

**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, February 15, 2021**

The regular meeting of the Bartlett Public Library District Trustees was called to order at 7:02 p.m. by President Barry.

ROLL CALL: Present were Trustees Olsen, Deyne, DeSmidt, Sias, and Barry. Trustee Hopkins was absent for roll call, but joined the meeting at 7:04 p.m. Trustee Bucaro was experiencing technical difficulties, and joined the meeting at 7:05 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, Public Relations Specialist Roslyn Schmaltz, Business Office Specialist Marianne Kingsmill, Facility Manager Nathaniel Aye, IT Assistant Tyler Kock

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

Guests: Mel Henriksen, Dr. Mindy Schneiderman

Recording Secretary: Jodi Baxter

PLEDGE OF ALLEGIANCE

TOWN HALL: Trustee Deyne read an email sent by Patron Cheryl Terdina to the Trustees on Tuesday, February 9, 2021. Cheryl asked the board to consider opening up study rooms, extending the time visitors can stay at the Library, and removing or reducing the 3-day quarantine of materials.

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 b. Approval of Bill List, and Item c. Approval of Transfer of Funds be removed from the Consent Agenda.

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

Item b. Approval of Bill List

Trustee Olsen made a motion to remove the invoice from McClure & Inserra, in the amount of \$2,012. Second by Trustee DeSmidt.

Trustee Olsen stated that our current agreement is \$925.00 per month for accounting services. The Library has consistently been billed at least \$2,000 per month since the start of the fiscal year. Director Nance shall obtain additional detail in regard to service fees in excess of the agreement. The motion to remove the Inserra & McClure invoice from the bill list was approved by roll call vote. All ayes.

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

Item c. Approval of Transfer of Funds

Trustee Olsen made a motion to approve the January 29, 2021 reversal of a previously authorized transfer in the amount of \$149,524.60. Second by Trustee DeSmidt. The motion was approved by roll call vote. All ayes.

Trustee Olsen made a motion to approve the February 15, 2021 transfer of funds. Second by Trustee Bucaro. The motion was approved by roll call vote. All ayes.

REPORTS, COMMENTS, & QUESTIONS – President and Trustees

President Barry had no report but reminded the Board of the virtual Legislative Meet-up on Friday, February 19, 2021. Trustee DeSmidt shared that registration information for the upcoming ILA Conference in March should be sent out by February 20, 2021.

ACTION ITEMS

Strategic Plan Contract

The Board discussed the strategic plan contract with NIU Center for Governmental Studies (“NIU”). Trustee Olsen asked if the community survey will be limited to those with an email address. Dr. Schneiderman replied that the survey is an address-based random sample of all households in service area.

Trustee DeSmidt asked about the survey design. Trustees may forward questions to Director Nance for review by NIU and the management team. Trustee DeSmidt also asked about the staff survey. Ms. Henricksen stated that it is part of the updated proposal and will be done on a strategic level.

Board Interviews

Trustee Olsen made a motion to include personal interviews with each Trustee as part of the strategic plan. Second by Trustee DeSmidt. Trustee Sias stated that most content that would be obtained in the interviews would be captured in other ways.

The motion was put to roll call vote. Trustee Olsen voted aye. All other nays. The motion failed.

Strategic Plan Component Approval

Trustee DeSmidt made a motion to approve Components a, b, b.1, b.2, c, d, and e of the Strategic Plan. Second by Trustee Hopkins. Trustee Bucaro noted that the board interviews were included in the components.

Trustee DeSmidt amended the motion to approve Components a, b, tier 1, tier 2 less board interview, c, d, and e of the Strategic Plan. Second by Trustee Hopkins. The amended motion was approved by roll call vote. All ayes.

Demographic Analysis

Trustee Olsen made a motion that the Library engage NIU to complete a comprehensive demographic analysis at a cost of \$3,150. Second by Trustee Hopkins. Trustee Olsen stated that the advanced analysis would provide additional proprietary data showing five-year specific trends that will benefit the Library.

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

Community Survey

Trustee Olsen made a motion to engage NIU in developing a community survey for 500 residents, at a cost of \$13,000. Second by Trustee DeSmidt. Trustee Olsen stated that for a 6% increase, the Library would obtain a 25% increase in available data to help with making decisions.

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

Planning Workshop

The Board will also need to decide whether it will conduct its planning workshop on one Saturday or two evenings. Ms. Henriksen will send Director Nance several options once the timeline is determined.

Per Capita Requirements

Trustee Bucaro made a motion to approve the Per Capita grant application. Second by Trustee Deyne. Trustee Olsen made suggestions related to a building walk-through, capital assessments, and safety.

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

Updates on Governor Mandates and Library Hours

The following services will be changed due to the region moving back into Tier 4 mitigations:

- a) Building capacity increases to 50%;
- b) The 15-minute time limit to remain in the building will be lifted;
- c) Computers will be available for 2 hours per patron per day;
- d) Conference rooms will remain closed, study rooms will be open for one person for one hour;
- e) Seating will be available, socially distanced throughout the Library;
- f) Quarantine period of 3 days on returned items will remain in place;

Trustee Bucaro made a motion for the Library to return to full hours on March 1, 2021. Second by Trustee Hopkins. The motion was approved by roll call vote. All ayes.

Reference Service Policy

Trustee DeSmidt made a motion to approve the Reference Service policy. Second by Trustee Deyne. The motion was approved by roll call vote. All ayes.

Loan, Renewal, and Fines Policy

Trustee Olsen made a motion to approve the Loan, Renewal, and Fines policy. Second by Trustee Deyne. The motion was approved by roll call vote. All ayes.

Director's Evaluation

Trustee Bucaro made a motion to schedule a special board meeting on Monday, March 1, 2021, for the board to conduct the Director's Evaluation in executive session at 7:00 p.m. Second by Trustee DeSmidt. The motion was approved by roll call vote. All ayes.

DISCUSSION ITEMS

2021-2022 Budget Process

Director Nance stated that the management team is meeting weekly to review the budget and will also coordinate with strategic planning. Plans for a fence along the courtyard are in place.

Term limits

Trustee Hopkins asked the Board to discuss reducing Library Trustee terms from six to four years. This would necessitate a resolution and would not take effect until the 2023 election. President Barry stated that some libraries have gone to four-year terms to make elections more competitive, although a six-year term gives a better understanding of what the Library entails. After discussion, Director Nance asked the Board to send her any further questions.

Recording Secretary/Minutes

Jodi Baxter is stepping down as Recording Secretary. An ad has been placed in the *Examiner*, and Trustee Sias will help with minutes in the interim. Trustee Olsen suggested reaching out to local libraries to see if there is any interest there.

Trustee Hopkins stated that the level of detail in the minutes has exceeded initial agreement. After discussion, Trustee Deyne stated that minutes are currently in written and video format. Director Nance shall research the continued recording of meetings after in-person meetings resume.

Statement of Economic Interest

Each Trustee is to submit a Statement of Economic Interest form online and forward email confirmation to Director Nance.

Legislative Meet-up

The next meeting is February, February 19, 2021 at 12:00. Trustee Deyne asked to be signed up.

Friends Update

Next meeting is March 09, 2021.

Community Care Collective

Trustee DeSmidt shared that the Women's Club has a new project. She asked if the Library, or the Friends, could donate small children's paperback books. President Barry stated that the Library does not have the authority to donate taxpayer funds.

New Business

Director Nance and President Barry shall monitor the current weather situation and make any decision regarding late opening in the morning.

Trustee DeSmidt asked if the park district could assist with Library snow removal. Public works handles this, and it would be expensive for them to take on this additional responsibility.

Trustee Bucaro stated that she received the latest interlibrary postcard, and it was very helpful.

TOWN HALL: None

ADJOURNMENT

There being no further business, Trustee Hopkins made a motion to adjourn. Second by Trustee Olsen. The motion was approved by roll call vote. The meeting adjourned at 8:45 p.m.