

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
Electronic Attendance Authorized Pursuant to Illinois
Open Meetings Act (5 ILCS 120/7)
Location: Online Zoom Meeting
Monday March 15, 2021

The regular meeting of the Bartlett Public Library District Trustees was called to order at 7:00 p.m. by President Barry.

ROLL CALL: Present were President Dave Barry, Vice President Peggy Bucaro, Treasurer Heidi Hopkins, Secretary John Sias; Peggy Deyne, Lynn DeSmidt, and Joe Olsen, Trustees.

STAFF PRESENT: Director Karolyn Nance, Human Resources Generalist Dina Castelvechi, IT Manager Bridgett DeJohn, Facility Manager Nathaniel Aye, Adult and Technical Services Manager Mary Jane O'Brien, Business Office Specialist Marianne Kingsmill, Public Relations Specialist Roslyn Summerville.

Patrons: None.

Guests: Paul Inserra and Roger Stevens, McClure, Inserra & Company.

PLEDGE OF ALLEGIANCE RECITED

TOWN HALL: No patron comments.

President Barry stated the meeting is being held as a virtual meeting given that the Illinois Governor declared the coronavirus pandemic a disaster. He determined that an in-person meeting is not practical or prudent because of this disaster, and because the general meeting space is being used to quarantine library materials.

APPROVAL OF ITEMS ON CONSENT AGENDA:

1. Trustee Olsen requested to remove from the Consent Agenda approval Item 1-a, Minutes from the February 15, 2021 Regular Board Meeting.

Trustee DeSmidt moved to approve Items b through f; seconded by Trustee Bucaro.

Roll Call Vote - Yes: DeSmidt, Bucaro, Deyne, Olsen, Sias, Hopkins, Barry. Motion carried.

2. Regarding Item a, Trustee Olsen stated he would like to amend the minutes on Page 3 under Per Capita Requirements, to remove the phrase "Trustee Olsen made suggestions related to a building walk-through, capital assessments, and safety," and replace that with the following language: "Trustee Olson stated that according to the per capita requirement, the board should be doing an

annual building walk-through which he had proposed in the past. The board needs to have a long-range capital assessment and projection of its capital needs and source of funding. The Library has a fire safety issue with two separate exits into the courtyard which doesn't have an effective method of getting away from the building in the event of a fire."

Motion failed for lack of a second.

3. Trustee Sias moved to approve Item 1-a, the Minutes from the February 15, 2021 Regular Board Meeting; seconded by Trustee Bucaro.

Roll Call Vote - Yes: Sias, Bucaro, Deyne, DeSmidt, Hopkins, Barry. No: Olsen. Motion carried.

REPORTS, QUESTIONS, AND COMMENTS - President and Trustees
President Barry stated he received an email from the Clerk of DuPage County regarding the Statement of Economic Interest he had completed and submitted. Trustees should be sure to receive confirmation from the County and provide the confirmation to the Library Director.

Director Nance stated all of the trustee statements have been received.

Trustee Deyne congratulated the Library staff on the good turnout at the ILA workshop, March 13, 2021; five Bartlett Trustees attended the event, the most of any library in attendance.

The April meeting will cover the topic of Diversity, Equity, and Inclusion.

ACTION ITEMS

1. McClure Inserra & Company Contract: Paul Inserra and Roger Stevens made a presentation to the Board on their services and invoice billing over the 2020-2021 fiscal year, and spoke to a new letter of engagement which had been prepared in the summer of 2020 outlining a change and increase of services. Mr. Inserra had believed he issued the revised engagement based on conversations with the Library, noting services being provided on a time-and-material basis, but apparently it was never received by the Library.

Trustee DeSmidt asked McClure and Inserra, "Where is the letter, the missing letter?" (The letter was to present a new contract, different from the active contract dated through June 30, 2021.) Trustee DeSmidt stated, "There is email, phone calling, and certified mail, and you chose to mail the letter which was never received by the director."

The Library entered into a contract with McClure Inserra on August 3, 2019 for the amount of \$875.00 per month. The letter with the revised rates, that was not received by the Library, calls for \$1500.00 to \$1900.00 per month and does not specify

hourly rates. The company billed the Library at the new higher rate without having a copy signed by the Library on file.

McClure Inserra has now extended the Library a courtesy 20% discount for the first couple months of work; the most recent bill that was sent out included a 10% discount; and the company is committed to offering a 10% discount for the remainder of the fiscal year, with work completing in July 2021 for FY 2020-2021. The Library will not be billed for the time of Mr. Inserra and Mr. Stevens attending the March Board Meeting.

Trustee Olsen stated he would like to see the billing that reflects time and dollar rates billed; indicated over the previous 14 months the Library paid the accounting firm approximately \$4500.00 for training; and he would like to know how many hours that entailed and what the hourly rates were. Mr. Inserra committed to delineating the number of hours for each person and their fee rate on a going-forward basis.

Mr. Inserra will draft a document outlining the 10% discount he referenced and the hourly rates and provide the document to Director Nance by March 19, 2021.

2. Employee/Trustee Library Equipment Policy and
3. Equipment Issuance Agreement:

Laptops were purchased for the trustees. Two documents need to be approved: The Employee/Trustee Library Equipment Policy and the Equipment Issuance Agreement, included in the Board packets.

Trustee Bucaro moved that the Board accept both the Library Equipment Policy and the Issuance Agreement; seconded by Trustee Deyne.

Trustee Olson stated the Equipment Issuance Agreement, Page 54, second paragraph, second to last line should read "...be considered a violation of this Employee/Trustee's terms..." rather than "...the Employee/Trustee's terms..." Discussion was had that the change would require several occurrences of the word "the" to be changed to "this"; and the language will be changed to read, "the Employee/Trustee's policy terms." Discussion was had regarding the phrase "inappropriate personal use."

Trustee Bucaro moved that the Board approve the Employee/Trustee Library Equipment Policy and the Equipment Issuance Agreement as amended; seconded by Trustee DeSmidt.

Roll Call Vote - Yes: Bucaro, DeSmidt, Deyne, Olsen, Sias, Hopkins, Barry. Motion carried.

4. Lawn Care Maintenance Contract: Director Nance stated Nate Aye recommends renewal of the Landscape Maintenance Agreement with Abbott Tree Services. Nate has negotiated with Abbott to provide the services at the same rates charged during the same months in

2020.

Trustee DeSmidt moved to approve the Landscape Maintenance Agreement contract with Abbott for April 1, 2021 to November 30, 2021, at the same rates as 2020; seconded by Trustee Deyne.

Roll Call Vote - Yes: DeSmidt, Deyne, Olsen, Sias, Hopkins, Bucaro, Barry. Motion carried.

Abbott will resubmit the Agreement, and it will be reviewed by the Board at the April Board Meeting.

DISCUSSION ITEMS:

1. Strategic Plan Update: Staff met with Mindy from NIU March 15, 2021 to discuss the survey questions. The management team will meet Wednesday, March 17, 2021 to discuss the 100 proposed questions.

NIU will draft a survey, staff will review it, and the document will be brought to the Board at the April Board Meeting for approval before it is sent out.

Director Nance and Dina Castelvechi will meet with the consultants to discuss the logistics of organizing the focus groups.

2. Director Nance stated resuming normal operating hours has gone well.

3. Financial Reports: Director Nance stated the Library is currently at 50.43 expended in the general fund and has received 102.47% of its revenue from Cook County and 99.85% from DuPage County.

Ms. Nance contacted Roger Stevens to discuss the differences in the special funds; she is awaiting that conversation.

4. Chronology for Annual Financial Ordinances (Memo - Attorney Ritzman): Director Nance stated President Barry had asked if the Library administration could provide a list of the timeline for all of the ordinances and the documents that the Library needs to approve. Director Nance is working on the document and hopes to have it at the April Board Meeting.

5. Trustee Timeline: See Item 4 above.

6. 2021-2022 Budget Process: Director Nance completed the first part of the annual extension, and she expects to hear back from DuPage County at the end of March. The Library is on target to have the first draft of the 2021 budget ready for the Board's review and approval at the April Board Meeting.

7. Capital Needs Update: The current year budget has a balance of approximately \$200,000.00 for IMEG and all the other building improvements. At the end of February the Library had expended

25%, a little over \$50,000 of that amount.

The chilled water pump replacement has been signed off on. Core Mechanical has completed their work; another pump may need to be replaced in the coming years due to age. Trustee Olsen indicated he would prefer, if there are remaining funds at the end of the year, that they are moved to restricted funds for future use and not for general operations of the library.

The facility manager and the library director will meet to discuss outstanding projects which may be completed prior to the end of the fiscal year.

8. Microsoft Exchange Server: IT Manager DeJohn stated Microsoft disclosed some vulnerabilities in their Microsoft Exchange Server software that hackers have been exploiting since February 27 or 28, 2021. Microsoft created patches which were released on March 2, 2021. The Library installed the patch on its server on March 3, 2021, which evidenced that on February 28 the Library's server was compromised. The compromise was addressed.

All Library employee and trustee users will have their passwords changed.

9. Recording Secretary/Minutes: The company that creates the board minutes for the West Chicago Library District, and was recommended by Trustee Olsen, will be working with Bartlett Library to produce the board minutes. The service provider has an ongoing commitment with another governmental entity on Monday nights, so they will be relying on the recordings of the Bartlett Library Board Meetings to do the minutes.

When the Library returns to in-person meetings, the meetings will continue to be recorded and the recording used to create the Minutes. The Draft Minutes will be remitted to the Library ten days prior to the next month's meeting.

10. Statement of Economic Interest Forms: The Statement of Economic Interest forms item was discussed under the President's Report.

11. ILA Trustee Forum Update: The next quarterly meeting will be in June.

12. FOIA Requests: None.

13. Friends Update: Trustee Bucaro stated a question was asked regarding the baskets that went to Bartlett Cares, whether those were a donation from the Friends of the Library, or from Bartlett Woman's Club. Trustee DeSmidt stated two baskets were donated for the Community Care Collective, and presented by Trustee DeSmidt on behalf of the Friends of the Library.

14. Foundation Update: The Foundation is meeting Monday, March

22, 2021, at 4:30 p.m.

EXECUTIVE SESSION: Trustee Bucaro moved at 8:10 p.m. to go into Executive Session as permitted by 5 ILCSA 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; seconded by Trustee Hopkins.

Roll Call Vote - Yes: Bucaro, Hopkins, Deyne, Olsen, Sias, DeSmidt, Barry. Motion carried.

RETURN TO REGULAR SESSION: Trustee DeSmidt moved at 8:54 p.m. to return to regular session; seconded by Trustee Bucaro.

Roll Call Vote - Yes: DeSmidt, Bucaro, Deyne, Olsen, Sias, Hopkins, Barry. Motion carried.

Trustee Bucaro moved to formally adopt the goals, as discussed within the Executive Session, for Director Nance and as agreed on by the Board to be delivered by the Director; seconded by Trustee DeSmidt.

Roll Call Vote - Yes: Bucaro, DeSmidt, Deyne, Olsen, Sias, Hopkins, Barry. Motion carried.

NEW BUSINESS: None.

TOWN HALL: None.

ADJOURNMENT: Trustee Olsen moved to adjourn the Bartlett Public Library District Regular Meeting at 8:58 p.m.; seconded by Trustee Deyne.

Roll Call Vote - Yes: Olsen, Deyne, Sias, DeSmidt, Hopkins, Bucaro, Barry. Motion carried.