

BARTLETT PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING MINUTES  
MONDAY SEPTEMBER 20, 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, Circulation Manager Mary Prohaska, Adult and Technical Services Manager Mary Jane O'Brien, IT Manager Bridgett DeJohn, Business Office Specialist Marianne Kingsmill, Facility Manager Nathaniel Aye.

PUBLIC PRESENT: None.

TOWN HALL: No comments.

CONSENT AGENDA:

1. Items to be included in Consent Agenda:
  - a. Minutes from the August 16, 2021 Regular Board Meeting
  - b. Approval of Bill List: September 20, 2021
  - c. Approval of Transfer of Funds: September 20, 2021
  - d. Review of Financial Report
  - e. Designation of two Trustees for October Monthly Bills Approval (Olsen, Sias)
  - f. Travel Reimbursement Approval (None)
2. Consideration of items(s) withheld for separate action (If Any): None.
3. Consent Agenda Approval: Trustee Bucaro moved to approve the Consent Agenda; seconded by Trustee Deyne.

REPORTS, QUESTIONS AND ANSWERS: President and Trustees:  
Trustee Olsen made the following comments:

1. He reported that as the result of the September 20, 2021 transfer of \$787,000.00 in property tax receipts from DuPage County, the Library now has approximately \$2,950,000 in its investment account.

2. Trustee Olsen noted that a meeting is scheduled with Evans and Son regarding the paving contract; and he asked whether the updated specifications document had been drawn up by Studio GC to include the sidewalk in the courtyard and paving the fenced-in area. Director Nance met with Studio GC and the paving contractor on the morning of September 20, 2021, for a walk-around, and Elizabeth Veatch is working on a quote and the specifications to forward to the contractor.

3. Trustee Olsen recalled that starting in September the Board was to be provided some metrics from the Library Director.

4. Trustee Olsen was present in the library at the time of the therapy horse program; he noted that it was well attended with approximately 30 children and their caregivers; and that the program seemed to be a very well received.

Trustee Boyer noted that she appreciates the Library partnering with the DuPage County Health Department regarding COVID vaccinations; she enjoyed the miniature horse service animal program; and she was pleased with the success of the Tammy Town youth safety program.

CORRESPONDENCE: A note was received from patron Helen Kelly who expressed appreciation to staff for assisting her in the library.

#### AGENDA

##### ACTION ITEMS

1. Resolution to Determine Funds for the 2021-2022 FY: Director Nance read aloud the Resolution. The library board has determined the levy amount, and discussion was had regarding the truth in taxation public hearing and that the Library is requesting only 4.9% more in taxes than what was received the previous year.

Trustee Barry moved to approve the Resolution to Determine Funds for the 2021-2022 Fiscal Year; seconded by Trustee Olsen.  
Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

2. Snow Plow Service Quotes: Nate Aye reported three quotes were received from snow plow service providers. Tovar is the contractor that provided snow-removal services during the 2020-2021 season. The other contractors that submitted quotes are Abbott, and Weiss.

Last year the Library had some issues with timeliness of service and conditions in the lot in regard to snowfall events.  
The Library has been pleased with the landscaping services of

Abbott and has a good relationship with the contractor.

The quotes are based on the current map of the facility; and some numbers may change slightly when the specifications are updated to include the addition of the courtyard sidewalks and fenced enclosure.

The contract start dates are: Abbott, November 1; Tovar, November 15; and Weiss, December 1st.

Trustee Barry thanked Manager Aye for his report, including the snow fall totals for the last ten years. Trustee Barry moved to approve the contract with Abbott, which came in at the lowest rate; seconded by Trustee Sias.

Discussion was had regarding the Prevailing Wage Act and whether that is applicable to this contract. Director Nance will look into that topic.

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

3. COVID-19 Response: Director Nance stated staff and patrons are continuing to wear masks and social distance. The library is closely monitoring any recommendations made by the CDC, the Illinois Governor's Office, and the DuPage County Health Department.

#### DISCUSSION ITEMS:

1. Confirmation on Finance Committee Meeting Date (In-Depth Audit Review) Monday, October 11, 2021 at 7:00 p.m.: Director Nance stated she has tentatively scheduled the meeting as a Finance Committee meeting because if not enough trustees attend to meet a quorum for a Special Board Meeting, the meeting would have to be cancelled. Upon confirmation from four to five trustees, she will change the meeting to be a Special Board Meeting.

2. Confirmation on Committee of the Whole Meeting Date (Audit Review) Monday, October 18, 2021 at 6:00 p.m.: A Committee of the Whole meeting will be held October 18, 2021 to review the audit.

3. Draft of Tax Levy Ordinance: Was included in the board packet. James Howard, the accountant, signed off on the levy, and the attorneys did so as well.

4. Draft of Certification of Compliance with Truth in Taxation Law: Was provided in the board packet.

5. Draft of Certification of Authenticity: Was provided in the board packet.

6. Cash Receipts and Disbursements for the 2020-2021 FY: Director Nance stated that Accountant James Howard created the draft for the Board to review in advance of the October meeting.

7. 2022 Library Calendar Closing Dates: A tentative schedule of library closing dates was provided to the board. Trustee Olsen commented that the closure on Easter does not reflect equity, diversity, and inclusion compared to the Library not closing on important religious holidays of other faiths of some Library patrons. Trustee Olsen also expressed concern over the Library's practice of being closed on the day of the 4th of July Parade when the Library would have otherwise been open, for instance if the parade is held on Sunday, July 3.

Trustee Olsen expressed concern about the library being closed on the day before Memorial Day, the day before Labor Day, Christmas Eve, and New Year's Eve, and whether those closures result in a cost savings to the Library. Discussion was had that the days before Memorial Day and Labor Day do not count as paid holidays, and therefore, neither full-timers nor part-timers are paid for those days if they do not work, so there is a cost savings.

Director Nance stated she will include the Library Closing Calendar on the agenda as an action item in October.

8. 2022 Library Board Meeting Dates: Director Nance recommended continuing to meet the third Monday of the month at 7:00 p.m. for the Regular Board Meetings.

9. Schulz, Inc.: Discussion was had regarding the Tammy Town program which was put on by Tammy Schulz, and whether Sergeant Schulz putting on this program creates a conflict of interest to the Library because Sergeant Schulz is on the Library Foundation board.

Trustee Barry stated he has been a member of the Foundation since approximately 2014; and it has been a practice of the Foundation to have one library trustee on the Foundation as a member. Tammy Schulz presents her safety education program for children, teens, and adults in numerous communities in the area. Trustee Barry does not see a conflict of interest in this situation because the Foundation and Friends are two separate legal entities with separate boards, and they direct their own funds.

The consensus of the trustees is that a conflict of interest does

not exist with respect to Sergeant Schulz providing the program to the children and their families at the library, and the safety program is providing a good service to the community. Director Nance also stated that she sees the program provided by Sergeant Schulz to be completely separate from the situation Trustee Olsen mentioned when he was informed he would not be able to contribute a gift as a raffle prize at the library. The Library Foundation is comprised of volunteers who are not elected to serve on its board.

10. (No item listed.)

11. Trustee Forum Board Meeting August 21, 2021 (Recap): Trustee Olsen stated Percy Harris, the forum president, is stepping down from the position. During ILA the forum is presenting a session on a mock, potentially remote, board meeting of the Client Town Public Library, to be presented October 14, 2021, from 11:30 a.m. to 12:30 p.m.

The forum holds the Trustee Day at the ILA fall conference and is responsible for setting up the spring trustee workshops. The group has currently seven people who are active members, and they are chartered for a total of 15 members. Efforts are being made to attract persons to serve on the forum from downstate Illinois.

Their next meeting is November 20, 2021, via Zoom at the Brookfield Public Library, which is a brand-new library building.

#### DIRECTORS REPORT INFORMATIONAL ONLY

1. 2021 Illinois Library Association Conference
2. 2022 Elections
3. Friends Update
4. Foundation Update

TOWN HALL: None.

ADJOURNMENT: Trustee Barry moved to adjourn the meeting at 7:47 p.m.; seconded by Trustee Olsen.

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