

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

STAFF PRESENT: Director Karolyn Nance, Human Resources Manager Dina Castelvechi, Facility Manager Larry Siegel, Youth Services Manager Kim Crawshaw, Technical Services Manager Sonya Skibicki, Circulation Manager Mary Prohaska.

PUBLIC PRESENT: Harlan Doland, Rick McCarthy, and Elizabeth Veatch, StudioGC.

PLEDGE OF ALLEGIANCE

TOWN HALL: None.

CONSENT AGENDA:

1. Items to be included in Consent Agenda:
 - a. Minutes from the February 21, 2022 Regular Board Meeting.
 - b. Minutes from the January 29, 2022 Special Board Meeting
 - c. Approval of Bill List: March 21, 2022
 - d. Approval of Transfer of Funds: March 21, 2022 (\$155,000)
 - e. Approval of February 28, 2022 Financial Report
 - f. Designation of Two Trustees for April Monthly Bill Approval (Olsen, Sias)
 - g. Travel Reimbursement Approval (None)

2. Consideration of items(s) withheld for separate action (If Any): Trustee Olsen moved to remove Items 1a, the Minutes from February 21, 2022 Board Meeting, and 1b, the Minutes from the January 29th Special Board Meeting.

The February Board Meeting Minutes arrived with the revisions shortly before the board meeting, without sufficient time for the board to review. They will be voted on for approval at the April board meeting. The January Special Board Meeting Minutes need

further detail.

Trustee Barry moved to table Items 1a and 1b until the April Board Meeting; seconded by Trustee Olsen.

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

3. Consent Agenda Approval (Roll Call Vote): Trustee Olsen moved to approve the Consent Agenda minus Items 1a and 1b; seconded by Trustee Bucaro.

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

CORRESPONDENCE: None.

REPORTS, QUESTIONS, AND ANSWERS: President and Trustees: Trustee Bucaro commended the Teens Group on all the activities they have been involved with at the library. Trustee Boyer welcomed the three new managers; and she stated she is enjoying the TikTok account.

Trustee Olsen stated as a follow-up to the Board approving the change in the length of trustees term, he believes the Library should publish a press release on the term length change so people can consider a position on the Board in light of the shorter term commitment.

Trustee Olsen visited several area public libraries. Huntley Public Library recently reopened after adding a building addition of over 25,000 square feet and a total remodel of the building. They have added a sound studio with a green screen, a Makerspace, movable partitions in one of their training rooms, and a 3D printer. They have set up two conference-style meeting rooms; increased the number of study spaces; and have set aside a wall in a lounge area to run a continuous professionally produced video that talks about the history of the library, which was produced with voiceover by WGN radio personalities.

Trustee Olsen visited the McHenry Library, which is a converted warehouse with 20-plus-foot ceilings and almost no outside light. They currently have only 15% of their population with a library card; part of their strategic plan is to increase that number. He visited the Town & Country Library in Elburn, which recently reopened to the public and has a lot of natural light and window walls, and a number of areas for the public to be able to sit down and read. They also have a fireplace.

WELCOME TO OUR NEW MANAGERS:

1. Facility Manager, Larry Siegel
2. Youth Services Manager, Kim Crawshaw
3. Technical Services Manager, Sonya Skibicki

Director Nance identified the three new department managers: Sonya Skibicki moved from Adult Services to Technical Services. Facility Manager Larry Siegel has met with Core Mechanical and is becoming familiar with the Library's setup. Kim Crawshaw previously worked with the Aurora Public Library and since joining the Bartlett Public Library has been making plans for the summer reading program and reviewing the strategic plan with staff.

REGULAR AGENDA

ACTION ITEMS:

1. Accessible Parking Spaces/Striping: Rick McCarthy and Harlan Doland from StudioGC spoke on the suggested movement of two of the accessible parking spaces to the west side of the building. Studio GC contacted the Village of Bartlett and the Village is agreeable to moving the two parking stalls to the west side of the building. The village is also agreeable to striping off the southwest corner stall of the parking lot to create access to the sidewalk going to the ball fields.

With the new striping of the parking lot, the library will gain one stall, so the total number of stalls would not be decreased by striping off that one stall at the southwest corner of the lot. The total will remain either 89 or 90, depending on whether that one stall is striped off.

The board would like to see the two west side accessible stalls moved closer to the front of the building. The location will be dependent on the distance needed from the drain in the first stall on the west side of the building, which affects the slope of the grade. Mr. Doland stated he would take measurements to determine the location of the spots.

The contractor would like to start April 18, 2022, and anticipates to complete the asphalt work in one week. The contractor will hold its costs to the contracted rate.

Discussion was had regarding the possibility of striping off the stall at the southwest corner of the parking lot.

Trustee Barry moved to relocate two accessible spots to the west side of the building; seconded by Trustee Deyne.

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

Trustee Olsen moved to stripe the parking stall at the southwest corner of the parking lot; seconded by Trustee Barry.

Roll Call Vote - Yes: Barry, Olsen. No: Boyer, Bucaro, Deyne, Hopkins. Absent: Sias. Motion failed.
(Mr. Doland and Mr. McCarthy left)

2. Strategic Planning Presentation: Amanda Standerfer reported to the Board that the team will share the five goals it has developed; and then she will address the vision and mission statements. The team is transitioning from planning phase to the implementation phase.

Staff presented five different Strategic Directions to the Board:

1. Enhance communication to the community, including the hiring of a marketing manager, implement a strategy to increase the number of cardholders, and target populations that are not currently high utilizers of the library.
2. Strengthen partnerships throughout the community, promote collaboration, and engage with new audiences, including businesses; work with businesses to partner on library programs.
3. Create a welcoming, inclusive, and comfortable space with a customer-centered focus. Change the computer lab to a quiet study space, install a fireplace, remodel the lobby restrooms, and renovate the lobby area.
4. Promote lifelong learning. Provide easy access to a wide variety of resources; initiating a community reading program such as One Bartlett; reach the untapped demographic sectors of teens, 20, and 30-year-olds.
5. Utilize Technology. Expand the technology access and equipment, and bridge the gap for those without access. Consider moving to cloud storage; and seek patrons input regarding technology interests.

Discussion was had regarding the transparency of the Library to its stakeholders with respect to declining patron numbers and circulation numbers. Ms. Standerfer stated the upward trends in the report were referring to since the Library has reopened after the closure due to the pandemic.

3. Approval of the 2022-2025 Strategic Plan: Trustee Barry moved to approve the Strategic Directions as presented by the Library Director and staff; seconded by Trustee Deyne.
 Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins. No: Olsen. Absent: Sias. Motion carried.

Vision and Mission Statements: Staff would like to maintain the mission statement of "Best Place to Learn and Discover."

Five vision statements were presented to the Board for its consideration. The staff and the strategic plan team recommended Vision Statement No. 5. Trustee Boyer moved to approve Vision Statement No. 5; seconded by Trustee Bucaro.

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

Director Nance stated the team would like to change the measure of success of Goal 1, increased circulation and library usage, to "a better informed and more diverse set of patrons and greater public awareness of public library services."

Ms. Standerfer stated when the document is finalized, the next step is implementation planning through development of an activity plan, which will look 12 to 18 months out. An evaluation plan will be created to measure success and determine where adjustments may need to be made.

Director Nance noted the national trend across all libraries of statistics having trended down due to the pandemic.

4. By-Laws of the Board of Trustees: Director Nance stated the library attorney confirmed that 12 months is a legislature length term and that a vacancy cannot be declared as a result of absence-without-cause of three to four months.

Freedom of Information Act, (FOIA Officer): Director Nance added a paragraph describing the FOIA officer.

Minutes section: The Library's attorney informed Director Nance that the Library Board Minutes are required to include the minimum information of who is present, what time the meetings start, what the motions were, who voted in what way, if a motion was approved, and who was absent. At the Board's request, the

Bartlett Minutes include additional information on the content of the meetings.

Committees: Director Nance changed the language to the board president, when necessary, will be present, because there are some committees that the president will need to attend, but the majority of them it will not be needed.

Trustee Bucaro moved to approve the revised bylaws; seconded by Trustee Deyne.

Trustee Olsen stated he questions whether the position of a FOIA officer is appropriate; he finds the language that the Director inserted very confusing; and that it is not clear whether the FOIA officer as a member of the board is actually aware of a FOIA request.

Director Nance stated if the request is out of the ordinary, that the Director will share it with the FOIA officer; or if the officer would like, Director Nance can share all of the FOIA requests with the FOIA officer. Trustee Boyer stated that as the FOIA officer she is not confused by the language.

Trustee Olsen stated he knows other organizations appoint executive staff to be the FOIA officer; and he would approve these changes on that basis.

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

5. Lawn Care Maintenance Contract: Director Nance stated the Library has been pleased with the work of Abbott. She did ask the company if they would honor their price from the previous year; but they indicated because of the economy and inflation they were unable to hold that price. The contract went up by 10%.

Trustee Olsen moved to approve the contract; seconded by Trustee Bucaro.

Trustee Olsen stated in addition to the 10% increase, which he finds substantial, the contract also notes a surcharge if the cost of gas is over \$4. He finds the surcharge in addition to the 10% increase unreasonable.

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

6. Trustee Liaison for the Foundation: Trustee Barry stated he has served as the liaison between the Board and the Foundation for the past seven to eight years; and he feels it's time for him to step down and allow another board member to take his spot.

Trustee Barry moved to recommend Trustee Deyne to serve as the Board's liaison to the Foundation starting after the next meeting; seconded by Trustee Bucaro.

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

Trustee Bucaro thanked Trustee Barry for his service to the Library as liaison to the Foundation.

7. Dress Code Policy: Trustee Boyer moved to pass the Dress Code Policy; seconded by Trustee Barry.

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

8. Thermoflo Generator Contract: Director Nance stated the contract price went up from the previous year of service to \$2,112.00 with straight time going from \$166.95 to \$175.00 per hour, and overtime going from \$239.00 per hour to \$243.00 per hour.

Trustee Olsen stated that the name on the contract should be Bartlett Public Library District; and the name on the Abbott contract should also be changed to the full legal name.

Trustee Bucaro moved to approve the Thermflo generator contract; seconded by Trustee Deyne.

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

DISCUSSION ITEMS:

1. The 2022-2023 Budget Process: Director Nance reported that to date she has not received the extension numbers. Director Nance will be working on the calculations to make sure that the Library has sufficient funds in the FICA and IMRF fund. Any additional

dollars will be divided amongst the other funds.

Director Nance stated that she will be out of town the last week of March, and the library will be in the management team's capable hands.

Trustee Deyne stated that the Cook County tax payments will be very delayed until possibly November 2022. Director Nance reported the Library has funds in the general fund that will help carry the Library through to that time.

DIRECTORS REPORT INFORMATIONAL ONLY

1. Chronology for Annual Financial Ordinances
2. Statement of Economic Interest Forms
3. Breakfast with the Villages of Bartlett and Hanover Park: The breakfast will be held on Wednesday, April 13, at 7:00 a.m. Trustees should let the Director know if they would like to attend.
4. Summer Reading Update
5. Friends Update
6. Foundation Update

TOWN HALL: None.

ADJOURNMENT: Trustee Boyer moved to adjourn at 8:12 p.m., seconded by Trustee Bucaro.

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

Meeting adjourned.