

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
MONDAY FEBRUARY 21, 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 - Secretary Pro Tem Peggy Deyne; Treasurer Joe Olsen; Dave Barry, Monica Boyer, and John Sias, Trustees. (Peggy Bucaro absent.)

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

PUBLIC PRESENT: Elizabeth Veatch and Harlan Doland, StudioGC.

TOWN HALL: None.

CONSENT AGENDA:

1. Items to be included in Consent Agenda:
 - a. Minutes from the January 17, 2022 Regular Board Meeting.
 - b. Minutes from the January 29, 2022 Special Board Meeting
 - c. Approval of Bill List: February 21, 2022
 - d. Approval of Transfer of Funds: February 21, 2022 (\$200,000)
 - e. Approval of January 31, 2022 Financial Report
 - f. Designation of Two Trustees for March Monthly Bill Approval (Olsen, Bucaro)
 - g. Travel Reimbursement Approval (None)
2. Consideration of items(s) withheld for separate action (If Any)
3. Consent Agenda Approval (Roll Call Vote): Trustee Barry moved to approve the Consent Agenda; seconded by Trustee Deyne.
Roll Call Vote - Yes: Barry, Boyer, Deyne, Hopkins, Olsen, Sias.
(Peggy Bucaro absent.) Motion carried.

CORRESPONDENCE: None.

REPORTS, QUESTIONS, AND ANSWERS: None.

REGULAR AGENDA

ACTION ITEMS:

1. Accessible Parking Spaces. Harlan Doland from StudioGC spoke with the trustees regarding the number and location of handicap parking stalls and the slope of the surface as affected by the suspension of the parking lot replacement due to the onset of the winter season. Mr. Doland proposes two handicap parking stalls at the front entrance on the south side, and two on the west side of the building. He noted that once a property owner starts to do rehab on their property, they must bring the property into conformance with existing codes. The contractor is willing to hold its price for the completion of the work this year.

Trustee Olsen stated the Library Board hired an architectural firm, that StudioGC is contracted to, to design for the Library and provide biddable specifications for what the Library assumed was going to be a final plan. Trustee Olsen stated he is hearing Mr. Doland indicate that StudioGC did not look at the sidewalk and the grading to the extent necessary and that resulted in an oversight on the company's part. Mr. Doland responded that he will take full responsibility. Mr. Doland also noted that there is a drain right at the curb, and 2% grade is lost as a result.

Trustee Barry would like to find out what the Village would say about the situation. Mr. Doland stated before construction the area was not code-compliant because of the slope, but the area would have been corrected if the entire parking lot was paved at once. StudioGC will communicate with the Village, describe the modified plan for the handicap stalls, and request a modification of the permit.

Discussion was had regarding the location of the handicap stalls as well as the possible striping through one or more parking stalls. StudioGC will return for the March board meeting.
(Harlan and Elizabeth left)

2. Mask Mandate: Director Nance stated that it is anticipated that the Governor will lift the Mask Mandate at the end of the February; and if this does occur, Director Nance is asking the Board to give her authority to have the Library go mask-optional at that time. Director Nance spoke with the majority of the staff, and they are not comfortable with removing the sneeze guards at this time. Staff will continue to social distance.

Discussion was had regarding giving the Director authority to return to a mask mandate if /when the Governor would so order.

Trustee Barry moved to give the Director the authority to follow the Governor's orders on mask mandates; seconded by Trustee Sias. When the mask mandate is removed, signage shall announce that masks are optional.

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

3. Bylaws of the Board of Trustees: Director Nance stated when the Library reviewed the standards for Serving Our Public 4.0, Appendix C, there were several items that were not in the Library's bylaws. The Director reviewed the bylaws and added the terms that were needed, and then she worked with the Library's attorney, Roger Ritzman, to fine-tune the language. The trustees were invited to comment on the suggested new bylaws language.

Discussion was had regarding trustee vacancies, absences without cause from any regular board meeting for a year will be basis for declaring a vacancy, whether the number of absences without cause will be 4 or 12. The Board also discussed adding language regarding appointing a FOIA officer. Director Nance stated she currently is the FOIA officer; and sometimes the officer will be the director and a trustee.

The Board had a discussion regarding the Minutes documents are to reflect a summary of the discussion on all matters proposed, deliberated, or decided, and a record of the votes taken. Also discussed was that committees shall be comprised of the board president, trustees, the library director; and others, including staff and vendors, may be appointed. The Board consensus was that the board president would attend the committee meetings when necessary.

Trustee Barry moved to table this item until the March Regular Board Meeting; seconded by Trustee Sias.

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

4. Major Vendor Contract List: Director Nance indicated she was asked to create a major contract vendor list.

Core Mechanical is working on creating a list of the Library's equipment. Other items to be included on the list are the phone system and defibrillators.

Trustee Olsen stated he was surprised to see the coverage on the roof was 50 years; but he is concerned the Library is running up against the deadline for the labor portion of the installation, and there is a leak over the CD area. Director Nance stated she has reached out to Filotto Roofing Company and is awaiting a reply. She will reach out to them again and make sure that the Library keeps the roof inspected, and if there's a problem, take care of it before the expiration of the labor portion of the contract.

Trustee Barry moved to approve the vendor list; seconded by Trustee Deyne.

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

5. Director's Evaluation Special Board Meeting: Director Nance asked that a special board meeting be set up to perform the director's evaluation rather than doing the evaluation after a regular board meeting. After attempting to schedule a date for a special meeting, the consensus was to have the meeting to perform the director's evaluation after the March board meeting.

President Hopkins is going to review the responses from the trustees and create a spreadsheet which will be sent to the trustees and the director. The responses on the spreadsheet will be anonymous. Director Nance will keep the March regular board meeting agenda light to provide time to address the director evaluation.

Trustee Sias moved to hold the director's evaluation meeting after the March regular board meeting, on March 21, 2022; seconded by Trustee Deyne.

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

President Hopkins stated that Director Nance requested that the board go into executive session for the purpose of 5 ILCS A. Trustee Barry moved to go into executive session at 7:53 p.m., seconded by Trustee Boyer.

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

Regular Session reconvened at 8:05 p.m.

Roll Call - Barry, Boyer, Deyne, Hopkins, Olsen, Sias. (Bucaro absent.)

DISCUSSION ITEMS:

1. 2022-23 Budget Process: Director Nance is waiting for the confirmations from DuPage County so she can start to work on the budget projections for next fiscal year. She will create a draft spreadsheet, and in March the board can schedule a Finance Committee meeting.

Discussion was had regarding Director Nance's concerns associated with the TIF district and the related property taxes. Trustee Olsen will assist Director Nance with the process; and the taxing bodies involved may engage an attorney with whom to confer.

2. Dress Code Policy: Discussion was had regarding a proposed change in dress code to allow staff to wear blue jeans to work. The Director sought the Board's input on allowing staff members to wear jeans during the week. The consensus was that jeans should not have holes, rips, tears, or stains.

Leggings may be worn only if they are covered by a shirt or a dress. This item will be on the March agenda for action.

3. Recruiters: Trustee Olsen requested this item be on the agenda as a discussion item. Trustee Olsen stated he thinks the Library should hire a recruiter to fill the proposed marketing position because he does not believe the Bartlett Library has the experience internally to recruit or hire a good marketing person.

Director Nance stated she and Ms. Castelvechi have access to tools to assist in attracting a very strong candidate; and she believes the two of them can handle the process and a recruiter is not needed.

Trustee Olsen expressed his frustration with the fact that the number of library patrons continues to go down, with the Library experiencing a net loss of 90 patrons in February 2022.

Discussion was had regarding the creation of a marketing director job description, questioning what the cost of a recruiter would be, what are the employee benefits and salary range for the position, the possibility of offering a bonus for a staff referral, and the decision for the process being under the director's purview.

4. Economic Statement of Interest Forms: Director Nance stated she included a memo from Robin Schwartz in the packet and a copy

of the new Economic Statement of Interest form. The Library is waiting for direction and guidance on how to completely and correctly fill out the form. When the information is received, it will be forwarded to the trustees.

5. FOIA/OMA Training: Any trustee who has not completed the training was asked to do so soon.

DIRECTORS REPORT INFORMATIONAL ONLY

1. Illinois Library Association Trustee Forum Training Sessions: The workshops are March 5, April 2, and May 14, 2022. Participants may attend one, two, or all three sessions, and they will be able to access the recordings following the events.
2. Trustee Manual Committee
3. RAILS Certification
4. Friends Update
5. Foundation Update

TOWN HALL: None.

ADJOURNMENT: Director Nance thanked Trustee Olsen for creating a detailed spreadsheet from 1972 forward with the names, officer positions, and term dates of the 60 trustees who have served the Bartlett Library District. The former trustees will be invited to the anniversary celebration.

Trustee Barry moved to adjourn at 8:28 p.m.; seconded by Trustee Boyer.

Roll Call Vote - Yes: Barry, Boyer, Deyne, Hopkins, Olsen, Sias. (Peggy Bucaro absent.) Meeting adjourned.