

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES

Monday, May 17, 2021

7:00 p.m.

Location: Meeting Room, Bartlett Public Library District and Virtually
800 S. Bartlett Road, Bartlett, IL

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 (via Zoom); Peggy Deyne, Lynn DeSmidt, and Joe Olsen, Trustees.

STAFF PRESENT: Director Karolyn Nance, Human Resources Manager Dina Castelvechi, Circulation Manager Mary Prohaska, Adult & Technical Services Manager Mary Jane O'Brien, IT Manager Bridgett DeJohn, Facility Manager Nathaniel Aye, Business Office Specialist Marianne Kingsmill; Tyler Kock.

Patrons: Terry Loftus, David Cassara, Rozanne Porter, Robert Prohaska.

Guests: Estelle Markham, Kamm Insurance Group; Monica Boyer, Bartlett Library Board Trustee-Elect; Cathy Boyer; Kyle Boyer; Daniel Tapia

TOWN HALL: No patron comments.

APPROVAL OF ITEMS ON CONSENT AGENDA:

1. Trustee Olsen asked to remove from Consent Agenda Item a, the Minutes from the May 17, 2021 Board Meeting, and Trustee Bucaro asked to remove Item e from the Consent Agenda. Trustee DeSmidt moved to approve Consent Agenda Items a, c, and e.

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

2. Trustee DeSmidt moved to remove Items a, c, and e; seconded by Trustee Bucaro.

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

3. Regarding Item a, Trustee Olsen stated he would like to amend the Minutes of the April 19, 2021 Board Meeting, Page 7, 5th paragraph, first line, change the number of lost books from 41,000 to 1,000; seconded by Trustee DeSmidt. Trustee DeSmidt asked to amend the last paragraph on Page 7 to read "inquired about the personnel salary line item."

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

Trustee Bucaro stated that, with regard to Item e, Designation of two Trustees for Monthly Bill Approval, she noticed in the previous few board packets the agenda showed who the trustees were for the following month, and this month they were for May but should have been for June. Director Nance said she is going to after tonight make a new list and send it out to the trustees via email. Trustee Bucaro moved to table this item until the next board meeting; seconded by Trustee Hopkins.

Motion carried by unanimous voice vote.

THANK YOU: President Barry thanked Trustee DeSmidt for her service and dedication to the Bartlett Public Library District. Director Nance handed Trustee DeSmidt a gift on behalf of the staff and the Board of the Library District as an expression of thanks for Trustee DeSmidt's six years of service.

Trustee DeSmidt stated as an elected official, it has been an honor and a privilege to have served the Bartlett Public Library District for six years. She thoroughly enjoyed her service as a trustee and working with the board and the director. She will continue to be involved with the Friends and other library functions including ILA committees.

ADJOURNMENT: President Barry requested to recess the meeting for a short break. Trustee Bucaro moved to recess the meeting; seconded by Trustee Hopkins.

Motion carried by unanimous voice vote.

(Trustee DeSmidt left.)

RECONVENE: President Barry reconvened the meeting at 7:17 p.m.

SWEAR IN NEW TRUSTEES: Monica Boyer was sworn in as a new trustee; and Trustee Bucaro was sworn in for a new term as trustee. The trustees were asked to sign the necessary documentation with the Director to complete the installation process.

ELECTION OF OFFICERS: Trustee Bucaro asked for nominations from the floor for the office of President. Trustee Barry nominated Trustee Hopkins for President. Trustee Hopkins accepted the nomination. Trustee Boyer seconded the nomination.

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

Trustee Bucaro asked for nominations from the floor for the office of Vice President. Trustee Hopkins nominated Trustee Deyne for the office of Vice President; seconded by Trustee Barry. Trustee Deyne accepted the nomination.

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

Trustee Bucaro asked for nominations from the floor for the office of Secretary. Trustee Hopkins nominated Trustee Bucaro for the office of Secretary. Trustee Bucaro accepted the nomination. Trustee Deyne seconded the nomination.

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

Trustee Bucaro asked for nominations from the floor for the office of Treasurer. Trustee Deyne nominated Trustee Olsen; seconded by Trustee Hopkins. Trustee Olsen accepted the nomination.

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

Trustee Hopkins nominated Trustee Barry for the office of Ethics Officer. Trustee Barry accepted the nomination. Seconded by Trustee Bucaro.

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

Trustee Hopkins nominated Trustee Boyer for the office of FOIA Officer; seconded by Trustee Barry.

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

Trustee Barry moved to delegate the duties of the FOIA Officer to the Library Director; seconded by Trustee Olsen.

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

Trustee Hopkins expressed her thanks to everyone that has served, everyone who is now serving, as well as filling all of the new roles; and she hopes that the board can work together very well, for the good of the library, with dignity and respect.

REPORTS, QUESTIONS, AND ANSWERS - President and Trustees:

Trustee Bucaro commented on the training webinar held the previous Saturday, which included three different topics; and stated it is important for trustees to understand the boundaries of the library staff, that the staff's main job is to be here for the public. Over 240 people attended the Trustee Forum training events over the March, April, and May sessions. Director Nance forwarded the link for the recorded webinar to Trustee Boyer so she can view the event.

ACTION ITEMS

1. Property/Casualty Insurance Approval - Estelle Markham, Kamm Insurance Group (Approval): The policy documents were included in the Board packet. Estelle Markham was available to answer any questions. Trustee Olsen stated the information page seems to be out of date because it lists an employee as Business Office Specialist who has not been with the Library for almost a year. Ms. Markham stated the template has been updated and a new version was sent today; and the name listed would not affect the insurance coverage.

Trustee Olsen moved to approve the property/casualty insurance package; seconded by Trustee Barry.
Roll Call Vote - Yes: Olsen, Barry, Deyne, Sias, Hopkins, Bucaro, Boyer. Motion carried.

2. McClure, Inserra Accounting Services Ratification: Trustee Olsen moved to approve the ratification of the Agreement for Financial Services with McClure, Inserra Accounting Services which confirms compensation for the months of April, May, and June 2021; seconded by Trustee Deyne.

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

3. Accounting Firm Proposal (Approval): Trustee Olsen moved to approve the Request for Proposal with the following additions to be made to the document: Under the Scope of Work, add item e, preparation of 1099s; under Other Information, include information that the Library is currently using QuickBooks online for accounts payable and general ledger accounting, and Paylocity

for payroll, W-2s, and other payroll tax filings. Seconded by Trustee Barry. The ZIP code will be corrected on Page 3 of the Request for Proposal.

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

4. Strategic Planning: Director Nance stated that the Library is not moving forward with the NIU Strategic Plan project, and she conferred with the Library's attorney about what are the next steps. The Library can either start the whole process over again and do another RFP, or it can contact Amanda Standerfer of "Fast Forward Libraries" to ask if they are still interested in the engagement. Discussion was had about when the 2020 census data may be available, as it may affect the project; the census data may be available in September.

Director Nance stated that management discussed the possibility of whether the project could be accomplished in-house; but because the Library is currently short-staffed, staff would like an outside professional source to be engaged, and this would also provide an outside perspective to the Strategic Plan.

The board consensus was for Director Nance to contact Amanda Standerfer and ask if the original proposal is still usable and if she would be willing to take the Library on as a client, as well as discuss time frames. Director Nance will bring information from her discussion with Amanda Standerfer to the June Board Meeting for approval.

Discussion was had regarding the initial work the staff has done on a survey and the possibility of incorporating that work into the project going forward.

5. Health Insurance Benefits (Approval): Dina Castelvechi reported the Library's medical insurance coverage rate decreased by 5.87%. The trend in the market has been an increase of 12%. Director Nance reported the dental insurance rate remained unchanged, life insurance remained unchanged, and the medical insurance decreased by 5.87%.

Discussion was had regarding the basis for the low rate, is determined by the underwriters through risk evaluation and the age of employees.

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

6. 2021-2022 Budget Draft 2 (Approval): Director Nance itemized some updates to the Draft Budget 2 document: The year-to-date column was updated to reflect the April 30th financial report; the completion budget as of June 30th was updated; the headings and line items were put in alphabetical order; the developer donation revenue was increased by \$3500 based on receipts to date; all special funds were updated to reflect the April 30th financial report; salaries were adjusted; the group medical insurance was decreased by \$10,000; employee professional fees was decreased by \$1,000; dues and subscriptions was raised to \$3,000; building maintenance salaries decreased to \$62,049; the equipment maintenance contracts increased to \$117,333; and the tuition reimbursement line was added back into the budget.

Trustee Barry moved to approve the 2021-22 Draft Budget; seconded by Trustee Bucaro.

Trustee Olsen suggested the strategic planning consulting line be increased from the \$15,000 to \$35,000. Trustee Olsen noted that he does not see funds to cover the repairs for the parking lot; and if the parking lot lighting is approved, the lead time may push the project into FY21-22. Discussion was had that the miscellaneous building projects line item reflects \$100,000, which should cover the parking lot and the lights, and the fund balance in the building maintenance fund is \$239,000. Trustee Olsen asked that the parking lot expenses be noted in the budget as a footnote or in some other way as a specific planned use for those funds.

Director Nance and Dina Castelvechi will contact Trustee Olsen to clarify his request for listing the number of Full Time Equivalent employees within the budget.

Trustee Olsen amended his motion to approve the 2021-2022 Draft Budget to include an increase to the Strategic Planning line item from \$15,000 to \$35,000, and that on the building maintenance fund include a footnote that a portion of monies will be used for replacement of sidewalks and repairs of parking lot and parking lot lights; seconded by Trustee Deyne.

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

7. Parking Lot Assessment Quotes (Approval of 1 quote): The board packets included the quotes received from the three contractors:

Kluber Architects, Terra Architects, and Studio GC Architects. Director Nance and Facilities Manager Nate Aye are recommending the selection of Studio GC for the project. Studio GC was the only contractor that came out and walked the property with Director Nance; staff felt very comfortable with this vendor, they were highly recommended from other libraries who have done similar projects as well as were recommended through facility managers' Listserv.

Trustee Bucaro moved to accept the proposal from Studio GC; seconded by Trustee Deyne.

The project is expected to last three to four days.

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

8. Parking Lot Light Replacement Quotes (Approval of 1 quote): Quotes were received from three lighting contractors: Omni Commercial Lighting, Green Bee, and Signet Sign Company. Signet is aware of the Library's facility, but their quote was deemed to be too high; Green Bee came out twice to walk the lot and assess the lights and provided a good quote; Omni did not visit the property but indicated they would not be bidding the rebates through their proposal because the lights were essentially less expensive, which seemed to the Director to be a big red flag to their quote.

Discussion was had regarding the replacement of the poles and the diameter of the poles. The poles that need replacement will be replaced with the same size as currently exists in the parking lot.

Discussion was had regarding the tax exempt status of the Library and that sales tax is waived when the Library pays in cash.

Trustee Olsen moved to approve the proposal from Green Bee; seconded by Trustee Deyne.

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

9. After-Hours Events: Director Nance reported that the two Friends concert dates are one in June and one in July, and they will be held after-hours on Friday nights, outdoors. The public lobby will be open so the facilities are available for the patrons.

Trustee Barry moved to approve the after-hour events for June and July; seconded by Trustee Boyer.

Roll Call Vote - Yes: Barry, Boyer, Olsen, Deyne, Sias, Hopkins, Bucaro, motion carried.

10. Mask Requirement for Outdoor Events (Approval): Director Nance reported that the CDC has announced that anybody who is vaccinated is no longer required to wear masks outside, and Governor Pritzker announced the State is following the same guidelines. Because the Library falls under local governance, it can make its own decisions regarding whether or not masks are required to be worn. Director Nance recommended that the Library continue to require masks to be worn within the library and also at events held at the library outside so that staff are not faced with a potentially uncomfortable situation where they are asking patrons if they have been vaccinated.

Discussion was had regarding children under the age of 12 cannot yet be vaccinated, and requiring masks would potentially offer young children additional protection. The requirement for patrons to wear masks at outdoor library events can be updated at any time by board decision at a special meeting.

Trustee Sias stated that the Library has followed guidance from the state and the federal governments previously, and he would also support the Library following the new guidance that masks are not needed outside.

Trustee Sias moved that the Library does not require masks to be worn for those that are vaccinated when they attend outside library events; seconded by Trustee Deyne.

Discussion was had that signage may be posted at the event stating that masks are recommended and encouraged to be worn at outdoor library events, but it is not mandatory, and that social distancing is recommended and encouraged.

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

11. Approval of the 2021 Library Trustees Commitment Statement (Approval): The board packets included a Library Trustee Commitment Statement.

Trustee Barry moved to approve the Trustees Commitment Statement; seconded by Trustee Olsen.

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

12. Approval of the 2021 Library Trustees Conduct and Ethics Policy (Approval): The Policy on Library Trustee Conduct and Ethics document was included in the board packet. Director Nance stated the document provides the trustees an understanding on their role in the governance of the library.

Trustee Barry moved to approve the Library Trustee Conduct and Ethics Policy; seconded by Trustee Olsen.

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

DISCUSSION ITEMS:

1. Recap of Joint Taxing Meeting: Director Nance reported that at this meeting all the governmental entities get together and share what they have been doing. The weekly meeting includes the fire chief, village administrator, park district director, the township director, and the library director.

Trustee Olsen commented on the Village's presentation which included information on the number of housing units that will be constructed, or are currently under planning, somewhere between 350 and 397. This large number of units coming into the village may affect the amount that the Library budgets.

DIRECTORS REPORT INFORMATIONAL ONLY

1. Participation in the July 3, 2021 Parade: Trustee Olsen will volunteer his convertible for the Library's participation in the July 3, 2021 Parade. The theme is "Reading Colors Your World."

2. OMA/FOIA Training

3. Director Goals: Trustee Bucaro commended the Director on all the Director's goals and stated she appreciated the update on the goals.

4. ILA Update

5. Financial Report

6. Bartlett Memorial Walk & Remembrance

7. Friends Update

8. Foundation Update

9. FOIA Requests

TOWN HALL: None.

EXECUTIVE SESSION: Trustee Bucaro moved at 8:31 to recess into Executive Session; seconded by Trustee Barry.

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

RETURN TO REGULAR SESSION: Trustee Barry moved to return into regular session at 9:04 p.m.; seconded by Trustee Bucaro.

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

ADJOURNMENT: Trustee Deyne moved to adjourn at 9:05 p.m.; seconded by Trustee Bucaro.

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