

**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, December 21, 2020**

The regular meeting of the Bartlett Public Library Trustees 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 Castelvechchi, 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, Facility Manager Nathaniel Aye

Patrons present: Karen Segó, Mary Prohaska, Kristin Carreno, Monica Boyer

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 Item a. Minutes of the Regular Board Meeting of November 16, 2020 be removed from the Consent Agenda.

Item a. Minutes of the Regular Board Meeting of November 16, 2020

Trustee Olsen made a motion to amend the Minutes of the Regular Board Meeting, Approval of Statement of Cash Receipts and Disbursements, second paragraph. Second by Trustee DeSmidt.

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

Trustee Olsen raised a second item regarding the Library Director 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 amendment to the minutes.

The motion to amend the range scale was approved by roll call vote. All ayes.

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

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

President Barry wished the Board and staff a Merry Christmas and Happy Holidays.

Trustee Olsen asked about an action approved at the November board meeting. The Board approved transferring the balance of Account #0202 to the NOW account, and then closing Account #0202. However, the November 30 financials still show Account #0202 as active. Director Nance answered that the transfer took place in early December, and the account closure will be reflected in the December financials.

Trustee Deyne commended all departments on their monthly reports. She also asked about the mechanics of the virtual blood drive. Adult & Technical Services Manager Mary Jane O'Brien explained that donors can go to any donation location, and state that they are donating on behalf of the Library.

## **ACTION ITEMS**

### **Financial Statements**

Trustee Olsen asked if year-end adjustments have been made. Director Nance will reach out to the Library's accounting service for clarification. Trustee Bucaro asked about moving Recording Secretary fees from Trustee Expenses to Professional Services. This will be done when the budget is amended.

Trustee Olsen drew attention to the Board packet schedule, "Account Balance by Month," on Page 49. There is a difference of \$442,630 when comparing the schedule to the financial statements, and it appears that there is more cash than actually available. Director Nance will check on this.

Trustee Olsen asked about worker's compensation expense variance. Director Nance explained that insurance quotes are based on initial estimates, and then an annual audit is done to clarify information and correct any variances.

Trustee Olsen noted that it appears that the accounting firm has added a new routine charge, and he asked the Board to keep this in mind for future budget considerations.

Financial Statement review shall be included as a discussion item on each month's agenda.

### **Staff In-Service Day, March 5, 2021**

Director Nance noted that when the Library Board approved the 2021 calendar, the Trustees voted to close the Library on March 5 for Staff In-Service. However, an in-service event is not possible this year, due to limited computer capacity and social distancing concerns. Library staff is considering various alternative training options and recommends opening the Library on March 5, 2021.

Trustee Bucaro made a motion to open the Library on March 5, 2021. Second by Trustee Olsen.

Trustee Olsen stated his concern about eliminating a fixed time for staff in-service. He asked whether virtual options have been considered. Trustee DeSmidt asked if training could be done in segments (i.e., morning/afternoon). Staff is looking at a variety of options, including RAILS training. Staff may also develop an in-house video training. Trustee DeSmidt asked about the possibility of departmental trainings.

President Barry stated that the main issue is that since in-service training cannot take place, the Library should be open to patrons.

Trustee Sias re-stated the motion to open the Library on March 5, 2021. Second by Trustee Deyne. The motion was approved by roll call vote. Trustee Olsen voted nay. All other ayes.

### **Website ADA Compliancy**

The Board was presented a recommendation that one year of Board packets be included on the website, to improve ADA compliance for the website. Presently, seven years of information packets are posted on the website.

Trustee Deyne asked how the website could be considered non-compliant. IT Manager Bridgett DeJohn explained that information packets cannot be read with ADA software, and are therefore not compliant. Also, most libraries do not include information packets on their websites.

Trustee DeSmidt inquired about other entities that may be ADA compliant. She also inquired about additional software that we may need to assist with ADA compliancy.

Trustee Olsen asked if vendors could be required to provide ADA compliant files. Ms. DeJohn stated that this would be very difficult. She tested a document that was said to be compliant through her compliancy software, and it failed. The website is ADA compliant without the information packets.

President Barry questioned whether the pursuit for ADA compliance could inadvertently affect compliance with the Open Meetings Act. Director Nance stated that the law does not require information packets to be posted on the Library's website.

The Trustees asked if a disclaimer could be added. Staff advised against any type of disclaimer because we would want to keep the dialogue open with the individuals and try to meet the requested accommodation if possible.

Trustee Hopkins made a motion for board packets to no longer be posted on the Library website in order to maintain ADA compliance. Second by Trustee Sias. The motion was approved by roll call vote. Trustee Olsen voted nay. All other ayes.

### **Employee Survey**

Director Nance recommended that an employee survey be included as part of the strategic planning process and conducted by a third party. Trustee Olsen agreed that a third party should conduct the survey but would prefer that the survey be done now.

Trustee Hopkins stated that since we are in the midst of a pandemic, she doubts that constructive, actionable items would be gained from a survey at this time.

Trustee Hopkins made a motion that an employee survey shall be conducted by a third party as part of the strategic plan. Second by Trustee DeSmidt.

Trustee Sias stated that the survey should not be anonymous. Trustee Hopkins disagreed, stating that anonymity is an important feature in order to gain candid and reliable information.

Director Nance asked that we wait to speak to the consultants about what they would recommend for an employee survey.

Trustee Hopkins restated the motion that an employee survey shall be conducted by a third party as part of the strategic plan. Second by Trustee DeSmidt.

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

### **Library Card Renewals**

Director Nance shared that many patrons are not coming into the Library but are using e-resources from home. When cards expire, patrons call in and request that their card be renewed over the phone.

Trustee Bucaro made a motion that the Library renew expiring Library cards for three months, upon patron request. Second by Trustee Hopkins.

Trustee Olsen stated that this could also be an excellent opportunity to confirm a patron's Library district residency.

Trustee DeSmidt asked if these patrons would need to come into the library with proper identification after the three month extension.

Trustee Bucaro amended her motion to confirm residency and renew expiring Library cards for three months, upon patron request. Second by Trustee Hopkins. The motion was approved by roll call vote. All ayes.

### **Designation of Two Trustees**

Trustee Olsen made a motion to designate Trustee Deyne and Trustee Hopkins to review July – December 2020 meeting minutes. Second by Trustee Hopkins. The motion was approved by roll call vote. All ayes.

## **DISCUSSION ITEMS**

### **Per Capita Requirements**

Trustees are to review Chapters 4-6 and various appendices this month. Trustee Olsen asked the Board to consider expanding the hours that the Library operates.

### **Update on Government Mandates**

Current mitigation efforts shall continue through January 2021.

### **Library Trustee Election**

Twelve Trustee candidate packets were prepared, and nine (9) packets were picked up. Three candidates completed and returned applications for the Library Trustee election.

### **IMRF Fund Rate**

As soon as information is available, Director Nance will share with the board. Rates have increased slightly. Trustee Olsen noted that the schedule incorrectly referenced 2019 rates.

### **Friends Update**

Written report was provided by Business Office Specialist Marianne Kingsmill. There will be a meeting in January 2021. DVD and perpetual book sales continue. The Library appreciates the Friends' on-going donations.

### **Foundation Update**

The Foundation met recently in person and via phone. Dine-to-Donate was cancelled, and the Author Fundraiser event is on hold. The Foundation recently donated funds to purchase health books for the Library's health collection.

## **NEW BUSINESS**

Trustee Olsen asked about paper window coverings on the doors to the main meeting room. These are in place to keep patrons from seeing the books in quarantine and thinking that there is a book sale. Staff

papered the windows and checks the locks regularly. Trustee Olsen also noted visible door damage, which Director Nance will investigate.

**TOWN HALL: None**

**ADJOURNMENT**

There being no further business, Trustee Bucaro made a motion to adjourn. Second by Trustee DeSmidt. The motion was approved by roll call vote. The meeting adjourned at 8:13 p.m.