

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
MONDAY, JULY 19, 2021

7:00 p.m.

Location: Meeting Room, Bartlett Public Library
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 (electronically by phone);
Treasurer Joe Olsen; Secretary Peggy Bucaro; Dave Barry, Monica Boyer, and John Sias, Trustees.

STAFF PRESENT: Director Karolyn Nance, Human Resources Manager Dina Castelvechi, IT Manager
Bridgett DeJohn, Facility Manager Nathaniel Aye, Circulation Manager Mary Prohaska.

Trustee Barry moved to allow Vice President Deyne to electronically attend the board meeting;
seconded by Trustee Bucaro.

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

Guests: Elizabeth Veatch, Studio GC; Harlan Doland, IMEG.

TOWN HALL: No comments.

CONSENT AGENDA:

1. Items to be included in Consent Agenda: Trustee Olsen asked to remove two items: b, Approval of
Transfer of Funds; and c, Minutes from the June 21, 2021 Board Meeting.

Trustee Barry moved to approve the Consent Agenda other than items 1b and 1c; seconded by Trustee
Boyer.

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

2. Consideration of items(s) withheld for separate action (If Any): The motion by Trustee Olsen on Item
1b failed. Trustee Bucaro moved to approve Item 1b as published; seconded by Trustee Sias.

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

Item 1c, Minutes from the June 21, 2021 Board Meeting, Trustee Bucaro moved to amend on Page 6,
second paragraph of Town Hall, as follows: "Trustee Deyne attended a FOIA class..."; seconded by
Trustee Deyne.

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

3. Consent Agenda Approval: Roll call vote occurred under Item 1, above.

CORRESPONDENCE: None.

REPORTS, QUESTIONS AND ANSWERS: President and trustees:

Trustee Olsen reported on three topics: First, he attended the St. Charles Library's open house on July 19, 2021; he stated they have done a remarkable job on their renovation, and he would encourage the trustees to visit the St. Charles Library.

Second, he reported that distribution of the second billing of the Cook County property taxes is going to be late, which may impact the due date. The delay is due to the exemptions not being properly calculated for more than 100,000 senior citizens.

Third, Trustee Olsen reviewed the invoices from the Library's attorney and read the comments regarding legal work done on the tax lawsuit based on whether the Cook County Treasurer has the right to make reconciling adjustments between multiple counties, such as the Library has between Cook and DuPage Counties. The attorney is contending that there is no statutory provision that would allow Cook County to be making those adjustments. Another legal comment note had to do with the amount of property taxes for the special assessment on building maintenance. The attorney was questioning, A, whether that was legal, and B, whether the amounts being taxed were too high because the entities that were taxing on those line items were not necessarily spending that money, they were keeping more on hand than their current needs. The next hearing is in November, and the lawsuit is being defended by the State's Attorney's Office.

AGENDA

ACTION ITEMS

1. Parking Lot Proposal: Elizabeth Veatch and Harlan Doland addressed the Board on the details of the proposed parking lot resurfacing project.

Ms. Veatch stated the parking lot has passed its useful life and there are some ADA issues with the sidewalk. The ramp is compliant but needs some work. The asphalt in the lot will be replaced, and the sidewalks will be replaced on the south, west, and north sides of the building. The snow melt section was not included for restoration; the cost to replace this section is estimated to be \$50,000 to \$70,000.

Discussion was had regarding addressing specific areas of the parking lot. Studio GC recommends completing the entire project at one time rather than a phased approach, to realize cost savings. The estimate is just over \$235,000, not including the architecture and engineering fees, which would be an additional \$17,000.

Director Nance stated Trustee Olson and she discussed the project, and the Library has sufficient monies in the building maintenance surplus fund at this time to cover the whole project.

Discussion was had regarding the timeline, and Ms. Veatch said Studio GC would like to set up a meeting with the Library as soon as possible to talk about the timing of the project.

Trustee Bucaro moved to approve the proposal as presented; seconded by Trustee Olsen.

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

2. Fence Replacement Quotes: The Facility Manager contacted three fence vendors, and staff recommends moving forward with the Fence Connection company. Black fencing material is immediately available, but the Library's decision to color match will result in a wait time for material.

The Fence Connection quote is \$5,250.00 including \$1,500.00 for prevailing wage labor installation. Trustee Barry moved to approve the contract with Fence Connection for \$5,250.00; seconded by Trustee Olsen.

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

3. Building Maintenance Ordinance 2021-1: Director Nance updated the building and maintenance levy information. The Building and Maintenance Ordinance must be passed and submitted to the two Counties, Cook and DuPage, as a separate levy. The date of the prospective referendum is June 28, 2022.

Trustee Barry moved to approve the building and maintenance levy information; seconded by Trustee Olsen.

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

4. Designation of Two Trustees for 6 Month Review of Library Board Regular Meeting Minutes: Director Nance recommended that Trustee Barry and Trustee Sias complete the task at this time.

Trustee Sias moved to appoint Trustee Barry and Trustee Sias to review the board meeting minutes; seconded by Trustee Barry.

Motion carried by unanimous voice vote.

5. Insurance Appraisal: Director Nance stated she spoke with Trustee Olsen on the insurance appraisals since he had requested that it be implemented last year. He recommended at this time that we hold off because the Library has not had any major capital upgrades this year, but it would be important to do it next year following the installation of new lights in the parking lot and the parking lot being repaved.

Trustee Barry moved to table the insurance appraisal until next year; seconded by Trustee Olsen.

Motion carried by unanimous voice vote.

6. Parental Leave Policy: Director Nance stated that Ms. Castelvechi worked diligently on creating a new parental leave policy, which was provided to the trustees for review in their board packets. Staff are seeing a trend of more libraries, as well as private sector businesses, moving towards offering a parental leave policy to stay competitive with employee benefits.

Trustee Barry moved to approve the Paid Parental Leave Policy; seconded by Trustee Boyer.

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

7. Monthly Transfer Process: Director Nance stated that Trustee Olsen brought up the fact that our Cook and DuPage County deposits are at times going into the checking account after the statement date ends,

which the transfer is based on; and he suggested to change the transfer format to be the current date versus the statement date. The consensus was instead of having the transfers be different than the statement date, to work with the Counties and the State Library to have deposits made directly into the NOW account.

Trustee Olsen stated that the schedule for the deposit into the general checking from DuPage County in July and August will equal approximately 1.6 to 1.7 million dollars, which will not earn much interest income. Director Nance stated she planned on contacting Cook and DuPage Counties to change the deposit date and account. Trustee Olsen stated he does not know whether the County treasurer requires an approved ordinance to amend where the funds are deposited; and for the short-term Treasurer Olson and Director Nance can determine the transfer amount into the NOW account on the Monday before the board meeting.

Trustee Olsen moved that in the next few months Trustee Olsen and Director Nance will on the Monday before the board meeting set the transfer amount until the Library can arrange with Cook County and DuPage County for taxes to be deposited directly into the NOW account versus the checking account; seconded by Trustee Barry.

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

8. Creation of a Finance Committee: Trustee Olsen would like the objectives of the committee to be threefold: 1, to discuss and make a recommendation to the Board to do a black box levy to ensure that the Library captures the full taxes that are available; 2, to make a recommendation for a format that presents capital budgeting and dollar amounts over a longer term; 3, to meet with the auditors for their preliminary report and make a recommendation to the Board before the August board meeting.

Director Nance said she would like Nate Aye to be on the committee to represent the facility perspective; and Trustee Olsen recommended Trustee Barry and Trustee Sias also serve on the committee. Director Nance will coordinate a date for the Finance Committee to meet.

9. Strategic Planning Team: Director Nance and Dina Castelvechi met with Amanda Standerfer, and they discussed timelines, logistics, and the creation of a planning team. Amanda shared that the planning team is intended to be a process management team, and she recommends the planning team involve only management staff.

The planning team will provide monthly updates to the board and seek input as needed throughout the process, and then the planning team will present the final draft to the Board of Trustees for approval.

Trustee Bucaro moved that the planning team be comprised of staff; seconded by Trustee Sias.

Discussion was had regarding whether or not any trustees should sit on the planning team.

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

DISCUSSION ITEMS:

1. Review of June 30, 2021 Financial Report: Director Nance stated the Library received 100.42% of its revenues; and the Library has 77.87% in the general fund with a balance of about \$587,000.00.

2. July 2, 2021 Closing Early: Trustee Olsen stated he is concerned as a taxpayer and a board member that the Library closed early on July 2, 2021, and completely closed the July 4th weekend. He indicated the closure of the library during this time was not taking into account the best interests of the Library.

Discussion was had regarding the early closure of the Park District building, the staff ingress and egress of the parking lot near the firework display, the participation of staff in the parade, and the safety of public and staff in the parking lot.

Trustee Barry stated the board members who also serve on the 4th of July Committee are serving the residents of Bartlett through both entities; and that July 4th is a federal holiday.

Trustee Olsen stated the closure dates can be addressed when the 2022 calendar is being considered.

3. Memo from the Library Attorney Regarding Whistle Blower

Reporting: This was provided to the Board for informational purposes. The library's attorney suspects that most libraries, in lieu of appointing an auditing official, will opt to let the County state's attorney serve as an auditing official if needed.

DIRECTORS REPORT INFORMATIONAL ONLY

1. ILA Conference
2. Per Capita Update
3. 2022 Election Day
4. Chronology for Annual Financial Ordinances
5. Friends Update
6. Foundation Update

TOWN HALL: None.

ADJOURNMENT: President Hopkins entertained a motion to adjourn by Trustee Bucaro; seconded by Trustee Barry.

Motion carried by unanimous voice vote.

The meeting adjourned at 8:22 p.m.