

BARTLETT PUBLIC LIBRARY DISTRICT
 REGULAR BOARD MEETING MINUTES
 MONDAY DECEMBER 20, 2021
 7:00 p.m.

Location: Meeting Room, Bartlett Public Library District
 800 S. Bartlett Road, Bartlett, IL

CALL TO ORDER: 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, and John Sias, Trustees. (Monica Boyer absent.)

STAFF PRESENT: Director Karolyn Nance, Human Resources Manager Dina Castelvechi, Circulation Manager Mary Prohaska, Business Office Specialist Marianne Kingsmill.

PATRON: Ron Johnson.

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. Minutes from the November 15, 2021 Regular Board Meeting
 - d. Approval of Bill List: December 20, 2021
 - e. Approval of Transfer of Funds: December 20, 2021
 - f. Approval of November 30, 2021 Financial Report
 - g. Designation of Two Trustees for January Monthly Bill Approval (Olsen, Barry)
 - h. Travel Reimbursement Approval (None)
2. Consideration of item(s) withheld for separate action (if Any):
3. Consent Agenda Approval: Trustee Bucaro moved to approve the Consent Agenda; seconded by Trustee Deyne.
 Roll Call Vote - Yes: Barry, Bucaro, Deyne, Hopkins, Olsen, Sias.
 Motion carried.

CORRESPONDENCE: None.

REPORTS, QUESTIONS, AND ANSWERS: President and Trustees:
 Trustee Bucaro stated she thinks staff are doing a wonderful job,

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and she is always very happy to read the reports that keep the Board abreast on what is going on in the departments.

Trustee Olsen stated he would like to thank Mary Jane O'Brien for her years of service as manager of the Adult Services Department; and he also expressed appreciation of Karen Sego's energy and years of service at the Library as the Assistant Manager of the Adult Services Department.

Trustee Olsen reported he had an opportunity in November to visit the new Brookfield Library, and stated the building is beautiful. Brookfield Library had a small company contribute to the purchase of an automated book return system at a cost of in excess of \$80,000.

REGULAR AGENDA

ACTION ITEMS:

1. Serving Our Public Standards Chapter Review/Per Capita Application: Director Nance stated she sent to the trustees a summary of Chapters 7 through 13, less Chapter 12 which had been covered in November. A copy of the draft of the Per Capita Grant application was also in the board packet.

Trustee Barry moved to approve the Per Capita Grant application; seconded by Trustee Sias.

Trustee Olsen noted that Chapters 9 and 11 refer to Adult Services and Youth Services, respectively, and that the library provides assistive/adaptive equipment and software needed for accessibility resources by people with disabilities. Director Nance stated that in the past when a patron requested a translator or had hearing loss, the Library arranged for a service provider to come in and provide access for the program. Trustee Olsen indicated he is not comfortable indicating that the Library is meeting that standard. Trustee Olsen and Director Nance previously had a conversation regarding contacting organizations that serve disabled people when the Library was seeking participation from people with disabilities in the Community Survey.

Chapter 13 was discussed regarding the language stating that the

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board and staff conduct an annual library walk-through. Trustee Olsen stated he is not comfortable answering affirmatively to that question. Director Nance stated she walks through the facility with the Facility Manager multiple times during the

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year; and she can start including the Board for an annual walk-through with the Director and the Facility Manager. Trustee Bucaro acknowledged that the COVID pandemic has created an obstacle to indoor gatherings for the past two years, which would affect walking through buildings.

Trustee Olsen asked about the succession plan addressed in the standards. Director Nance noted the succession plan had been previously approved; and Trustee Barry stated the Library's succession plan was created with board input into the process of what would happen if the director was absent or not available. Director Nance stated that she and Dina Castelvechi are updating the succession plan. Discussion was had that the Board's responsibility for succession planning is specifically for the director position; and the Director's responsibility is to fill the other positions without input of the board.

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

2. Matrixes: Discussion was had regarding a request Trustee Olsen had made of Director Nance to create some data reporting, and the Director was unsure what type of reporting was being requested. Director Nance asked the Board if the statistics regularly provided by department staff are sufficient, or if trustees would like something else.

Trustee Olsen stated he asked for metrics on trends at the Library, such as the trend in declining activities of the library; and the number of District residents with library cards to the Bartlett Library, which is now down to approximately 25%. Trustee Olsen made the statement that if this board does not feel that it's important that these trends are turn around, then he thinks it is time to place on a ballot a proposal to close the library.

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Trustee Barry stated he is satisfied with the information he's getting in the packet. Discussion was had regarding trustee satisfaction with the current reporting to the Board by the Library; the effects the COVID pandemic has had on library services and businesses generally; the responsibility of the Library to the safety of its staff and patrons; and the upcoming board retreat in January at which the board will discuss the strategic plan.

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3. Reduction of 2021-2022 Operating Budget: Director Nance stated that Trustee Olsen requested this item be on the Agenda. The Director asked to table the item until the hiring is in place for the open positions. A notice was received from Cook County that the tax payments are going to be extremely late this year.

Trustee Barry moved to table this item until the February 2022 Board Meeting; seconded by Trustee Bucaro.
Roll Call Vote - Yes: Barry, Bucaro, Deyne, Hopkins, Olsen, Sias.
Absent: Boyer. Motion carried.

4. Entertainers or Speakers Selling Items at Library-Sponsored Programs Policy: Director Nance stated that Trustee Olsen asked for this item to be on the agenda. Director Nance sent an email to the trustees explaining what had occurred at the library on the day referred to, and that a library policy does address the situation.

Trustee Olsen stated he believes a policy is needed to state that library employees will not promote any business while they're acting in their role as an employee of the library. Trustee Barry stated he does not believe a violation occurred; and that the patrons are savvy if they want a business card or not, they are not looking at the Library as promoting one business over another. Discussion was had noting that library-related conferences have addressed the fact that libraries are often part of residents' rounds as they run errands around town; that libraries add economic value to communities; that patrons often ask for recommendations from librarians on local businesses such as restaurants; and employees have First Amendment rights when speaking with patrons.

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Trustee Olsen's motion failed for lack of a second.

5. Designation of 2 Trustees to Review the Past Six Months of Library Board Meetings: Director Nance stated Trustee Olsen and Trustee Barry will perform the review of the July through December 2021 Minutes.

6. 50th Anniversary Celebration Committee: Staff is trying to determine if the Library's 50th anniversary is in 2022 or in 2023. Director Nance would like to create a committee to organize a fun, exciting 50th anniversary celebration; and she hopes Trustee Deyne and Trustee Bucaro could serve on the committee.

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Trustee Olsen stated he has a listing of all library trustees from the inception of the district which he will send to the director. Director Nance stated the staff would like to invite all of the trustees who have served the district to attend the celebration.

Trustee Bucaro moved that the Board create a committee to celebrate the 50th anniversary, when the anniversary date is determined; seconded by Trustee Deyne.
Roll Call Vote - Yes: Barry, Bucaro, Deyne, Hopkins, Olsen, Sias.
Absent: Boyer. Motion carried.

President Hopkins appointed Trustee Bucaro and Trustee Deyne to the 50th Anniversary Committee.

DISCUSSION ITEMS:

1. 2022 Strategic Planning Update: Director Nance stated staff have been busy with the strategic planning process, and the Community Survey closed on November 29, 2021. Amanda Standerfer was thrilled to have 323 responses to the survey. Ms. Standerfer was at the library on December 6, 2021 for in-person focus groups; and virtual focus groups were completed the same week. Interviews with community stakeholders are in process.

2. November Financial Packet In-Depth Review: An in-depth review

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of the November financials was included in the board packets.

3. IMRF Fund Rate for 2022: Director Nance stated the rate went up from 14.31 in 2021 to 15.08 for 2022. The rate is provided by IMRF.

4. Building Maintenance Update: Director Nance stated the parking lot is on hold, and parking lights should be completed by December 24, 2021. There will be an increase in the costs because different lights had to be ordered following inspection by the Village, and unforeseen concrete work that was added because of the parking lot issue.

A water leak occurred on Saturday, December 11, 2021, and the plumber confirmed that issue originated from the roof. The roofer came out and found some cracks in the flat area of the roof. The director asked the roofer if the roof shingles are covered under warranty; labor is not covered by warranty. The roofer was asked to provide a quote to do a roof inspection.

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Core Mechanical was at the library on December 13, 2021 because it was very hot upstairs. The electrician found that the starter panel for the supply fan was not connecting correctly. The electrician was able to get the system working, but he will be sending quotes for replacement parts and/or new supply fan.

5. Campaign Development: This item was listed for discussion as a follow-up from the November board meeting. No further discussion.

6. 2018 to 2021 Strategic Plan Update: Director Nance stated technically the previous Strategic Plan ended in June of 2021. Some of the goals were not reached due to the COVID pandemic impacting services and the restricted patron access to the library building. Some of the goals were researched and deemed to be not feasible. At the time the plan was created, the Library had a major deficit, and one of the main goals was to get out of the deficit.

7. 2018-2021 Marketing Plan Update: Director Nance noted that the marketing plan included a focus on increase in percentages and

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statistics for circulation and patron participation; however, the results were impacted by the closure of the facility due to the pandemic.

DIRECTORS REPORT INFORMATIONAL ONLY

1. Illinois Library Association Library Legislative Meet-Ups
2. Merry and Bright Celebration: Trustee Bucaro stated she loved the look of the lights throughout the town; and she is glad that the Library decorated for the holidays because it set the Library off nicely.

Director Nance reported the Cocoa Crawl was a success, and 200 patrons came to the library to participate and had an enjoyable time.

3. Friends Update
4. 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 that the Board go into executive session per 5 ILCS section 2 (c) (1); seconded by Trustee Barry.

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

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Absent: Boyer. Motion carried.

Meeting recessed at 7:50 p.m.

(Executive session held.)

Trustee Barry moved to go out of Executive Session; seconded by Trustee Sias.

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

Absent: Boyer. Motion carried.

(Return to open session.)

TOWN HALL: None.

ADJOURNMENT:

Trustee Deyne moved to adjourn the regular meeting; seconded by Trustee Barry.

Roll Call Vote - Barry, Bucaro, Deyne, Hopkins, Olsen, Sias.

Absent: Boyer. Motion carried.

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Meeting adjourned at 7:58 p.m.

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