nance shared that there will be heightened requirements for both Board and staff, with a focus on public service standards. Director Nance will share updated requirements as they are received.

Chronology for Annual Financial Ordinances

Director Nance shared that Attorney Ritzman has provided a chronology for the Library's financial ordinances. This will be used for the filing of the annual Levy Ordinance.

Open Meetings Act Memo

Director Nance briefly reviewed Attorney Ritzman's memo regarding amendments to the Open Meetings Act under the Government Emergency Administration Act (P.A. 100-0604). At this time, the Library is in compliance.

ILA Trustee Forum

Trustee DeSmidt shared that the August 15, 2020 meeting will be held via Zoom, from 10:00 a.m. to 12:00 p.m. All Trustees are welcome.

Annual Review of Hoopla

Hoopla is a digital media service, and the Library is providing this service to its patrons. Adult & Technical Services Manager, Mary Jane O'Brien, reviewed the Hoopla service and Library usage with the Board. Trustee Olsen asked whether the Library has seen growth with Hoopla. Ms. O'Brien responded that the Library is limited to the subscription amount contributed. Once the Library reaches its limit, no further usage can occur. Any balance that is left at the end of a month, however, is carried forward.

Turnaways occur when patrons cannot access materials because the limit has been reached for the day. With a subscription increase to \$2,000 per month, the Library has experienced no turnaways.

Friends Update

Director Nance reported that the Friends' Book Nook is doing well. Any donations received have been quarantined, and they are currently not accepting donations.

Foundation Update

The Foundation has a meeting scheduled Monday, August 24, 2020 at 4:30 p.m.

NEW BUSINESS

None

TOWN HALL

Trustee Olsen stated he is encouraged to see the number of patrons increasing over time. He asked which cards had expiration dates extended. His understanding was that those cards were to be reinstated only through June 15, 2020. IT Manager Bridgett DeJohn stated that the initial extension date for expired cards was June 15, 2020, but those expired cards and cards registered online have been extended through December 31, 2020.

ADJOURNMENT

There being no further business, Trustee DeSmidt made a motion to adjourn. Second by Trustee Hopkins. The motion was approved. The meeting adjourned at 8:29 p.m.