

BARTLETT PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING MINUTES  
MONDAY, AUGUST 16, 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 7:00 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, IT Manager Bridgett DeJohn, Facility Manager Nathaniel Aye, Circulation Manager Mary Prohaska, Adult and Technical Services Manager Mary Jane O'Brien, Business Office Specialist Marianne Kingsmill.

PUBLIC PRESENT: James Howard, Accountant.

TOWN HALL: No comments.

CONSENT AGENDA:

1. Items to be included in Consent Agenda: Trustee Olson asked to remove item 1a, Minutes of the July 19, 2021 Regular Board meeting. Director Nance stated the Minutes from the August 5 Finance Committee meeting, Item 1b, are not completed.

Trustee Barry moved to approve the Consent Agenda with Items 1a and 1b removed; seconded by Trustee Deyne.

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

2. Consideration of items(s) withheld for separate action (If Any): Motion to amend the Minutes of Regular Board Meeting failed.

Trustee Barry moved to approve the Minutes of the Regular Board Meeting as published; seconded by Trustee Deyne.

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

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

REPORTS, QUESTIONS AND ANSWERS: President and Trustees:

Trustee Barry stated the Foundation held the Dine to Donate on Saturday, August 14, 2021.

AGENDA

ACTION ITEMS

1. Review of Financial Report: Accountant James Howard walked the board through the different pieces of the Financial Report and invited feedback. Mr. Howard's presentation included the topics of accrual adjustments, receipt of the first property tax installment of 2021 from DuPage County, and the plan to

set up direct deposit of property taxes into a Library NOW account. Director Nance stated she has confirmed with both DuPage County and Cook County that the direct deposits have been set up.

Also included in the presentation:

- Negative liabilities are not common, likely some adjusting entries will be made to address the negative liabilities which was carried over from the prior year. The beginning fund balance is unaudited and will be subject to change if late bills are received.
- Property taxes are down about 10% year on year. This will be monitored. Replacement taxes are up over last year. Interest is at 7%, and was at 8% for the fiscal year.
- Operating expenditures and fund balances were discussed with respect to restricted funds and funds used for expenditures on general operating library needs.

Discussion was had regarding the format and aligning tax-based revenues to coincide with the months in which those funds are expected to be received, and on the expense side, aligning some expenses that occur on a specific month basis, such as reflecting the credits and debits on a cash basis.

President Hopkins asked Mr. Howard to provide a list to the Library of any adjustment to general entries that are made in the financial documents.

2. Approval of the Tentative Budget and Appropriation Ordinance 2021-2: Director Nance stated that the Finance Committee at its meeting reached consensus that the document was in order.

Trustee Bucaro moved to approve the Tentative Budget and Appropriation Ordinance 2021-2; seconded by Trustee Sias.

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

3. Establish Date and Time of Public Hearing Concerning Budget & Appropriation Ordinance 2021-3: Director Nance stated she will send the Public Notice to the Daily Herald to be published on Wednesday, August 18, at least 30 days before the September 20, 2021 meeting. The hearing will be held at 6:45 p.m. prior to the September Regular Board Meeting.

Trustee Sias moved to establish the date of the Public Hearing Concerning Budget & Appropriation Ordinance 2021-3; seconded by Trustee Deyne.

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

4. Approval of Chief Fiscal Officer's Statement of Estimated Revenue: Director Nance stated this document was reviewed by the Finance Committee and there was consensus that the document was in order.

Trustee Barry moved to approve the Chief Fiscal Officer Statement of Estimated Revenue; seconded by Trustee Olsen.

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

5. Set Date and Time of Presentation By Auditor: Director Nance stated the Finance Committee discussed this, and Trustee Olsen had requested that a detailed overview meeting be held prior to the Committee of the Whole meeting. Director Nance is going to set up a public meeting and invite all trustees who may want to come for a more detailed review of the audit at 6:00 p.m. prior to the October Regular Board Meeting.

Trustee Sias moved to schedule a Committee of the Whole meeting at 6:00 p.m. prior to the October Regular Board Meeting; seconded by Trustee Olsen.

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

6. Approval of the Annual Report (IPLAR): Director Nance stated she received some requested changes from trustees, and the updates were mailed to the Board members. The IPLAR tracks data from the fiscal year July 1 through June 30.

The Library has a five-year contract with AT&T, and is currently in year three of that contract, which renews FY 23-24. Options for a contract for those services will be reviewed prior to expiration of the current contract.

The parking lot work will be booked to FY 21-22 because the work will be done during this fiscal year. The accessibility ramp is included because it is part of the parking lot repair project.

Trustee Bucaro moved to approve the Annual Report with the changes noted; seconded by Trustee Olsen.

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

7. Approval of Resolution Authorizing Non-Resident Cards for 2021-2022 Fiscal Year: Director Nance stated each year the Board of Trustees needs to take action to decide whether to issue nonresident library cards during the ensuing months. The tax bill method determines the nonresident card fee, which is calculated by applying the District's total tax to the nonresident property owner's principal residence assessed valuation. The most recent property tax bill will be used. The nonresident property owner will pay the same amount as would be paid if the property were in the Library District.

Director Nance recommended the Board approve this resolution. To date no Cook County resident who lives outside of the District has requested a nonresident card; however, Library staff are working on figuring out the Cook County rate.

Trustee Barry moved to approve the Resolution Authorizing Non-Resident Cards for 2021-2022 Fiscal Year; seconded by Trustee Boyer.

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

8. COVID-19 Response: Director Nance stated staff quickly acted when the most recent recommendation came out from the CDC. The Library has posted signs which strongly recommends masks be worn in the library, and to continue to follow the social distancing advisory.

Discussion was had regarding protecting staff and members of the public by requiring masks, and that the Library originally had patterned its COVID-19 policy after the School District U46 policy which required masks for students, staff, and visitors.

#### DISCUSSION ITEMS:

1. Parking Lot Project Update: Director Nance reported on the staff discussion regarding the handicapped parking spaces and signage. Staff recommends the configuration remain as it currently exists.

In regards to Village codes for landscaping, the Village of Bartlett will not begin their review of landscape plans until a contractor is engaged.

Discussion was had regarding extending the concrete sidewalk to the courtyard fence and to include that space within the snow removal contract. The sidewalk extension can be included as an alternate when reviewing the bid proposals at the Special Board Meeting on August 30, 2021. Discussion was had regarding repaving the area enclosed by the fence in which the garbage container and transformer are contained. Director Nance will verify with Studio GC whether that is included in the proposals, or have it added as an alternate.

2. Finance Committee Meeting Update: Discussion was had regarding the usefulness of the Finance Committee meeting as well as the makeup of the committee and the time of day the meeting was held. Director Nance will schedule any future Finance Committee meetings during the evening. Suggestion was made to have trustees rotate on and off the committee if it becomes a standing committee.

#### DIRECTORS REPORT INFORMATIONAL ONLY

1. Trustee Forum Board Meeting August 21, 2021 10:00 a.m. to 12:00 p.m.
2. 2021 Illinois Library Association Conference
3. Memo from Roger Ritzman, Library Attorney, Regarding B&A Deadlines
4. Friends Update
5. Foundation Update

TOWN HALL: None.

ADJOURNMENT: Trustee Barry moved to adjourn the meeting at 7:59 p.m.; seconded by Trustee Bucaro. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.