

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
MONDAY NOVEMBER 15, 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: 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 Castelvecchi, Circulation Manager Mary Prohaska, Adult and Technical Services Manager Mary Jane O'Brien, IT Manager Bridgett DeJohn, Business Office Specialist Marianne Kingsmill, Graphic Artist Lisa Marinelli.

PUBLIC PRESENT: Elizabeth Veatch, Studio GC; Harlan Doland, IMEG.

TOWN HALL: None.

CONSENT AGENDA:

1. Items to be included in Consent Agenda:
 - a. Minutes from the October 18, 2021 Regular Board Meeting
 - b. Minutes from the October 18, 2021 Committee of the Whole Meeting
 - c. Approval of Bill List: November 15, 2021
 - d. Approval of Transfer of Funds: November 15, 2021
 - e. Review of Financial Report: October 31, 2021
 - f. Designation of Two Trustees for December Monthly Bill Approval (Olsen, Boyer)
 - g. Travel Reimbursement Approval (None)
2. Consideration of items(s) withheld for separate action (If Any): Trustee Bucaro asked to remove Item 1.a. the Minutes from the October 18, 2021 Regular Board Meeting; and Director Nance asked to remove Item 1.b. the Minutes from the October 18, 2021 Committee of the Whole Meeting.

Discussion on Item 1.a.: Page 3, third full paragraph, the cost detail for removal and replacing of two light pole bases, and the adding of the concrete sidewalk by the courtyard, need to be specified.

Page 4, Item 9, the name of the trustee who seconded the motion needs to be confirmed.

Trustee Barry moved to table Item 1.a. until the December Board Meeting; seconded by Trustee Deyne.

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

Discussion on Item 1.b.: The title of the Minutes for October 18, should be changed to Committee of the Whole Minutes, rather Special Board Meeting; Trustee Boyer did not attend the meeting, so her name should be removed; and Marianne Kingsmill's name should be added as being present at the meeting.

Trustee Barry moved to table the Item 1.b. until the December meeting; seconded by Trustee Olsen.

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

3. Consent Agenda Approval: (Roll Call Vote): Trustee Barry moved to approve the Consent Agenda with the removal of items 1a and 1b.; seconded by Trustee Olsen.

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

CORRESPONDENCE: None.

REPORTS, QUESTIONS, AND ANSWERS: President and Trustees:
Trustee Bucaro commented on how wonderful the holiday lights look on the outside of the building.

Trustee Olsen stated Director Nance's report did not mention that there was a second act of vandalism at the library on October 20, 2021; and he questioned whether the Library has adequate cameras at the building to help avoid this kind of occurrence. Director Nance stated that she and Ms. DeJohn have discussed the matter, and they agree there is a need for cameras in the building and on the exterior of the building. They are obtaining quotes for security cameras and will include the report in the budget-planning process for FY 22-23.

Trustee Olsen stated that the Library has now received virtually all of its tax receipts from Cook and DuPage Counties for the fiscal year; that the Library's general fund is \$74,000 under the budgeted level; and that because the budgeted bottom line net of the fund is a little over \$19,000 for the full fiscal year, the Library may come up in a negative position if it continues spending as is.

Trustee Boyer stated she is appreciative of staff efforts for

Patron Appreciation Week, and she thanked the staff for continuing to ask patrons to fill out the Library's survey.

REGULAR AGENDA

ACTION ITEMS:

1. Parking Lot Update: Ms. Veatch provided an overview of the progress on the parking lot paving project. Harlan Nolan, a civil engineer from IMEG, spoke to the status of the stone base existing in the parking lot areas to be repaved. Four borings were performed which show a good stone base. When the asphalt was taken off and the soils engineer was onsite, it was discovered that a substantial amount of the parking lot was failing to proof roll: if the soil is too spongy, good compaction of the asphalt cannot be achieved.

Certain areas were determined to need to be undercut. The contractor indicated he is willing to hold his contract price if the work needs to be completed in the spring. The soil engineer will come to the property and do a few more pavement cores on Phase 2 to confirm the condition of the base before the old pavement is removed. Mr. Doland estimates the cost of the additional borings to be between \$500.00 to 1,000.00.

Mr. Doland indicated that when bad soil is found underneath, it must be cut out and stone placed and compacted before the new asphalt poured.

Trustee Deyne moved to approve two cores to be taken for the Phase 2 portion of the project; seconded by Trustee Barry
Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

Trustee Olsen moved to accept Change Order 5 in the amount of \$40,308.00 to cover additional necessary work performed due to bad areas that were previously unknown at the west portion of Phase 1 of the project; and further, to increase the total approved contract amount to \$234,106.00. Seconded by Trustee Barry.

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

Trustee Olsen stated that there is some brickwork at the front of the building between the main entrance and the courtyard that has been damaged, split, and cracked; and he believes that the damage did not exist prior to the work being performed by Evans and Son. Ms. Veatch stated she will review the pictures taken of the site by Studio GC prior to the commencement of the work, and compare those pictures to what exists today. If the brick was damaged,

then it would be rectified. Trustee Olsen stated he believes pictures of the property may exist on the Library's Facebook page that illustrate the condition of the property prior to the project being started.

2. Internet Policy: Director Nance stated the Internet Policy is up for approval. The only change to the document was the addition of the word "District" after "Bartlett Public Library" so the library's whole name is listed.

Trustee Barry moved to accept the Internet Policy as updated; seconded by Trustee Bucaro.

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

3. Public Access Computers Policy: Director Nance stated the Public Access Computers Policy is up for review and approval. Changes made include: \$10 was increased to \$15; "added automatically" was changed to "can be added in 15-minute increments when prompted by the computer"; and "three hours" was changed to "one hour."

Trustee Deyne moved to approve the Public Access Computers policy; seconded by Trustee Barry.

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

Trustee Olsen moved to amend the policy at Page 2, Paragraph 3, to read "patrons' own mobile devices" rather than "their own laptops"; seconded by Trustee Bucaro. Discussion was had regarding the distinction between staff providing instruction/training versus technical support.

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

4. Resolution for the 2021-2 Term Limits: Director Nance stated that Trustee Olsen had emailed her with a question regarding term limits. Ms. Nance contacted the Library's attorney regarding the question, and the suggested Resolution received from the attorney was provided to the trustees.

Discussion was had regarding two-year terms versus four-year terms or six-year terms for trustees on the Library Board. The topic had been discussed by the board at its February 2021 meeting and its October 2021 meeting. Comments were made that at times the elections for the six-year terms have been contested for the seats; and that a six-year-term responsibility can be

difficult for prospective candidates to commit to.

Trustee Barry would like the board to hear more about the benefits of a six-year term; and Trustee Olsen stated that a six-year commitment provides a trustee opportunity to go through the complete cycle of planning and setting strategic goals, and seeing those to fruition.

President Hopkins suggested the trustees reach out to the other village entities such as the Village Board or Fire District members to obtain more information on the pros and cons of four-year terms.

Trustee Sias stated six years is a long time; and if a candidate/trustee would like to serve longer, they can run for an additional term.

Trustee Barry moved to table the topic until the January 2022 Board Meeting; seconded by Trustee Boyer.

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

5. Staff In-Service Day, Friday, January 28, 2022: Director Nance stated the staff in-service day had been previously scheduled for Friday, March 5, 2022; and she is asking for the Library to be open on Friday, March 5, 2022, and instead close on Friday, January 28, 2022, to hold a staff strategic planning retreat in the morning and a staff in-service in the afternoon.

Trustee Olsen moved to amend the 2022 Library Calendar to reflect the date of the in-service being changed from March 5, 2022, to January 28, 2022; and he stated that the scheduling of the events during the closed date is within the purview of the Director's authority. Seconded by Trustee Barry.

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

6. Strategic Planning Board Retreat, Thursday, January 27, 2022, 5:00 p.m. to 9:00 p.m., or Saturday, January 29, 2022, 10:00 a.m. to 2:00 p.m.: Director Nance stated the staff would like to schedule the Board Retreat for either Thursday, January 27, 2022, 5:00 to 9:00 p.m., or Saturday, January 29, 2022, from 10:00 a.m. to 2:00 p.m.

Trustee Barry moved that the Board approve Saturday, January 29, 2022, 10:00 a.m. to 2:00 p.m. for the Board Retreat; seconded by Trustee Olsen.

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

7. Rounding Meetings: Director Nance stated the Library will be sending out a link for the trustees to sign up for the rounding meetings. They can use the calendar created by Amanda Standerfer to choose a time for their individual 15-minute interview.

8. Trustee Meet and Greet: Discussion was had regarding the trustees being visible and recognizable to patrons, interacting with patrons, and the desire to obtain patron input through the survey for the goal-setting and planning process. A suggestion was made for trustees to reach out to our various groups that they may be affiliated with, and on social media, where they can point out to community residents what the library is doing, and encourage the patrons to fill out the survey. The survey is due Monday, November 29, 2021.

Director Nance stated she has printed copies of the survey and flyers with the QR code and a link to the survey on the Library's website which are available for trustees to distribute.

DISCUSSION ITEMS:

1. Campaign Development: Director Nance stated that Trustee Olsen had asked her to research this topic last month, and she has been thinking about it, and she felt very uncomfortable to do so because her mentors in the past have always told her that as a director, she is supposed to remain neutral when it comes to candidates and the election process. Trustee Olsen placed a summary in the board packet and included other information about ideas for campaign development.

Discussion was had regarding members of the community developing an interest in running for positions on the Library Board. Trustee Olsen described how the West Chicago Library posted on the Library's website pictures of the candidates who were running for trustee positions on the West Chicago Library Board, and included candidates' answers to specific questions related to their individual goals for the board; and that the Library's website experienced a 50% increase in website traffic during the two months prior to the election.

Comments were made by the trustees which expressed opposition to the placement of candidates' pictures and statements on the library's website; that the Library should avoid the public perception that it is engaged in campaign activity; and that the local newspapers can publish that type of content.

Trustee Hopkins suggested the trustees can share information with the community about what the board members do and the benefits received by the community as a result. Trustee Barry stated that running for an office is a political activity; if an individual seeks to be an elected official, they have to run for office, and other people can campaign for the same position.

2. Per Capita Requirements: Director Nance stated that staff provided in the board packet a summary of Chapters 1, 2, 3, 4, 5, 6, and 12 of Serving Our Public, highlighted the areas upon which the Library needs improvement, and also provided a summary of the areas where the Library can direct its attention. The review was extensively performed last year with the board; and staff are working on the items that need to be addressed.

3. 2020-2021 Annual Report: A copy of the Annual Report was provided to the trustees in the Board Packet. Some of the Library's services were altered due to the pandemic. Trustees were asked if they had any questions of staff regarding the Annual Report; none were presented.

4. Tax Increment Financing (TIF) Meeting (Recap): Director Nance stated staff attended a tax meeting on Thursday in late October. One of the Village TIF districts is going to be ending. It was confirmed that when the Library is levying for funds next year, it should account for the money it would receive from the TIF district, which is going to come in a year later.

Director Nance contacted Mike Mussen to find out how much tax revenue the Library would have collected in 2020, which was approximately around \$230,000. The Library would want to levy by an increase of \$300,000 next year to be sure to capture the funds.

DIRECTORS REPORT INFORMATIONAL ONLY

1. Friends Update
2. Foundation Update
3. Patron Appreciation Week

TOWN HALL: None.

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 Barry moved to recess the regular session of the Board of Trustees meeting; seconded by Trustee Olsen.

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

The Regular Board Meeting was recessed at 8:12 p.m.

Trustee Barry moved to go into closed session; seconded by Trustee Bucaro.

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

(Executive Session Held.)

Return to regular session at 8:24 p.m.:

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

ADJOURNMENT:

Trustee Deyne moved to end the regular session meeting of November 15, 2021; seconded by Trustee Boyer.

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

Meeting adjourned at 8:26 p.m.