

BARTLETT PUBLIC LIBRARY DISTRICT
Special Board Meeting Minutes
Thursday, May 14, 2020, 7:00 p.m.
Virtual Location
800 S. Bartlett Road, Bartlett, IL 630-837-2855

The special meeting was called to order at 7:01 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, IT Assistant Tyler Kock, Youth & Teen Services Manager Ruth Anne Mielke, Adult & Tech Services Manager Mary Jane O'Brien, Circulation Associate Cathy Leo, Teen Services Coordinator David Cassara, Technical Services Assistant Gabriele Campoli, Circulation Associate Ginger Gebka, Circulation Associate Karen Deering, Interlibrary Loan & Technical Services Assistant Karen Kreterfield, Adult Services Assistant Manager Karen Segó, Circulation Supervisor Laura Gurgos, Payroll Specialist Marianne Kingsmill, Circulation Supervisor Mary Prohaska, Public Relations Specialist Roslyn Summerville, Youth & Teen Services Librarian Rozanne Porter, Youth & Teen Services Librarian Sandra Sasal, Circulation Associate Terry Loftus, Business Office Specialist Michelle Morgan, Youth & Teen Services Associate Amanda Keen,

Guests Present: Roger Ritzman, Library Attorney; James Rachlin, Meristem Advisors; Estelle Markham, Kamm Insurance Group; Jeff Oke, IMEG Client Executive; Jerry Schilf, Managing Principal, and Jennifer Ericksen, Senior Benefits Consultant, OneDigital Health and Benefits

Patrons Present: Ralph Tovar, Rachel Cassara

Recording Secretary: Jodi Baxter

TOWN HALL: None

AGENDA

Trustee Sias made a motion to table all agenda action items, except items 1 and 4, until the regularly scheduled meeting on Monday, May 18, 2020. Second by Trustee DeSmidt. Trustee Olsen amended the motion to table all agenda action items, except items 1, 4 and 5, and to include a discussion on capital improvements. Second by Trustee DeSmidt.

After further review of the agenda, Trustee Sias further amended the motion to table all agenda action items, except items 1 and 5. Second by Trustee Bucaro. Approved by roll call vote. Trustee Olsen voted nay. All other ayes.

Estelle Markham, Jeff Oke, Jerry Schilf, and Jennifer Ericksen left the meeting at 7:13 p.m.

REQUEST FOR PROPOSAL HVAC MAINTENANCE SERVICE

Trustee Hopkins made a motion to approve the Request for Proposal for HVAC maintenance. Second by Trustee Bucaro.

Trustee DeSmidt requested that Attorney Ritzman include the following language in Section VII of the proposal: "Service or maintenance calls shall not incur mileage fees or charges."

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

BUDGET 2020-2021 - DRAFT 2

James Rachlin of Meristem Advisors reviewed the preliminary 2020-2021 budget with the Board, which was developed prior to the Covid-19 pandemic. He stated that the Library has a strong cash balance, and does not anticipate a significant pandemic-related tax revenue shortfall. He presented several scenarios based on varying revenue percentages.

Mr. Rachlin recommended that the Board pass the 2020-2021 budget as drafted, with a plan to reduce expenses by spending at the 2020 budget level to ensure cash reserves.

Trustee Olsen noted that the Library has a mounting number of capital projects that have been delayed, and cannot be ignored.

Director Nance stated that the budget takes into account the recommendations from the IMEG Assessment and 2 other projects on the Capital Projects priority list.

Director Nance asked the board to review budget information and summaries and to submit any questions in advance, so that they may be addressed at the regular meeting on Monday, May 18.

Trustee Hopkins made a motion to table the budget decision until Monday's regular board meeting. Second by Trustee DeSmidt. The motion was approved by roll call vote. All ayes.

DISCUSSION ITEM

Re-Opening Plan

The Board briefly discussed its re-opening plan. Director Nance shared that the Library is in the process of developing a re-opening plan.

Director Nance anticipates a shortfall in the supply of pandemic-related inventory, such as wipes. The Library is cautious about opening during the Illinois Governor's shelter-in-place directive.

Trustee DeSmidt suggested the use of medical glasses w/plastic shields instead of masks. She will explore this option.

President Barry stated that it's up to the Board, and not the Governor, to make the decision for the Library to open. The Library determines what its essential services are.

TOWN HALL: None

ADJOURNMENT:

There being no further business, Trustee Olsen made a motion to adjourn the meeting. Trustee Hopkins seconded the motion. The meeting adjourned at 8:01 p.m.