

BARTLETT PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING MINUTES

Monday, JUNE 21, 2021

7:00 p.m.

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

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

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

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

Guests: Wes Levy, Lauterbach & Amen, LLP; James Howard, Governmental Accounting; and Paul Inserra, McClure, Inserra & Company, Chartered.

TOWN HALL: Director Nance read a complimentary email from a patron.

CONSENT AGENDA:

1. Items to be included in Consent Agenda: Trustee Olsen moved to remove Item a, the Minutes of the May 17, 2021 Board Meeting, from the consent agenda; seconded by Trustee Barry. Motion carried by unanimous voice vote.

2. Consent Agenda Approval: Motion made by Trustee Deyne, and seconded by Trustee Boyer to approve the Consent Agenda with amendments.

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

AGENDA

ACTION ITEMS

1. Covid-19 Response: Director Nance stated that the State of Illinois has moved to Phase 5 reopening, and the Director is recommending that the library not require its patrons to wear masks while in the library or on library property; however, patrons who are not fully vaccinated are strongly encouraged to wear masks and continue to social distance. This is in alignment with the CDC and the Illinois Department of Public Health Phase 5 fully opening guidelines as of June 11, 2021. The library will return to normal capacity limits; the study rooms and conference rooms will return to regular time limits and capacity; laptops and iPads will be available for use in the library; drinking fountains will be available.

Motion was made by Trustee Deyne and seconded by Trustee Bucaro to approve.

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

2. Accounting Services: Director Nance created a summary of the different accounting firms that Marianne Kingsmill and Director Nance met with; the responding companies made presentations before the Board and answered trustee questions. The companies and their representatives were:

Lauterbach & Amen, LLP, Wes Levy; Governmental Accounting, James Howard; and McClure, Inserra & Company, Chartered, Paul Inserra.

Trustee Barry moved to retain Governmental Accounting with the modified cash accounting on the financial reports; seconded by Trustee Bucaro.

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

3. Strategic Plan Proposal Approval: Director Nance called Amanda Standerfer on speakerphone. Discussion was had with Ms. Standerfer regarding the community survey, capturing the diversity of the Library District patrons, engaging focus groups and interviews, developing demographics, creating a planning team, making a list of community organizations that should be invited to have conversations with the planning team; and utilizing this information not just in the planning process, but also into the implementation of the plan.

Trustee Barry moved to approve Fast Forward Libraries to develop the strategic plan; seconded by Trustee Bucaro.

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

4. 2021-2022 Final Budget Approval: Trustee Barry moved to approve the 2021-2022 Final Budget; seconded by Trustee Boyer.

Discussion was had regarding the increase of postage costs; which was considered in the creation of the budget.

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

5. Sick Leave Policy Revision Approval: Governor Pritzker signed an amendment to the Illinois Employee Sick Leave Act; and the policy was included in the board packets. The policy states that the Library is going to add language to apply to employee's child, step child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step parent with personal care needs in relation to basic medical hygiene, nutrition, or safety needs, or to provide transportation to medical appointments, and to provide emotional support if an individual is receiving inpatient or home care. The Library typically requires an employee to furnish a doctor's note if the employee is off for sick time three or more consecutive days.

Trustee Olsen moved to approve the policy; seconded by Trustee Deyne.

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

6. Approval of Executive Session Minutes: Director Nance stated that the Library has failed to approve in open session some Executive Session Minutes, whether or not the minutes are to remain open or closed to the public.

Trustee Barry moved to approve the Executive Session Minutes; seconded by Trustee Olsen.

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

7. Creation of Trustee Manual Committee: Director Nance stated that the Trustee Manual is out of date and needs revisions. President Hopkins appointed Trustee Boyer to serve on the committee along with President Hopkins, Director Nance, and Marianne Kingsmill. Trustee Boyer accepted the appointment.

President Hopkins stated she would like the trustees to have goals as well as timelines to work toward those goals.

DISCUSSION ITEMS:

1. Lemonade with the Trustees: Director Nance asked if the trustees would like to reimplement the Lemonade with Trustees event this summer, or wait to resume this event in the fall when in-house programming resumes. The consensus of the Board was to wait until the fall to discuss resuming Lemonade with the Trustees.

DIRECTORS REPORT INFORMATIONAL ONLY

1. 4th of July Festivities
2. ILA Update
3. Financial Report
4. Foundation Update
5. Friends Update
6. FOIA Requests

NEW BUSINESS: None.

TOWN HALL: President Hopkins stated that for the first time since she has been on the board, all the trustees have new positions in which they are serving. She welcomes any ideas from the trustees and asked them to bring ideas to the board first for discussion before passing the ideas on to the director.

Trustee Deyne attended a FOIA class which included PowerPoint slides on the Open Meetings Act and FOIA responses. She will send the PowerPoint deck to Director Nance, who will distribute them to the trustees.

Trustee Olsen has a list of notes on the Trustee's Manual that he put together at the time he received his manual, and he will forward those notes to Director Nance.

Trustee Olsen stated that the Library is on track as far as the first tax collection from DuPage County, receiving just over \$1,078,000.00 in late May and early June.

Discussion was had regarding the gate at the back of the courtyard, and Trustee Olsen restated a concern that he had previously stated at the January board meeting during a discussion on the Per Capita Grant. He feels he has a fiduciary obligation to mention the situation at the exterior door. Nate Aye stated that he has received three estimates from vendors that are ready for review and approval by the Director.

ADJOURNMENT: Trustee Barry moved to adjourn at 8:42 p.m.; seconded by Trustee Bucaro. Motion carried by unanimous voice vote.