

**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, August 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 & Technical Services Manager Mary Jane O'Brien, Public Relations Specialist Roslyn Schmaltz, IT Assistant Tyler Kock, and Business Office Specialist Marianne Kingsmill

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

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

Trustee Bucaro requested that Item b) Minutes of the July 20, 2020 Board Meeting be removed from the Consent Agenda.

Balance of Consent Agenda

The balance of the Consent Agenda was approved by roll call vote. All ayes.

Item a) Minutes of June 15, 2020 Board Meeting

a.1) Approval of Transfer of Funds: Trustee Olsen made a motion to restore original language to this section. Second by Trustee DeSmidt. Director Nance also stated that she would change the incorrect date and include the names of meeting guests. The motion was approved by roll call vote. Trustee Deyne abstained. All other ayes.

a.2) HVAC RFP Submissions. Trustee DeSmidt made a motion to add the following sentence to the end of Paragraph 1: "Trustee DeSmidt was concerned that CORE Mechanical had not submitted with their bid a detailed schedule of work to be completed in their contract as others presented." Second by Trustee Olsen. The motion was approved by roll call vote. All ayes.

Item b) Minutes of July 20, 2020 Board Meeting

IMRF Total Compensation Disclosure. Trustee Bucaro made a motion to add the following sentence to the end of the last paragraph: "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." Second by Trustee Deyne. The motion was approved by roll call vote. All ayes.

**REPORTS, QUESTIONS AND COMMENTS – President and Trustees**

President Barry thanked the Board for its support of the Library during this time.

Trustee Deyne read a prepared statement regarding the dedication of the Library Board and Staff. She included in her statement that she was displeased with disparaging comments that Trustee Olsen made at the June 15, 2020 Board Meeting regarding the Boards commitment and dedication to the Library and requested that he apologize to the Board. She also requested that Trustee Olsen take on a more positive and helpful position during discussions.

Trustee Bucaro stated that she was in the Library last week and expressed appreciation for the staff. She talked with six different staff members, and they were all helpful and friendly. Trustee DeSmidt concurred.

Trustee Olsen stated that he is in the Library almost daily. He was happy to note community presence and staff enthusiasm.

**ACTION ITEMS:**

**Approval of Tentative Budget & Appropriation Ordinance 2020-2**

Trustee DeSmidt made a motion to approve the Tentative Budget & Appropriation Ordinance. Second by Trustee Bucaro. The motion was approved by roll call vote. All ayes.

**Establish Date and Time of Public Hearing Concerning Tentative Budget & Appropriation Ordinance (Ordinance 2020-2).**

Trustee Olsen made a motion to approve the date and time for the Public Hearing for Monday, September 21, 2020 at 6:30 p.m. Seconded by Trustee Hopkins. The motion was approved by roll call vote. All ayes.

**Approval of Chief Fiscal Officer's Statement of Estimated Revenue**

Trustee DeSmidt made a motion to pass the Chief Fiscal Officer's Statement of Estimated Revenue. Seconded by Trustee Bucaro. The motion was approved by roll call vote. All Ayes.

**Date and Time of Presentation by the Auditor**

Trustee Olsen made a motion for the Committee of the Whole to meet on Monday, October 19, 2020 at 6:00 p.m. to review the audit. Second by Trustee DeSmidt. The motion was approved by roll call vote. All ayes.

**Approval of Annual Report (IPLAR)**

Trustee Sias made a motion to approve the annual report (IPLAR). Second by Trustee Hopkins. The motion was approved by roll call vote. All ayes.

### **Library Card Registration Policy**

Director Nance shared that Trustee Olsen requested review of this policy. Currently, the policy does not specifically state a renewal term. Trustees discussed the addition of a renewal term for clarity purposes.

Trustee Olsen made a motion that Bartlett Public Library District cards will be issued for a period of 36 months to district residents. District residents' cards will be renewed upon presentation by the cardholder of evidence that they are a district resident or property owner in the district. Non-resident staff members will be issued a library card for a period not to exceed 36 months or leaving employment with the district.

Reciprocal borrowers will be entered into the Library's Polaris System for one year or for the date that their card expires at their home Library, whichever is sooner.

Trustee Deyne seconded the motion. The motion was approved by roll call vote. All ayes.

### **Approval of Mobile Hotspot Policy**

IT Manager Bridgett DeJohn shared that the Library is in the process of acquiring six (6) mobile hotspots that resident patrons can check out. Patrons may check out one hotspot at a time, for a period of three weeks. Up to two renewals are available, if no holds are in place. The Library can turn off service once a device is three days overdue.

The monthly rate for each device is \$10.00, and the Library can purchase up to five (5) additional devices during this fiscal year. This program will start by the end of the week and will be viewable in the catalog.

After discussion, Trustee DeSmidt made a motion to approve the Mobile Hotspot Policy. Second by Trustee Olsen. The motion was approved by roll call vote. All ayes.

### **Approval of Revised Insurance Appraiser Reports**

As the appraiser's reports have not yet been completed, Director Nance recommended tabling this action item until the September meeting.

Trustee Deyne made a motion to table the approval of the revised insurance appraiser reports until the September 2020 meeting. Second by Trustee Sias. The motion was approved by roll call vote. All ayes.

### **Approval of Tovar Snow Professionals Service Contract**

Trustee Bucaro made a motion to approve the Tovar snow professionals service contract. Second by Trustee Sias.

Trustees Olsen and DeSmidt shared concerns with Tovar's performance last year. Trustee DeSmidt made a motion to table the Tovar Snow Professionals Service Contract vote, and to obtain bids from other vendors. Second by Trustee Olsen.

The motion to table was put to a roll call vote. Trustees DeSmidt and Olsen voted aye. All other nays. The motion failed.

The motion to approve the Tovar Snow Professional Service Contract was approved by roll call vote. Trustees DeSmidt and Olsen voted nay. All other ayes.

### **Chromebooks for Use by Library Trustees**

Director Nance stated that Trustee Deyne asked for research into obtaining Chromebooks for Library Trustees to use, in place of paper board packets. Director Nance stated the Trustees would have to commit to eliminating the paper board packets, and that also a policy would be required to address Trustee use and training issues.

Trustee Deyne made a motion to obtain Chromebooks for Trustees. Second by Trustee Hopkins. The motion was approved by roll call vote. All ayes.

### **Strategic Plan Update**

Director Nance shared that Trustee DeSmidt requested a Strategic Plan update. Director Nance stated that she is actively working on a Request for Proposal (RFP) to hire a strategic planning consultant. The RFP will be ready for approval at the September board meeting, along with a list of potential consultants. Trustee DeSmidt commented that strategic planning can be an involved and lengthy process and that it is imperative to move forward.

### **Marketing Plan Update**

Public Relations Specialist Roslyn Schmaltz has updated marketing goals. No action needed at this time.

### **Approval of Resolution 2020-1 Honoring Phyllis Smead's Contributions to the Bartlett Public Library District**

Trustee Sias read the resolution to honor Phyllis Smead, written by Public Relations Specialist Roslyn Schmaltz. Trustee Olsen made a motion to approve the resolution. Second by Trustee DeSmidt. The motion was approved by roll call vote. All ayes.

### **DISCUSSION ITEMS**

#### **Illinois Library Association Trustee Forum August Meeting Via Zoom Report**

Trustee DeSmidt gave a report on the August 15 Trustee Forum Executive Board Meeting, which was held virtually. She shared that the CARES Act grant will cover library card fees for students who are out of district. Also, the DuPage County Board of Health will provide free PPE to libraries. Trustee Bucaro also attended the meeting, and shared positive comments.

#### **2020 Illinois Library Association Conference**

Trustee DeSmidt shared that the Conference will be held virtually this year, October 20-22, 2020. The theme of the Conference is "Many Libraries, One State."

#### **Memo from Attorney Roger Ritzman Regarding B&A Deadlines**

The B&A Deadline is Tuesday, September 22, 2020, which the Library will meet.

#### **Memo from Attorney Roger Ritzman Regarding Public Libraries Being Closed on November 3**

This does not pertain to the Library, as it is a polling location.

#### **Foundation Update**

The Foundation does not have a meeting scheduled at this time.

#### **Friends Update**

Director Nance reported that the Friends are actively working on the perpetual book sale and are in the process of starting an Amazon Smile Account. Book donations are not being accepted.

**NEW BUSINESS: None**

**TOWN HALL: None**

**ADJOURNMENT**

There being no further business, Trustee Hopkins made a motion to adjourn. Second by Trustee DeSmidt. The motion was approved. The meeting adjourned at 8:27 p.m.