

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
MONDAY JANUARY 17, 2022
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 7:00 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 Castelvechi, Circulation Manager Mary Prohaska, Business Office Specialist Marianne Kingsmill.

TOWN HALL: None.

CONSENT AGENDA:

1. Items to be included in Consent Agenda:

a. Minutes from the December 20, 2021 Regular Board Meeting: Trustee Deyne stated that she has reviewed the draft minutes and they do not include the statement made by Trustee Olsen when he suggested that the Board place a referendum to the voters to close the library. She would like the statement by Trustee Olsen to be included in the Minutes because the Minutes should reflect not only positive discussion, but also reflect all voices.

Trustee Bucaro moved to amend the minutes to include the statement by Trustee Olsen; seconded by Trustee Deyne.
Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

b. Approval of Bill List: January 17, 2022: Trustee Olsen noted the payment to Green Bee of \$23,143, which was above the initial projected cost for the project of \$14,180.12.
Director Nance stated that there was additional concrete work that had to be done, which she had explained in emails she provided to the board.

Trustee Olsen stated he had some concerns about nonlien release by the subcontractors on the first payment made to Evans and Son

for its invoice. The statements provided to Trustee Olsen by the Library's attorney satisfied his concerns.

Trustee Olsen stated that the payments on all disbursements listed on the check register should be reviewed prior to their approval by the Board. Trustee Olsen moved to approve the checklist as submitted; seconded by Trustee Barry.

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

c. Approval of Transfer of Funds: Trustee Olsen stated he thought it was appropriate that the Board approve the two separate transactions; the first transaction being the Board's approval of the transfer of \$100,000 on January 10, 2022, and then the Board's approval of an additional \$350,000 to be transferred on January 18, 2021, the next business day.

At the time of the initial transfer, he failed to take into account two major things: the payroll that was part of the transfer, and the cost related to the IMRF payment because of the three payroll periods in the month of December.

Trustee Olsen moved to approve the transfer of \$100,000 from January 10, as well as \$350,000 on January 18; 2022; seconded by Trustee Bucaro.

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

- d. Approval of December 31, 2021 Financial Report
 - e. Designation of Two Trustees for February Monthly Bill Approval (Olsen, Deyne)
 - f. Travel Reimbursement Approval (None)
2. Consideration of items(s) withheld for separate action (If Any): Trustee Bucaro requested Item 1a, Minutes from the December 20, 2021 Board Meeting be removed from the Consent Agenda; and Trustee Olsen requested Items 1b, Approval of Bill List, January 17, 2022; and c, Approval of Transfer of Funds, January 17, 2022, be removed from the Consent Agenda.
3. Consent Agenda Approval (Roll Call Vote): Trustee Bucaro moved to approve Items 1d, e, and f of the Consent Agenda; seconded by Trustee Barry. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

CORRESPONDENCE: None.

REPORTS, QUESTIONS, AND ANSWERS: President and Trustees:
Trustee Boyer stated that she was inducted into the ILA Trustee Forum. She reported that the trustees may be interested in attending the "Reaching Forward" conference scheduled for May 6, 2022, which will be held onsite at the Stephens Convention Center in Rosemont. Attendees will have to show proof of vaccination or a negative COVID test from no more than 72 hours before the conference. Also, the ILA annual conference will be held October 18-20, 2022, at the Stephens Convention Center in Rosemont; and the same parameters for in-person attendance will apply.

Trustee Olsen made the following comments:

1. He expressed appreciation for Bridgett DeJohn's 26 years of service to the residents of the Bartlett Public Library District.
2. The snow removal services are deserving of commendation. Trustee Olsen questioned whether the Library should be keeping the sidewalk open along the access road towards the Park District's sidewalk at the southwest corner of the Library's lot.
3. Currently only three handicapped parking spaces are clearly marked. At the time that the work on the sidewalk was being performed, the signs were taken down identifying the two handicap spaces that are immediately to the east of the front entrance. The markings on the pavement are not clear, and Mr. Olsen believes people may be parking in those spots without realizing they are restricted spaces.
4. Trustee Olsen questioned whether the library personnel were still submitting press releases to local publications and asked if that information could continue to be provided in the department reports.
5. The Library currently has a requirement that people wear masks. Trustee Olsen noted, however, that three trustees sitting in the room for the board meeting were not wearing masks, and he sees that as a contradiction to what the Library is asking the public to do.

REGULAR AGENDA

ACTION ITEMS:

1. Resolution 2022-2 Term Limits: Director Nance stated she was asked to put this back on the agenda for the January Board Meeting. The proposed resolution drafted by the Library's attorney and Director Nance, as well as the proposed resolution with the revision suggested by Trustee Olsen, were included in the board packet.

Trustee Bucaro stated she is in favor of the four-year terms. Trustee Olsen stated if the four-year terms are adopted, every other election will have four positions open for election.

Trustee Sias moved to approve the revised four-year term limits for library trustees; seconded by Trustee Bucaro.
Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Sias.
No: Olsen. Motion carried.

2. Checking Account Balance/Transfer Amount: Discussion was had regarding the checking account balance transfer and the minimum amount to be maintained in the checking account. Director Nance stated she was told by her predecessor to maintain a balance of \$300,000 in the account. The board consensus was to maintain a balance of approximately \$50,000 in the checking account.

3. In-house Programming: Director Nance reported to the Board that a few area libraries temporarily stopped their in-house programming. Director Nance met with all of the Bartlett Library District librarians and discussed their comfort level with holding in-person programs. The Library is limiting registration numbers and socially distancing to the best of its ability. One writers group in particular has requested that the program be moved to Zoom, and the Library will meet that request.

Because of the other libraries being closed, the Bartlett librarians have noticed an increase in program participation. Staff will continue to monitor the numbers and possibly make some adjustments to registration to provide Bartlett Library District patrons priority in registering for programming. Trustees stated their agreement with this approach.

4. Succession Plan: Director Nance thanked Dina for working on the succession plan with her. President Hopkins and Director Nance discussed the importance of involving the board in the succession process, specifically the board president would work directly with the human resources manager.

In the event Director Nance would be unable to serve in her director role, the board president and the human resources manager would look to hire an interim director; and after that they would form a hiring committee and engage in a search process, and all of the applicants would be brought to the full board for interviews and decision-making. Director Nance will create and provide a checklist in advance and

include it in the succession plan.

Discussion was had regarding the addition of some language on Page 3 suggested by Trustee Olsen regarding the applicant presenting evidence of current knowledge and application of that knowledge, and keeping their library current and relevant to the community it serves.

Trustee Barry moved to approve the succession plan with the language recommended by Trustee Olsen and the addition of the checklist by Director Nance; seconded by Trustee Boyer. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

5. Victims' Economic Security and Safety Act (VESSA) Policy: Director Nance stated the policy is being updated to reflect the amendments to the Illinois Victims Economic Security and Safety Act. The amendments include expanding the reasons for the leave to include gender violence or any other crime of violence.

Trustee Boyer moved to pass the resolution; seconded by Trustee Bucaro. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

DISCUSSION ITEMS:

1. 2022 Strategic Planning Update: Director Nance stated Ms. Standerfer sent her the draft of the learning report. Director Nance and Ms. Castelvechi are reading through the report and then will make suggested changes. They hope to have the learning report out to the board on January 21, 2022.
2. 6th Month Financial Report Review: Director Nance stated she had done an in-depth review of the December Financial Report last month, and this month she did an overview of the previous six months. The Library is on track and doing well.
3. CPI Amounts: Director Nance reported she received an email from the accountant stating the CPI amount is 7%. The accountant is recommending the Library levy at 5% and publish the Truth in Taxation black box notice so the Library can maximize the funds to be received.
4. Director Evaluation: Director Nance stated she is preparing an update for the goals and believes she is on par for most of the

goals. When she completes the update, she will send a summary to the trustees. The plan is to complete the director evaluation at the March meeting in executive session.

5. FOIA/OMA Training: Director Nance sent to the trustees a link for the FOIA/OMA training. Trustees were asked to print their certificate upon completion and provide it to her. The training is to be completed by March 30, 2022.

Discussion was had regarding the benefit of trustees taking the sexual harassment training, in addition to the staff being required to do so. President Hopkins recommended the sexual harassment training be added as a yearly requirement in the trustee manual.

Director Nance stated that she and President Hopkins and Trustee Boyer met on Saturday and started reviewing the trustee manual. Director Nance will perform the updates and suggested changes; and the plan is to have the draft available for the February board meeting.

DIRECTORS REPORT INFORMATIONAL ONLY

1. Illinois Library Association Library Legislative Meet-Ups
2. Friends Update
3. Foundation Update: Director Nance stated the Foundation would be meeting Monday, January 24, 2022; and she was going to try to write a press release for the Examiner to request new foundation directors. The date and time of the meeting may be changed.

TOWN HALL: None.

ADJOURNMENT: Trustee Bucaro moved to adjourn at 7:41 p.m.; seconded by Trustee Bucaro.

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