

**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, January 18, 2021**

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 Deyne, DeSmidt, Sias, Hopkins, Bucaro and Barry. Trustee Olsen was absent.

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, Facility Manager Nathaniel Aye

Patrons present: Monica Boyer, Jeffrey Miller, Karen Segó, Mary Prohaska, Robert Prohaska, Rozanne Porter, David Cassara

Guests: Mel Henriksen, Dr. Mindy Schneiderman, Christine Weber

Recording Secretary: Jodi Baxter

**PLEDGE OF ALLEGIANCE**

**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 DeSmidt requested that Item a. Minutes of the Regular Board Meeting of December 21, 2020 be removed from the Consent Agenda.

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

Item a. Minutes of the Regular Board Meeting of December 21, 2020

Trustee DeSmidt made a motion to amend the minutes, by adding language to the following sections:

1. Website ADA Compliancy – Paragraph 2. Add following language after first sentence: Trustee DeSmidt enquired on other entities that may be ADA non-compliant.
2. Website ADA Compliancy – Paragraph 3. Add following language after first sentence: Trustee DeSmidt enquired on software that we may need to assist with the ADA non-compliance.

3. Library Card Renewals – Paragraph 3. Add the following language after Trustee Olsen comment: Trustee DeSmidt asked if the patrons would need to come into the Library with proper identification after the three-month extension.

Second by Trustee Bucaro. The motion to amend the minutes was approved by roll call vote. Trustee Olsen was absent. All other ayes.

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

Trustee DeSmidt reported that the ILA Executive Forum met on January 16, 2021. A workshop is planned for March 2021 entitled “One Year In - Where Is Your Library and How Can You Prepare For A Post-Covid World.” Three libraries will speak on their innovative programs.

Trustee DeSmidt also shared that she attended the menu planning class on January 13, and that it was well organized and creative.

### **ACTION ITEMS**

#### **Library Hours**

Director Nance recommended that the Library continue with reduced hours, and periodically monitor tier mitigations that could impact the Library.

Trustee Hopkins made a motion to keep reduced hours and review on a monthly basis. If anything needs to be changed, a special board meeting shall be held. Second by Trustee Bucaro.

Trustee DeSmidt asked the Board to keep in mind that school spring breaks start in March.

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

#### **Strategic Plan Proposal**

Director Nance shared that the Library Board had three solid proposals to review, and representatives from two of the organizations were present at the meeting:

NIU-Center for Governmental Studies - Mel Henriksen and Dr. Mindy Schneiderman;

Independent Consultant – Christine Weber;

Armstrong Associates – Sarah Keister. Not in attendance.

Trustee Sias asked how each company would work with our Library District. Mel Henriksen stated that her NIU team would take an unbiased view of the Library and work with different levels of stakeholders. Christine Weber stated that she has experience with implementing a strategic plan and offered a great deal of flexibility in scheduling.

Trustee DeSmidt asked the representatives what their initial focus would be when starting the process. Both stated that they would work with the Board to establish expectations, objectives, and timelines.

Trustee Olsen joined the meeting at 7:22 p.m.

Trustee Barry asked about each company’s flexibility for scheduling meetings. Christine Weber stated that her day-time schedule is flexible, and she has wide availability in the evenings and on weekends. Mel Henriksen stated that virtual hours are very flexible, and her team could be flexible in both hours and locations.

Trustee Bucaro made a motion that the Board decide which company to choose. Second by Trustee DeSmidt.

Trustee DeSmidt re-stated the motion that the Library choose NIU-Center for Governmental Studies for the Library's Strategic Plan, starting in 2021. Second by Trustee Hopkins.

Trustee Bucaro asked about reviewing the proposal to get closer to the budget amount. Trustee Deyne asked whether the Library could choose various components of the proposal. Ms. Henriksen stated that she is willing to work toward a project that will include important components and meet budget constraints.

Director Nance asked Ms. Henriksen to include a component related to a staff survey, as requested by Trustee Olsen, and bring to the Board at a later date.

Trustee Desmidt asked whether there was an option to be flexible on hours, rather than eliminating a component. Trustee Olsen stated his concern in focusing on cost-effectiveness, and the importance of learning about the needs of the community.

Trustee Hopkins called the question, and the motion was approved by roll call vote. All ayes.

## **DISCUSSION ITEMS**

### **Financial Statements**

Director Nance shared that there have been no major changes since last month, and that the Library is in a good position.

Trustee Olsen asked about the variances in the taxes. Director Nance stated that it may be helpful to review information with the Library Accountant. The tax extension worksheet has reduced variations over the years, but Trustee Olsen was puzzled by variations within each fund. He requested the annual tax report from DuPage County for review purposes. Director Nance asked Trustee Olsen to summarize his concerns in an email, so that they may be addressed.

### **Per Capita Requirements**

Director Nance stated that four chapters are to be reviewed this month. She has reviewed with the management team, and staff are doing well.

President Barry asked about the status of the Reference Service Policy. Adult & Technical Services Manager Mary Jane O'Brien stated that this is being developed and will be ready in February.

Trustee Olsen stated that he has recently requested information, and reference staff did not know where the information was located within the Library. He also questioned whether the Library has appropriate physical copies of materials. Trustee DeSmidt asked whether new reference librarians are given a resource checklist to review so that they are aware of reference-related requirements.

Director Nance stated that there has been a training and timing issue since the Library has three new associates. Regarding physical materials, Ms. O'Brien stated that it is acceptable to have certain online, rather than physical, resources.

Trustee Sias asked about staff member engagement in community organizations, and the Rotary Club in particular. Ms. O'Brien confirmed that the Library is involved with the Rotary and Chamber, but that it is difficult for the Library to have a physical presence and involvement in community groups at the present time. Trustees discussed the option for Library staff to attend various community Zoom

meetings, with a focus on physical presence at community functions as the Covid-19 situation improves.

**Library Trustee Election**

The press release has been posted on the Library website.

**ILA Youth Services Forum**

Trustee DeSmidt shared that the Youth Service Forum Board meets quarterly and is planning its 2021 conference. A topic of discussion is “Breaking Down Barriers And Building Up Communities.” Trustee DeSmidt met with Library staff to brainstorm ideas for this topic, and she was pleased that all shared excellent ideas, including a story walk. Trustee DeSmidt stated that it is exciting to see the Youth Department expand its services in the community.

**Legislative Meet-Ups**

The West Suburban Legislative Meet-Up is scheduled Friday, February 19, 2021 from 12:30 p.m. to 1:30 p.m. Director Nance shall register any Trustees that are interested in attending.

**Friends Update**

Director Nance shared that the Friends met on Tuesday, January 12, 2021. The Friends are in the process of updating their membership list and scheduling summer concerts, with the understanding that these concerts may have to be cancelled. The Library is very appreciative of the Friends many and various contributions.

**Foundation Update**

The Foundation plans to meet in March 2021.

**NEW BUSINESS**

Trustee Olsen asked the Board to consider extending the finalization of the budget to the July 2021 meeting.

**TOWN HALL: None**

**ADJOURNMENT**

There being no further business, Trustee Bucaro made a motion to adjourn. Second by Trustee Sias. The motion was approved by roll call vote. The meeting adjourned at 8:08 p.m.