

**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, September 21, 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 Circulation Supervisor Laura Gurgos

Patrons Present: MaryAnn Kingsmill, Amanda Keen, Charles Francis, Karen Segó, Kristin Carreno, Monica Boyer and Robert Prohaska

Guests: Anthony Cervini, Auditor, Sikich, LLC; Jim Karagianis, Industrial Appraisal Services

Recording Secretary: Jodi Baxter

**PLEDGE OF ALLEGIANCE**

**TOWN HALL:** None

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**

The motion to accept the Consent Agenda was made by Trustee Bucaro and seconded by Trustee DeSmidt. The motion passed 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 Olsen requested that the Treasurer's Report be included on the agenda as an action item for future meetings.

Trustee DeSmidt expressed appreciation to the Staff for their efforts, diligence during the pandemic.

**ACTION ITEMS:**

**Confirmation on Committee of the Whole Meeting Date**

Trustee DeSmidt made a motion to approve the Committee of the Whole Meeting Date as Monday, October 19, 2020 at 6:30 p.m. It was seconded by Trustee Olsen and approved by roll call vote. All ayes. Trustee Olsen noted a correction that the time of the Committee of the Whole Meeting was 6:00 pm, not 6:30 pm.

### **Resolution to Determine Funds for 2020-2021 FY**

Since the Library's resolution is only requestion 4.9% more than taxes received last year, there does not need to be a Truth in Taxation Hearing. Trustee Bucaro made a motion to approve the resolution. It was seconded by Trustee Deyne and approved by roll call vote. All ayes.

### **Approval of the Library Card Registration Policy**

The Library Card Registration Policy has been updated to include a three-year expiration time period for all residents, changing the non-resident staff expiration time period to either three years or the last date of employment; and updating the non-resident fee calculation to match the July 2020 resolution. Trustee Olsen made a motion to approve the Library Card Registration Policy. The motion was seconded by Trustee Hopkins and approved by roll call vote. All ayes.

### **Approval of the Request for Proposal (RFP) for Strategic Planning Consultants**

Trustees were given the opportunity to review the RFP that will be sent to potential list of firms. Proposals will be due by October 12, 2020 to give the Board opportunity to review prior to the October board meeting. Director Nance stated that process in on track to have the strategic plan in place by July 2021.

Trustee Olsen made a motion to approve the Request for Proposal for Strategic Planning Consultants. Second by Trustee DeSmidt.

After discussion, the Board requested that following information be included in the respondents submitted proposals:

- 1) Include an option for a community survey, whether included with the plan, or as an associated cost;
- 2) Provide a timeline and stages of planning to assist the Board with the budget planning timeline for the fiscal year budget.

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

Trustee Olsen requested that the following language be added in the Approval of the Request for Proposal of Strategic Plan Consultants: Trustee Olsen asked about the Library Card Holder number in the Request for Proposal and was told that the number included not only Bartlett Public Library District resident cards, but also Reciprocal Borrowers cards which represented over 4,000 cards. Trustee Olsen asked that the numbers in the Request for Proposal be changed to show each group separately. This was agreed."

### **Approval of Revised Insurance Appraisal Reports**

Trustee Olsen made a motion to approve the insurance appraisal report as submitted in the revised format. Second by Trustee Bucaro.

Jim Karagianis, Industrial Appraisal Services, shared that with the benefit of review of financial statements and several years of invoices related to building costs, his firm was able to provide an

adjustment to the account report of over \$4,000,000 to cost data for the building values. This does not affect insurable values.

Trustee Olsen asked how such a significant difference occurred. Mr. Karagianis stated that the original amount was based on estimates, and that actual costs were underreported.

Mr. Karagianis recommends that the Library supply any information related to capital additions or disposals for annual update purposes. These annual updates are a minimal cost and will ensure correct insurable value and fixed assets reports.

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

### **Resolution Delegation of Authority 2020-01**

President Barry expressed his appreciation for the Board's trust in entrusting him at the beginning of the pandemic with the authority to act on behalf Board, if needed. He also thanked the Board for its engagement throughout the pandemic.

President Barry made a motion to rescind the powers delegated by Resolution 2020-01. Second by Trustee Olsen. The motion was approved by roll call vote. All ayes.

## **DISCUSSION ITEMS**

### **Restricted Funds GASB Statement No. 54**

Auditor Anthony Cervini led a discussion on the various means for restricting funds, including unassigned and committed funds. Director Nance recommends that the Board consider designating committed funds to the special reserve fund for future capital improvements.

### **Draft of Tax Levy Ordinance 2020-4**

The proposed tax levy is 4.9% more than last year's tax revenue. The levy will need to be passed at the October 19, 2020 Board Meeting.

### **Cash Receipts and Disbursements for the 2019-2020 FY**

The 2019-2020 FY Statement of Cash Receipts and Disbursements (a listing of the payments to the Library's major vendors, staff salaries, etc.) should be approved either at the October or November Board Meeting. A statement that the annual audit available for public inspection, after audit is approved need post statement of cash receipts on public board and the website for ten days.

### **Library District Trustee Election 2021**

Nominating petitions for Library Trustee positions of the Bartlett Public Library District in the April 6, 2021 Consolidated Election are available at the Administration Department of the Bartlett Public Library during regular Library hours. There are two full-term (6 years) Trustee seats to be filled. Six packets have been picked up. Nominations begin September 22, 2020, and the filing period will be December 14-21, 2020.

### **2021 Library Calendar Dates**

Lists of 2021 board meetings and Library closing dates were included in the Board packet. The Board will need to approve these calendars at the October 19, 2020 meeting. The holiday closing list will be updated to reflect that the Library will be closed on both July 3 and 4, 2021.

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

The Conference will take place virtually, October 20-22, 2020. Director Nance and IT Manager Bridget DeJohn will be presenting a program entitled "So You've Been Hacked, Now What?"

### **Memo from Attorney Roger Ritzman Regarding Personal Devices and FOIA**

Attorney Ritzman recommends that Library Trustees should not use personal devices or personal email accounts to communicate about Library business.

### **Joint Taxing District Meeting Update**

Trustee Hopkins and Director Nance attended the meeting, and Director Nance shared the Library's strategic plan, and answered questions about quarantining materials, and patrons use of the Library during the pandemic. Trustee Hopkins shared that the Village had no businesses permanently close due to Covid-19. Trustee Olsen asked for a status update on Census 2020. Public Relations Manager, Roslyn Schmaltz, shared that the Village of Bartlett's completion rate is at 85.6%. The census will conclude at the end of September.

### **Per Capita Requirements**

Requirements are not yet available, and Director Nance will send them out as soon as they are received. Director Nance anticipates an extension for continuing education requirements, due to the pandemic.

### **Quickbooks Online**

Financial Reports are in transition process online. Trustee Olsen noted a few formatting and mapping issues.

### **Friends Update**

The Friends met September 8, 2020 and are continuing various projects. A surplus of funds is available, and Library departments are encouraged to submit project requests for review.

### **Foundation Update**

The Foundation did not meet in September. Director Nance will reach out in to see if the Foundation will be meeting in October.

## **NEW BUSINESS**

### **Tax Revenues**

Trustee Olsen reviewed August financials and it appeared that the tax collection in DuPage County has been slower than anticipated. Director Nance provided the Board with deposits that occurred from September 1, 2020 through September 21, 2020. The Library's Accountant viewed the tax rate reports. The Accountant informed Library Director Nance that 81.8704% of the total receipts for September were allocated to the Library Fund. The total amount is \$671,696.56 which makes the Library Fund year-to-date \$1,828,696.36 or 95.9869% of budget.

### **Contract Review**

Trustee DeSmidt shared that she reviewed the Core Mechanical invoice. Transportation charges are not a part of the contract, and those charges were removed. Core Mechanical is working to develop an invoice template that addresses important service details. Director Nance has a binder containing all Library contracts and will ensure that the Binder is available to Trustees.

Trustee DeSmidt suggested an invoice template, addressed important service details, and these were shared with Director Nance and Core Mechanical, which will be implemented. Trustee DeSmidt inquired if there is a binder containing all library contracts available to Trustees. Director Nance ensured that the binder is available to Trustees.”

**TOWN HALL: None**

**ADJOURNMENT**

There being no further business, Trustee DeSmidt made a motion to adjourn. Second by Trustee Sias. The motion was approved by roll call vote. The meeting adjourned at 7:59 p.m.