

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES

MONDAY, APRIL 18, 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, IT Assistant Manny Garza, Facility Manager Larry Siegel, Youth Services Manager Kim Crawshaw.

PUBLIC PRESENT: Harlan Doland and Rick McCarthy, StudioGC.

PLEDGE OF ALLEGIANCE

TOWN HALL: None.

CONSENT AGENDA:

1. Items to be included in Consent Agenda:
 - a. Minutes from the January 29, 2022 Special Board Meeting
 - b. Minutes from the February 21, 2022 Regular Board Meeting
 - c. Minutes from the March 21, 2022 Regular Board Meeting
 - d. Approval of Bill List: April 18, 2022
 - e. Approval of Transfer of Funds: April 18, 2022 (\$175,000)
 - f. Approval of March 31, 2022 Financial Report
 - g. Designation of Two Trustees for May Monthly Bill Approval (Olsen, Hopkins)
 - h. Travel Reimbursement Approval (None)
 - i. Consideration of items(s) withheld for separate action (If Any): Trustee Olsen requested to remove Items 1a and 1b. Trustee Deyne requested to remove 1c.
- 1a, Minutes of January 29, 2022: Trustee Olsen requested to change the heading to read "Special Board Meeting" held on a "Saturday"; and Trustee Deyne requested that the Minutes reflect that Trustee Bucaro was absent from the meeting. Trustee Boyer

moved to approve the January 29, 2022 Minutes of the Special Board Meeting as amended; seconded by Trustee Deyne.

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

Item 1b, Minutes of February 21, 2022: Trustee Olsen withdrew his request to change this item. Trustee Sias moved to approve the Minutes of February 21, 2022; seconded by Trustee Deyne.

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

Item 1c, Minutes of March 21, 2022: There was discussion at the March 21, 2022 board meeting about Trustee Deyne becoming liaison to the Library Foundation, and the meeting time being changed to 5:00 p.m. from 4:30 p.m. The meeting time change will need to be voted on at the next Foundation meeting, which is scheduled for May 23, 2022.

Trustee Olsen moved to change Page 2, sixth paragraph, first sentence to read: "Trustee Olsen visited several area public libraries"; and seventh paragraph to read "He visited the Town & Country Library in Elburn."

Trustee Bucaro moved to approve the March 21, 2022 Regular Board Meeting Minutes; seconded by Deyne. Roll Call Vote - Yes: Boyer, Bucaro, Deyne, Hopkins, Olsen. Abstain: Barry, Sias. Motion Carried.

j. Consent Agenda Approval (Roll Call Vote): Trustee Bucaro moved to approve the Consent Agenda minus items 1a, and 1c; 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 Olsen stated prior to the March board meeting he had asked Director Nance for a breakdown by age of the cardholders. This information showed that not all of the trustees had active cards. Trustee Olsen stated as trustees, the members of the board are asked to make judgments on behalf of the Library, hopefully based on personal information as well as the information that is presented at the board meetings.

Trustee Olsen stated that he believes the Regular Board Meeting Minutes of January 2022 were approved without the trustees having received those minutes in advance of the meeting. Mr. Olsen had initially thought he was the only trustee who had not received

these Minutes in advance of the February meeting. He stated that when each of the now current board members ran for office, they assumed a public responsibility to act in the best interests of the Library as board members and to be informed.

REGULAR AGENDA

ACTION ITEMS:

1. Accessible Parking Spaces/Striping: Director Nance stated she had some concerns after the March board meeting regarding the parking lot and accessible parking spaces, so she contacted Elizabeth Veatch, and met with Harlan Doland and Rick McCarthy from StudioGC to discuss the Library's options. Additional measurements were made, and a new proposal was arrived at to locate three accessible parking stalls at the front of the library, and one accessible parking stall on the west side of the library.

The board members were provided a diagram of the proposed locations of the accessible stalls. The laws affecting accessible stalls has changed, and the striped space between the stalls can be shared between adjacent parking spaces. IMEG has offered to pay for the ramp for the stalls at the front of the building.

IMEG will be meeting with the contractor to review the new plan for the accessible parking stalls. After the project is complete, a punch list will be created and addressed; and the warranty on the work will begin from the time the punch list is complete.

Trustee Barry moved to approve the new accessible parking stall configuration; seconded by Trustee Olsen. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

(Mr. Doland and Mr. McCarthy left)

2. Budget Draft 1 2022-2023: Director Nance thanked Trustee Olsen for meeting with Dina Castelvechi and Director Nance to develop the draft budget. Director Nance provided the trustees detailed notes on the revenue and planned expenditures and stated the budget plan can be changed over the next couple months as new information is received and options considered.

Trustee Olsen forwarded some suggested tweaks to the Budget Draft 1 to Director Nance. Before the second vote on the draft budget the board will have an opportunity to walk through the building

and learn the specifics of the recommendations for capital improvements. Trustee Olsen is in favor of bringing back staff for cleaning services which had previously been provided by an outside contractor.

Trustee Olsen is concerned about the amount budgeted for the Per Capital Grant because it is not known if the census number for the District will have declined from the previous census; and therefore, he believes this number should be conservatively estimated. Trustee Olsen suggested that the materials and programming costs, which are in separate line items, be consolidated into one line item to be allocated as needed based on community needs. He would like to see the total unallocated until a person is hired for the marketing position and data can be gathered upon which the expenditure decisions can be made internally.

Trustee Barry moved to approve the Budget Draft No. 1 2022-2023; seconded by Trustee Bucaro. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

3. Social Distancing Requirement: Director Nance stated the Library has had long waiting lists for its programming, particularly for story times and a couple of the youth programs. Some patrons have asked for the elimination of the social distancing requirements so that more patrons can attend the programs. Director Nance stated staff would still be required to social distance because they are not volunteering to be onsite. The Director stated she would like to post a sign stating masks are optional and social distancing is no longer required.

Discussion was had that throughout the pandemic the Library has operated under the school and state guidelines, which have now been removed. Trustee consensus is to continue to follow those guidelines.

Trustee Barry moved that the social distancing requirement be eliminated; seconded by Trustee Sias. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

4. Policy Prohibiting Harassment, Discrimination, and Retaliation: Director Nance noted a change to the Human Rights Act to include work authorization status as a protected characteristic; and therefore the recommendation is to revise the

Library policy to reflect this change. When the change is approved by the Board, information on the required training will be sent out.

Trustee Bucaro moved to approve the policy change to include the new language of the Human Rights Act; seconded by Trustee Deyne. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

DISCUSSION ITEMS:

1. Ceiling Tiles: Director Nance received an email from Trustee Deyne, who attended a program in the library at which she noticed the poor condition of the ceiling tiles. Her observations confirm some of the patron survey responses which indicated the library seems old and weathered.

Staff have suggested painting the ceiling panels, possibly different colors. Facility Manager Larry Siegel is seeking quotes on replacing the program room ceiling tiles as well as some tiles throughout the library. This expense has been budgeted in the draft budget for FY 2022-2023. Discussion was had regarding possibly displaying graphic images of book titles on the ceiling tiles.

2. 50th Anniversary Update: The 50th Anniversary Event Committee is comprised of Trustee Deyne, Trustee Bucaro, and former Assistant Director Mary Bavido. The committee met April 16, 2022 and approved their first set of meeting minutes, which will be available at the May regular board meeting.

The anniversary celebration will be tied in with Patron Appreciation Week, and events and programming will be planned throughout the week of November 13 through 19, 2022, with a party on Saturday, November 19, 2022. The theme of the celebration will be "Celebrating 50 Years"; and the Village will be recognizing the Library's anniversary with a proclamation. Panelled speakers on the topic of the history of the library will be part of the programming; state and local officials will be invited to attend events; and a time capsule is planned to mark the occasion.

3. Summer Reading Update: The theme of the Summer Reading program is "Beyond the Beaten Path." The kickoff party will be on June 4, 2022. For the parade, the Library is going to rent a trailer to decorate and promote the Library's 50th anniversary

celebration.

4. Trustee Training 4/2/22 Recap: Trustee Boyer attended the training and reported on topics covered including a trustee manual on thumb drive, that each department within the library should have a succession plan in the event the department manager is suddenly unable to manage the department, and a board self-evaluation. The board self-evaluation would address how the trustees work together and whether there are holes in the knowledge of the board that could be better represented through recruitment of potential candidates for the board.

Trustee Olsen stated that a regular evaluation of the library departments would be comprehensive and include regular reports to the board, the progress being made on goals, and a timeline for addressing concerns and objectives. The director would orchestrate internally the fulfillment of the organization's goals through the actions of the management team.

DIRECTORS REPORT INFORMATIONAL ONLY

1. Area Training for Librarian's & Staff (ATLAS) Trustee Day 2022, 5/21/22
2. Friends Update
3. Foundation Update
4. ILA Update

EXECUTIVE SESSION: Trustee Boyer moved to go into Executive Session at 7:57 p.m., as permitted by 5 ILCSA 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; seconded by Trustee Bucaro. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

REGULAR SESSION: Trustee Barry moved to go into Regular Session at 9:15

p.m.

Seconded by Trustee Bucaro.

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

Trustee Deyne made a motion to increase Director Nance's salary by 3%

effective

July 1, 2022 and to issue her a cell phone to use for Library business.

Seconded by Trustee Bucaro. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins,

Sias. No: Olsen. Motion carried

TOWN HALL: None.

ADJOURNMENT: Trustee Deyne made a motion to adjourn the regular session at 9:17 p.m. seconded by Trustee

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

Meeting adjourned.