

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
MONDAY OCTOBER 18, 2021

7:01 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 7:01 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, Graphic Artist Lisa Marinelli.

PUBLIC PRESENT: Elizabeth Veatch, Studio GC.

TOWN HALL: Moved up from Action Item 1. Bartlett Police Department Sergeant Tom Alagna and Commander Rob Sweeney brought Maverick, the comfort dog, to the library and described the types of events the dog will be participating in around the community. Maverick is a 16-month-old Golden Retriever; the cost of training Maverick and his veterinary services were donated by K-9s for Comfort; and his food was donated by Nature Select. He's a sworn-in police dog, he has a badge, and he has a star.

CONSENT AGENDA:

1. Items to be included in Consent Agenda:
 - a. Minutes from the August 30, 2021 Special Board Meeting
 - b. Minutes from the September 20, 2021 Public Hearing
 - c. Minutes from the September 20, 2021 Board Meeting
 - d. Minutes from the October 11, 2021 Special Board Meeting
 - e. Approval of Bill List: October 18, 2021
 - f. Approval of Transfer of Funds: October 18, 2021
 - g. Review of Financial Report: September 30, 2021
 - h. Designation of Two Trustees for November Monthly Bill Approval (Olsen, Hopkins)
 - i. Travel Reimbursement Approval (None)
2. Consideration of items(s) withheld for separate action (If Any): None.
3. Consent Agenda Approval: (Roll Call Vote): Trustee Deyne moved to approve the Consent Agenda; seconded by Trustee Bucaro. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins,

Olsen, Sias. Motion carried.

CORRESPONDENCE: None.

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

1. The creation of a sign in the youth department for the fidget board is a fascinating installation.
2. The Vandalism Report. Trustee Olsen was disappointed to learn of the vandalism of spray painting and a broken window at the Library and asked whether a police report was filed on the two incidents. Director Nance stated the Library does have pictures of the children who are believed to have committed the vandalism. The director will follow up and file a report with the police department.
3. Trustee Olsen is still awaiting information on metrics for these meetings. From September of 2020 to September of 2021 the library's patrons with cards declined by 25.4%. He believes the board members should be very much aware and concerned of these trends and consider how this trend should be addressed.

Trustee Boyer stated she appreciates Lisa Marinelli's work in the library, with the Halloween decorations, and stated her graphics skills are great.

REGULAR AGENDA

ACTION ITEMS

1. Special Visit from the Bartlett Police Department's Comfort Dog Maverick and His Handler Sgt. Tom Alagna. (Moved up to Town Hall.)
2. Evan & Son Blacktop Inc. Additional Quote for Concrete Sidewalk; Replace 2 Light Pole Bases and Concrete; Dumpster Enclosure. (Roll Call Vote): Ms. Veatch stated the project kicked off on this day, October 18, 2021, and is on schedule to be finished before November 5, weather permitting.

Ms. Veatch provided a quote for additional orange construction fencing around the perimeter to address public safety concerns. Discussion was had regarding the suggestion for additional orange fencing.

Trustee Olsen stated \$3,700.00 per light pole base seems excessive. Ms. Veatch stated the bases go down 6 feet into the ground.

As far as the Dumpster enclosure, the two options for paving is, one, new hot mix asphalt, and two, concrete. Ms. Veatch recommended choosing the asphalt for the Dumpster enclosure.

Trustee Sias moved to approve the front orange barrier and the side orange barrier; seconded by Trustee Barry. Ms. Veatch will send an email to the contractor to install this in the morning.

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

Trustee Bucaro moved to approve the removal and replacing of two light pole bases at \$7,409.00 and the adding of the concrete sidewalk by the courtyard at \$1,040.00, for a total of \$8,449.00, items 2 and 3; seconded by Trustee Barry.

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

Trustee Barry moved to approve option 1, Dumpster enclosure with the HMA pavement in the amount of \$6,045; seconded by Trustee Olsen.

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

3. Acceptance of Annual Audit and Management Letter (Roll Call Vote): Trustee Barry moved that the board accept the Annual Audit and Management Letter; seconded by Trustee Boyer.

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

4. Notice of Availability of Audit: Trustee Bucaro moved to approve the Notice of Availability of Audit; seconded by Trustee Barry.

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

5. Transfer to Special Reserve Fund \$25,000 (Roll Call Vote): Director Nance requested the transfer of \$25,000.00 from the general fund to the special reserve fund to build up the special reserve fund to a level of 6-months worth of operating expenses.

Trustee Bucaro moved to transfer \$25,000.00 from the general fund to the special reserve fund; seconded by Trustee Boyer.

Trustee Olsen stated he is not opposed to moving the money, but does not believe the board has taken action in terms of accepting a six-month reserve goal. He believes this action should be considered at a future board meeting. Director Nance stated she believes Anthony mentioned to her that the Library would look into creating a fund balance policy; and she is willing and ready to do that.

Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins,

Olsen, Sias. Motion carried.

6., 7., 8. Tax Levy Ordinance 2021-4; Certification of Authenticity Tax Levy Ordinance; Truth in Taxation Certification of Compliance (Roll Call Vote): Director Nance sent the trustees the changes from the draft Tax Levy Ordinance. Trustee Barry moved to approve the Tax Levy Ordinance 2021-4, the Truth in Taxation Certificate of Compliance, and the Certification of Authenticity Tax Levy Ordinance; seconded by Trustee Bucaro.

Trustee Olsen stated the changes that were made are appropriate because our beginning balance was not what it should have been; and he stated he should have previously caught the required change.

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

9. Approval of Statement of Cash Receipts and Disbursements (Annual Treasurer's Report) (Roll Call Vote): The correct version for approval was in the board packet. Trustee Deyne moved to approve the Statement of Cash Receipts and Disbursements; seconded by Trustee Barry.

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

10. Updated Strategic Plan Proposal (Roll Call Vote): Director Nance and Dina Castelvechi met with Amanda Standerfer, and Amanda suggested having personal interviews via Zoom or possibly in person with staff members and board members, and ask specific questions. Ms. Standerfer thinks this is a nice compromise to an internal staff survey. Trustee Bucaro moved to accept the updated strategic plan proposal for the interview versus the survey with the staff and board members; seconded by Trustee Sias.

Trustee Olsen stated he believes this proposal changes the entire intent of the project and that the questions are too limiting; and he is very concerned that free exchange of information would not occur in the event that Amanda Standerfer does not talk directly to the employees or trustees.

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

11. 2022 Holiday and Closing Calendar (Roll Call Vote): Director Nance stated the drafts were available at the September board meeting, and the dates have not been changed. Trustee Barry moved to approve the 2022 Holiday and Closing Calendar; seconded by Trustee Boyer.

Trustee Olsen, restated his comments from the September board meeting that he thinks the calendar of closings does not reflect diversity, equity, and inclusion; it is biased towards the Christian religions; and it lists closing dates that are not holidays, which limits access to patrons who are paying tax dollars for the services of the library. Trustee Deyne stated there are many programs available online and she doesn't think the library is being harsh or not including any nationalities, because those that come into the library will always be coming into the library.

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

12. 2022 Board Meeting Calendar (Roll Call Vote): Trustee Olsen moved to approve the 2022 Board Meeting Calendar; seconded by Trustee Bucaro.

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

13. Holiday Lights (Roll Call Vote): Director Nance indicated the Library has not put holiday lights up in the past. The Library is partnering with the Village of Bartlett, the Park District, and other governmental entities and organizations in the community to put on a month-long celebration. The Park District is getting a quote from the same company.

The board was provided three proposed options for holiday lighting, or they could indicate a set amount to budget for lighting. Other quotes will be sought from different companies.

Discussion was had regarding the cost of proposed holiday lighting. Trustee Olsen stated he does not see that the Library is in a position to be expending taxpayer monies on holiday lights when there are several other expenses that need to be addressed, in programming, equipment, carpet replacement, tuckpointing, et cetera. Trustee Barry agreed with Trustee Olsen. Trustee Deyne stated she thinks it would be awful for the Library to be without lights and dark for the holidays when both the Park District and Village Hall, and other municipal buildings, are all lit up.

The Library's public relations budget is \$22,000. Director Nance suggested if the plan is approved, funds can be used from the special project line item and/or the marketing line item.

Discussion was had regarding lighting the roofline of the library or lighting a large tree. The annual cost for the holiday

lighting going forward would include removal and reinstallation of the lighting. Director Nance suggested another option would be to for the library to rent a lift truck and have Nate do the installation.

Director Nance was asked if the Library could seek grant monies for the holiday lighting in the future. Director Nance replied grant monies could be sought.

Trustee Sias moved that the Library approve the roofline installation and take-down, at \$4,140.00 and \$2,242.50, respectively; seconded by Trustee Deyne.

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

Motion carried.

14. Term Limits (Roll Call Vote): Trustee Deyne requested that this item be placed on the agenda as an action item. The Board discussed this topic in February 2021, and no one objected to changing the limits and no one had follow-up questions for the director. The director is looking for guidance on whether to work with the attorney to implement this change starting with the 2023 election.

Discussion was had about the pros and cons of 2-year terms, 4-year terms, and 6-year staggered terms, and when the current trustees' terms end. Trustee Barry stated he would like to see a written resolution from the Library's attorney before the trustees vote on the topic. Director Nance will contact the Library's attorney and have a resolution written with four-year terms, and she will contact some of the local library directors and see what other trends exist regarding candidate campaigning options.

15. Staff Raffles (Roll Call Vote): Trustee Olsen moved to forbid staff raffles at the library. Trustee Olsen was concerned by a statement made by the director at the September board meeting that the reason trustees could not participate in raffles was that staff could perceive an unfair process in the raffle. A call for a second to the motion failed, the motion failed.

DISCUSSION ITEMS:

1. 2021 Illinois Library Conference Recap: Trustees Olsen, Barry, and Bucaro attended the ILA conference.

Trustee Barry reported on sessions he attended on the topics of: the role of the library director and the role of the library trustees; the budget and appropriation process; updated laws and

COVID in libraries. One conference participant mentioned that his library is mandating vaccines for their employees.

Trustee Bucaro reported on silver linings that came out of the pandemic, successes and failures, some things worked, some things didn't; Zoom fatigue; book bundles; and that librarians stepped up to help families with remote learning and finding information.

Trustee Olsen reported on what was done at libraries through the reference process during the shutdown, including different outreach processes such as adoption of chat functions.

One library in a community of 16,000 people added a net 1,000 users to their patron list during this period of time because of how effective they had been in their outreach programs.

Trustee Olsen has developed a list of materials that he would suggest for EDI efforts in the library. He believes it would be a good topic for discussion or presentation at a meeting at Bartlett Library in the near future.

2. Per Capita Requirements: Director Nance stated the per capita requirements are the same as last year; the board is required to read through Serving Our Public standards 4.0.

3. Tax Increment Financing (TIF) Meeting: Director Nance stated the meeting is on Thursday, October 28, 2021 at 2:00 p.m. at Village Hall. Trustee Olsen, Trustee Barry, Trustee Bucaro, Trustee Deyne, and Director Nance will attend.

DIRECTORS REPORT INFORMATIONAL ONLY

1. Friends Update
2. Foundation Update

EXECUTIVE SESSION: (As permitted by 5 ILCS Section 2(c)(1), The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.

Trustee Bucaro moved to go into executive session at 8:39 p.m.; seconded by Trustee Barry.

Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Meeting adjourned at 8:39 p.m.

The Board returned to regular session at 8:59 p.m.

Roll Call: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias.

Trustee Sias moved to approve the leave of absence as discussed

in executive session; seconded by Trustee Barry.

Roll Call Vote: Barry, Boyer, Bucaro, Deyne, Hopkins Olsen, Sias.

Motion carried.

TOWN HALL: None.

ADJOURNMENT: Trustee Barry moved to adjourn; seconded by Trustee Olsen.

Roll Call Vote - Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Adjourned at 9:01 p.m.