

**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, October 19, 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, Bucaro, and Barry. Trustee Hopkins joined the meeting at 7:18 p.m.

Staff members present: Library Director Karolyn Nance, Human Resources Generalist Dina Castelvechi, IT Manager Bridgett DeJohn, Adult & Technical Services Manager Mary Jane O'Brien, Facility Manager Nathaniel Aye, Business Office Specialist Marianne Kingsmill, Public Relations Specialist Roslyn Schmaltz, IT Assistant Tyler Kock

Patrons Present: Kristin Carreno, Mary Prohaska, Laura Gurgos, Monica Boyer, Therese Loftus, Karen Segó, David Cassara, Rachel Cassara, Rozanne Porter, Amanda Keen

Guests: Anthony Cervini, Auditor, Sikich, LLC; Roger Stevens, Accountant, McClure, Inserra & Company, Christine Weber, Weber Consulting, Amanda Standerfer, Standerfer Consulting, Mel Henriksen, NIU Governmental Studies, Jeanna Ballard, NIU Governmental Studies, Sarah Keister Armstrong, Armstrong Consulting, Stu Wilson, Library Strategies, Alayne Hopkins, Library Strategies.

Recording Secretary: Jodi Baxter

TOWN HALL:

IT Assistant Tyler Kock read a letter that the Library received from Patron Karen Leopold. Ms. Liebold stated that she observed four teens in a study room, with the door closed, and not wearing masks. She felt that this created an unsafe environment and expressed concern for the safety of staff and other patrons.

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

Trustees Olsen and Bucaro requested that the minutes of the September 21, 2020 regular board meeting be removed from the Consent Agenda.

The amended Consent Agenda was approved by roll call vote. Trustee Hopkins was absent. All other ayes.

Minutes of September 21, 2020

- 1) Trustee Bucaro noted a correction regarding 2021 Library Calendar Dates. The Library will be closed July 3-4, 2021, not 2020.

- 2) Trustee Olsen noted a correction that the time of the Committee of the Whole Meeting was 6:00 pm, not 6:30 pm.
- 3) 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.”
- 4) Trustee DeSmidt requested the following language replace the Contract Review section: “Trustee DeSmidt shared that she reviewed the Core Mechanical invoice and noted transportation charges (which are not part of the contract), and those charges were removed.

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.”

The minutes as amended were approved by roll call vote. Trustee Hopkins was absent. All other ayes.

REPORTS, QUESTIONS AND COMMENTS – President and Trustees

President Barry reminded the Board that the Illinois Library Association Virtual Conference begins tomorrow, Tuesday, October 20, 2020 through Thursday, October 22, 2020.

ACTION ITEMS:

Strategic Plan Proposals

Trustee Bucaro made a motion to table the vote on selecting a Strategic Plan consultant for six months, due to the pandemic. Second by Trustee Deyne.

Trustee DeSmidt stated that the Library needs a strategic plan, goals, outcomes, and direction. Trustee Deyne suggested tabling the Strategic Plan for two months, and then review and determine next steps.

Trustee DeSmidt explained that this is a perfect time to do a survey, as the community has time to give suggestions and direction. Trustee DeSmidt recommends to proceed with the consulting strategic plan.

Trustee Bucaro amended her motion to table the Strategic Plan until the January 2021 meeting. Second by Trustee Deyne.

The amended motion was approved by roll call vote. Trustees Olsen and DeSmidt voted nay. All other ayes. Trustee Hopkins was absent.

Trustee Hopkins joined the meeting at 7:18 p.m.

Financial Report

Roger Stevens, Accountant, McClure, Inserra & Company, gave the financial update. He noted that there have been discrepancies in reports in moving from the desktop to online platform, and that some reports may need to be exported to Excel and modified.

Mr. Stevens recommended that the Board determine the information needed for its decision-making process, and he will work to determine which reports provide that information. Some reports may look different, but he will strive to meet the Library's unique reporting preferences.

Trustee DeSmidt asked Business Office Specialist, Marianne Kingsmill, for her feedback on the system transfer. Ms. Kingsmill indicated that she was pleased with QuickBooks Online, and that Mr. Stevens has been very helpful in the process.

Trustee Olsen stated that the financial reports are invaluable, and the Board will work with Mr. Stevens to obtain updated reports.

Hiring Freeze

Due to concern for the Library's financial position, Trustee Olsen made a motion that the Board approve a hiring freeze, effective immediately, that will remain in effect until revenues in the budget plan align with our anticipated revenues for Fiscal Year 2020-2021.

For lack of a second, the motion failed.

Reduction of Open Hours for the Public

Director Nance shared that staffing numbers are down, and unanticipated absences due to Covid-19 impact the coverage of the public service desks. A minimum of two employees is needed in each department for a safe environment. Staff recommends that the Library hours be reduced to no more than eight (8) hours per day to limit the number of shifts that must be covered.

Trustee Bucaro made a motion to reduce the Library's scheduled beginning October 26, 2020 through January 18, 2021, as follows:

Monday – Thursday:	12:00 pm – 8:00 pm
Friday:	10:00 am – 6:00 pm
Saturday:	9:00 am – 5:00 pm
Sunday:	12:00 pm – 5:00 pm

The motion was seconded by Trustee Deyne.

Trustee DeSmidt expressed concern that reduced hours could impact patrons and students that depend on the Library services.

Trustee Bucaro commented that with the local school district in remote learning, the new hours would accommodate the hours that the students would require the Library.

The motion was approved by roll call vote. Trustee DeSmidt and Trustee Olsen voted nay. All other ayes.

Election Date Closing of the Library

Trustee Sias made a motion for the Library to close on Election Day, November 3, 2020, and provide holiday pay to staff. Second by Trustee Bucaro.

Trustee Olsen expressed concern that this could create a precedent and suggested an in-service staff day via Zoom. Director Nance stated that there is not enough time to create an in-service program.

The motion was approved by roll call vote. Trustee Olsen voted nay. All other ayes.

Recess

At 8:23 p.m. the Board took a brief recess, and re-convened at 8:28 p.m.

Acceptance of Annual Audit and Management Letter & Notice of Availability of Audit

Trustee Olsen made a motion to table the acceptance of the annual audit and management letter until the final report is received. Second by Trustee DeSmidt. The motion was approved by roll call vote. Trustee Hopkins and Bucaro voted nay. President Barry abstained. All other ayes.

Tax Levy Ordinance 2020-4

Trustee Deyne made a motion to approve the Tax Levy Ordinance 2020-4. Second by Trustee Olsen. The motion was approved by roll call vote. All ayes.

Certification of Authenticity Tax Levy Ordinance & Truth in Taxation Certification of Compliance

Trustee Bucaro made a motion to approve the Certification of Authenticity of Tax Levy Ordinance, and the Truth in Taxation Certification of Compliance. Second by Trustee Deyne. The motion was approved by roll call vote. All ayes.

Approval of Statement of Cash Receipts and Disbursements

This item was tabled until the November 2020 meeting.

Transfer to Special Reserve

Trustee Deyne made a motion to transfer \$25,000.00 to Special Reserve Fund. Second by Trustee Hopkins.

Trustee Olsen made a motion to amend the transfer amount to \$224,645.00. Second by Trustee DeSmidt.

On the amended motion to transfer \$224,645.00, Trustees Olsen and DeSmidt voted aye. All other nays. The amended motion failed.

On the original motion to transfer \$25,000.00 to Special Reserves, the motion was approved by roll call vote. Trustee Olsen abstained. All other ayes.

DISCUSSION ITEMS

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 still available at the Administration Department of the Bartlett Public Library during regular Library hours.

2021 Per Capita Requirements

Director Nance shared that the required books have been purchased and will be distributed to the Trustees when received. She also shared that the January deadline has been extended.

Tax Increment Financing (TIF) Meeting

The Meeting will be held October 29, 2020, 2:00 p.m. at the Village Hall. Zoom availability.

Friends Update

The Friends did not meet in October.

Foundation Update

Director Nance will reach out to see if the Foundation will be meeting in November. Trustee DeSmidt recommended that the Foundation use Zoom for its meetings.

NEW BUSINESS

In response to Karen Liebold's Town Hall Letter, Director Nance requested board direction in the form of a policy or procedure related to mask wearing in the Library during the Covid-19 pandemic.

Trustee DeSmidt recommended that Covid-19 be placed on each month's agenda, to handle any issues that arise.

Adult & Technical Services Manager Mary Jane O'Brien shared that staff approaches patrons regarding masks in the Library, but some patrons refuse to wear them. The Library staff cannot legally make people wear masks.

The Board will re-convene for a special meeting regarding this issue, and Director Nance will obtain an attorney opinion prior to that meeting.

President Barry shall respond to Patron Karen Liebold.

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 9:07 p.m.