

**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, November 16, 2020**

The regular meeting was called to order at 7:00 p.m. by President Barry.

PLEDGE OF ALLEGIANCE

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, Business Office Specialist Marianne Kingsmill, IT Assistant Tyler Kock

Patrons present: Kristin Carreno, Mary Prohaska, David Cassara, Therese Loftus, Rozanne Porter, Karen Sego, Lisa Marinelli, Jeffrey Miller, Laura Gurgos

Recording Secretary: Jodi Baxter

TOWN HALL: None

President Barry 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 Items a. Committee of the Whole Minutes of October 19, 2020, and e. Transfer of Funds, be removed from the Consent Agenda. Trustees Bucaro and DeSmidt requested Item b. Minutes of the Regular Board Meeting of October 19, 2020 be removed from the Consent Agenda.

Trustee Sias made a motion to approve the Consent Agenda, as amended. Second by Trustee Bucaro. The amended Consent Agenda was approved by roll call vote. All ayes.

Item a. Committee of the Whole Minutes of October 19, 2020

Trustee Olsen made a motion to add the following verbiage to the Committee of the Whole Minutes. Second by Trustee DeSmidt:

“Trustee Olsen noted that the wrong date was stated in the Management Letter, Line 2, Page 11, Ledger Account Balances should end as of June 30, 2020 and not as of April 30 as stated in the Preliminary Management Letter.

Trustee Olsen also told the Auditors in the Preliminary Annual Financial Report, Page 13, 1. Compensated Absences, that contrary to what the Auditors stated in their report that it is not the District's policy to permit employees to accumulate earned but unused vacation and sick benefits.

Trustee Olsen stated that according to the Board-approved policy, unused vacation is converted to sick pay at the end of each fiscal year.

Trustee Olsen asked Mr. Cervini who engaged the Auditors to which Mr. Cervini replied, 'The Board.' Trustee Olsen asked Mr. Cervini who the Auditors reported to, and Mr. Cervini responded, 'The Board.' Trustee Olsen asked Mr. Cervini if any Management Comments had been removed at the request of the Library Director, to which he replied, 'Yes.' Mr. Cervini refused to elaborate, even when reminded that he reported to the Library Board and not the Library Director."

Director Nance noted an additional correction, that the date of minutes should be 2020, not 2019.

Trustee Deyne commented that at that meeting she thought that Trustee Olsen embarrassed the Board by questioning the credentials of Mr. Cervini.

The motion was approved by roll call vote. Trustees Hopkins and Barry abstained. All other ayes.

Item b. Minutes of Regular Board Meeting of October 19, 2020

i) Trustee Bucaro made a motion to add the following language to the section, "Reduction of Open Hours for the Public," after Trustee DeSmidt's comment. Second by Trustee DeSmidt:

"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."

ii) Trustee DeSmidt made a motion to add the following language to the section, "Strategic Plan Proposals," after her statement regarding goals, outcomes, and direction. Second by Trustee Olsen:

"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 election."

iii) Trustee DeSmidt made a motion to amend the section, "Transfer to Special Reserve," by changing the initial motion makers from Trustees Deyne and Hopkins to Trustees DeSmidt and Olsen. Second by Trustee Olsen.

The three motions to amend the minutes of the October 19, 2020 Regular Board meeting were approved by roll call vote. Trustee Hopkins abstained. All other ayes.

Item e. Transfer of Funds

Trustee Olsen made a motion to transfer \$149,524.60 from the Fifth Third Bank Account #0202 to Fifth Third Money Market Account #3361, and then close Fifth Third Bank Account #0202.

Fifth Third Bank Account #0202 was hacked in March-April 2020 when fraudulent checks were written. The Library has ceased using this account. There are no outstanding checks, and no recent activity, and Trustee Olsen stated that it would be appropriate to transfer funds and close the account.

Second by Trustee DeSmidt. The motion was approved by roll call vote. All ayes.

REPORTS, COMMENTS QUESTIONS – President and Trustees

President Barry stated that the Coronavirus pandemic is getting worse, and that the Board must be aware of its impact on the community, and how it affects our Library. We have taken steps, and hope that these will contain it as far as our patrons and staff are concerned.

Trustee Bucaro echoed Trustee Deyne's statement regarding the October Board meeting, that it was an embarrassment to our board and Library the way Trustee Olsen spoke to our guests, Auditor Anthony Cervini and Accountant Roger Stevens. Trustee Bucaro called for Trustee Olsen to make both personal and public apologies.

Trustee Deyne commended Trustee Bucaro and Director Nance on the Boo drive-through and stated that it was a great first-time event.

Trustee DeSmidt reported that the Illinois Trustee Forum Board Meeting will take place on Saturday, November 21. The survey taken at the ILA Trustee Education event in October will be reviewed, and planning will begin for next year's event.

Trustee Olsen commended the Youth Service's staff enthusiasm, as well as appreciation for the new materials in that section. Regarding the completion of the inventory, he asked whether a final number related to missing materials had been determined, and whether an insurance claim had been filed. IT Manager Bridgett DeJohn stated that it takes six months to complete the final count of missing materials, as materials continue to be returned. She will have a three-month number available in mid-December.

Trustee Olsen stated that there is no discussion of financials on the Board agenda, as requested. Also, he asked whether the October statements include year-end adjustments from the auditors. Director Nance will research this.

Trustee Olsen expressed concern that the Library has already spent 67% of its budget allocated to Accounting Services. Director Nance stated that this is due to additional work related to the audit.

Trustee DeSmidt requested that recording secretary expenses be moved to Professional Services rather than Trustee Expenses. This can be adjusted when the budget is amended. Trustee DeSmidt also expressed appreciation for the Youth Services new items.

ACTION ITEMS

Acceptance of Annual Audit and Management Letter

Trustee Bucaro made a motion to accept the Annual Audit and Management Letter. Second by Trustee DeSmidt. The motion was approved by roll call vote. Trustee Olsen voted nay. All other ayes.

Notice of Availability of Audit

Trustee Sias made a motion to approve the Notice of Availability of Audit. Second by Trustee DeSmidt. The motion was approved by roll call vote. All ayes.

Approval of Statement of Cash Receipts and Disbursements

Trustee Olsen made a motion to approve the Statement of Cash Receipts and Disbursements. Second by Trustee Deyne.

Trustee Olsen noted one change to the last line of the report. The category "Over \$100,000 – none" should be changed to "\$100,000 - \$124,999 – none."

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

Deeming the Bartlett Public Library District an Essential Government Entity

Trustee Hopkins made a motion to deem the Bartlett Public Library District an essential government entity for the community. Second by Trustee DeSmidt. The motion was approved by roll call vote. All ayes.

DISCUSSION ITEMS

Presentation of the Bartlett Library's New Website

IT Manager Bridgett DeJohn and Public Relations Specialist Roslyn Schmaltz presented the new website to the Board. Roslyn Schmaltz shared various aesthetic and functional updates. The website is user friendly and strengthens the Library brand and mission. The banner changes on a quarterly basis to coincide with the quarterly newsletter.

Bridgett DeJohn shared design updates that allow for responsiveness across multiple devices. The website itself is ADA compliant, although some posted materials (i.e., Board packets), are not ADA compliant. Twelve months of board packets will be kept on the website to reduce the amount of non-compliant material on the website. Older packets will be accessed through FOIA requests.

The target date for the new website launch is January 4, 2021. Trustee Bucaro commented that the mobile phone format would make a nice bookmark.

Trustee Olsen asked whether vendors should be required to submit ADA compliant reports. However, Bridgett DeJohn shared that most accounting reports contain tables, which are extremely difficult to make ADA compliant.

Trustee Olsen also expressed concern in removing historical board packets and financial information. Trustee DeSmidt concurred that she would also like historical information available for reference.

President Barry asked Director Nance to research penalties, if any, regarding ADA non-compliance.

Per Capita Requirements

The deadline for Per Capita Requirements for Board and staff has been extended to March 15, 2021. Trustees and staff should have now reviewed the first three chapters of the required reading.

Trustee DeSmidt asked to include Disaster Prevention and Recovery Plan as a discussion item on each agenda, so that the Board can adapt to new information regarding the pandemic.

Strategic Plan

Trustee DeSmidt stated that the Strategic Plan is on-going and suggested that the Library staff could conduct a small survey on the website related to patron feedback.

TIF Meeting

The TIF meeting was held Thursday, October 29, 2020 at 2:00 at the Village Hall. Director Nance attended, along with Trustees Olsen and Barry. Trustee DeSmidt attended via Zoom. All shared positive comments and feedback.

ILA Comments

The Illinois Library Association virtual conference was held October 20-22, 2020. There was consensus among Board attendees that the ILA conference was a successful event. The "virtual

hallway” of vendors was impressive. Trustee DeSmidt will follow up to see if educational links will be available until mid-January. Trustee Olsen commended Bridgett DeJohn’s presentation, “We’ve Been Hacked, Now What?” and President Barry concurred.

Library Trustee Election

Nominating petitions for Library Trustee must be filed with the Library’s administrative staff during the filing period, December 14-21, 2020, between the hours of 9:00am to 4:00pm. It is important to have administrative personnel available at 9:00 a.m., since filing time affects the order on the ballot.

Friends Update

Trustee Olsen noted the enthusiasm of the Youth Services staff with the Friends’ purchase of the frame display/shelving unit. Marianne Kingsmill stated that the Friends are open to any additional suggestions that staff may have regarding needed items.

Foundation Update

Trustee Olsen asked to follow up with the Foundation on a monthly basis, to determine if members have lost interest. Director Nance stated that there is a lack of comfort level with technology, and members prefer in-person meetings. Director Nance will continue to reach out to the Foundation regarding monthly meetings.

NEW BUSINESS

Employee Survey

Trustee Olsen proposed an employee survey to determine whether employees have any safety issues or concerns; feedback about Library from community and/or patrons; whether staff feels that the Board is open to hearing ideas; whether staff feels that the Library is keeping up with industry trends; whether Library is responsive to concerns/needs; whether staff feels heard in budget and planning; and any other concerns.

Adjourn to Executive Session

Trustee Olsen made a motion to adjourn to Executive Session (as permitted by 5 ILCS Section 2(c)1)-- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body. Second by Trustee DeSmidt. The motion to move to Executive Session was put to a roll call vote. Trustee Olsen voted aye. All other nays. The motion failed.

Library Director Evaluation

President Barry reviewed the evaluation process for the Library Director and recommended that the evaluation should take place after the start of the calendar year.

Trustee DeSmidt stated that the evaluation had been scheduled in March, but then everything was tabled due to the pandemic. She had approached Director Nance to discuss when tabled items would be re-introduced to the Board. All surrounding libraries have completed evaluations.

Trustee Bucaro stated that, due to the lack of a current evaluation, the Director has not had a pay raise. She concurred with President Barry that the evaluation should take place at the beginning of 2021, and then be consistent going forward.

Director Nance stated that she is not asking for a pay raise, in light that staff has not received an increase in compensation.

Trustee Bucaro made a motion to start the evaluation process for Director Nance in January 2021. Seconded by Trustee Hopkins, with clarification that paperwork begins in January, with the evaluation taking place in February.

After further vigorous discussion, the motion was approved by roll call vote. Trustee Olsen voted nay. All other ayes.

Trustee Olsen raised second item regarding the Library Director's Evaluation, and the subsequent vote. He stated that he thought that this vote was an unlawful act, as this was not on the agenda. Therefore, the formal action taken by the Board would not be valid. President Barry stated that this was Trustee Olsen's opinion, and not an actionable to the minutes.

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 8:35 p.m.