

BARTLETT PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING MINUTES

MONDAY, MAY 16, 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 Pro Tem Deyne.

ROLL CALL: President Pro Tem-Vice President Peggy Deyne; Treasurer Joe Olsen; Secretary Peggy Bucaro; Monica Boyer, and John Sias, Trustees. Absent: Heidi Hopkins, Dave Barry. Trustee Boyer attended the meeting electronically due to health reasons.

STAFF PRESENT: Director Karolyn Nance, Human Resources Manager Dina Castelvechi, Adult Services Manager Malloory Untch, Circulation Manager Mary Prohaska, Technical Services Manager Sonya Skibicki, IT Assistant Manny Garza, Youth Services Manager Kim Crawshaw, Business Office Specialist Marianne Kingsmill.

PUBLIC PRESENT: Paul Kalas, Vanguard.

PLEDGE OF ALLEGIANCE

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 March 19, 2022 - 50th Anniversary Committee Meeting
    - c. Minutes from the April 18, 2022 - Regular Board Meeting
    - d. Approval of Bill List: May 16, 2022
    - e. Approval of Transfer of Funds: May 16, 2022 (\$240,000)
    - f. Approval of April 31, 2022 - Financial Report
    - g. Designation of Two Trustees for June Monthly Bill Approval (Olsen, Boyer)
    - h. Travel Reimbursement Approval (None)
    - i. Consideration of items(s) withheld for separate action (If Any): Ms. Bucaro requested to remove Item 1c, Minutes from the April 18, 2022 Regular Board Meeting.
- The Minutes were amended as follows: Page 3, Paragraph 3, the last sentence should read "IMEG has offered to pay for the ramp

for the stalls at the front of the building."

Page 6, following the Town Hall, the return to open session information will be added regarding the Executive Session decision, and board vote, to grant the Director a 3% raise. Director Nance indicated she will go back and listen to the tape.

Trustee Bucaro moved to amend the April 18, 2022 Meeting Minutes as discussed; seconded by Trustee Olsen. Roll Call Vote - Yes: Boyer, Bucaro, Deyne, Olsen, Sias. Absent: Barry, Hopkins. Motion carried.

j. Consent Agenda Approval (Roll Call Vote): Trustee Boyer moved to approve the Consent Agenda without 1c; seconded by Trustee Bucaro. Roll Call Vote - Yes: Boyer, Bucaro, Deyne, Olsen, Sias. Absent: Barry, Hopkins. Motion carried.

CORRESPONDENCE: None.

REPORTS, QUESTIONS, AND ANSWERS: President and Trustees: Discussion was had on several items Trustee Olsen spoke to which were listed on the Agenda, including:

1. The Adult Services Report listing the number of programs as 9, and 112 attendees, includes book clubs, book discussions, etc.
2. The Facility Manager Report, Item 12, addresses the panic bar on the gate on the courtyard fence. Trustee Olsen had observed three young men who exited the building, two jumped the fence, and the third one spent a couple of minutes figuring out how to open the gate. Trustee Olsen believes the panic bar is confusing.
3. Trustee Olsen asked Director Nance if the Library has had the roof inspection completed before the 10-year labor warranty expiration in May 2022. Director Nance stated the inspection was completed; she met with the vendor and is waiting for the paperwork. She will contact them on May 17, 2022.
4. Trustee Olsen asked whether the Library has received the ComEd rebate on the outdoor lighting. Director Nance will research whether the rebate has been received.
5. Trustee Olsen noted that for the first time he can remember, the Library had a net gain in the number of cardholders with 22 more cardholders in April. He asked whether, in light of several outdoor events scheduled for June 4-6, 2022, the Library will have staff outside acting in a role where they can enroll people for library cards.
6. With respect to interlibrary loan data, staff takes note of on-loan materials for which there is a high demand, and considers whether the material might be added to the Bartlett Library's

collection.

7. The Director's report indicated no FOIA requests were received in the month of "March," and that may be a typo which should state "April."

8. Trustee Olsen stated the Library spent \$57.43 on polo shirts for each of the trustees that wanted them, which he believes is a bad use of taxpayer funds. Trustee Olsen stated that the cost of each shirt would pay for at least two books for the Library's collection. Trustee Olsen made a contribution of \$57.43 to offset the cost of a shirt even though he didn't request or receive one of the polo shirts. Trustee Bucaro wanted it noted that: Trustee Olsen rudely tossed his check for the shirt across the table to Director Nance.

#### REGULAR AGENDA

##### ACTION ITEMS:

1. Electricity and Gas Rates: Paul Kalas from Vanguard spoke on the topic of the energy rates. The company has been managing for several years the contracting of natural gas and electricity for the Bartlett Public Library District's building. Vanguard can assist with rebates from ComEd and Nicor Gas; and application for rebates must be completed before the purchasing entity signs a purchase order, does any work, or orders any equipment.

Vanguard is working with the Bartlett Library to draft the budgets for natural gas and electricity. The Library's current electricity agreement ends in June of 2024, with a rate of 2.8 cents per kilowatt hour compared to the current rate available of 4 to 8 cents per kilowatt hour. The electricity agreement is for 100% of the Library's metered usage.

The Library's natural gas expenses include charges from Nicor for delivery charges and state and municipal taxes, and the commodity which is purchased from Vanguard Energy. Mr. Kalas stated currently there are very high prices for energy, both electric and natural gas, all over the world; and the price of oil and the price of natural gas drive the price of electricity.

The Library's current natural gas agreement has been in place for a couple years and ends in August 2023: 50% of the usage has been on the monthly NGI index fluctuating price, and the other 50% of the usage is at a fixed price of 30 cents per therm. The index price has been fluctuating from 60-80 cents per therm, and Vanguard believes it may go up to 90 cents per therm, which is the highest it has been in ten years.

For the upcoming winter season, November 2022 to March 2023, the Library could lock in a fixed price from, as of Friday, May 13, 2022, over 85 cents per therm. Another option would be to go out 15 months at about 72.5 cents for the full fluctuating 50%, or for 30% or 25% of the fluctuating portion.

Another option would be to start a new contract as of September 2023, with the per-therm rate for one year at 52 cents, two years at 51 cents, or three years at 49.8 cents. Typically the longer the contract term, the better savings that may be achieved.

The Library's current contract with Vanguard specifies that 50% of the Library's expected gas usage is purchased at a fixed rate from Vanguard. Vanguard uses ten years of history for each calendar day for their estimates.

Trustee Sias moved to purchase natural gas from November '22 to March '23 at 81 cents per therm; one-year of natural gas from September '23 to August '24, 25% of usage; and from September '23 to August '24, at 51.2 cents per therm for 50% of expected usage; and granting Director Nance the authority to make these timely decisions with the help of Mr. Kalas, not to exceed 10% of the current listed estimated price. Motion seconded by Trustee Boyer. Roll Call Vote - Yes: Boyer, Bucaro, Deyne, Olsen, Sias. Absent: Barry, Hopkins. Motion carried

2. Property/Casualty Insurance: The insurance bundle increased by \$1,513.00 overall. The commercial package increased by 1,293.00; the umbrella liability increased by 250.00; Workers' Compensation decreased by \$30.00; director's and officer's insurance remained the same. Hanover quoted the building liability limit at a higher amount for the renewal due to inflation; the current building liability limit is \$7,480,857.00.

Trustee Olsen moved to approve the property and casualty insurance renewal through Kamm Insurance Group; seconded by Trustee Sias. Roll Call Vote - Yes: Boyer, Bucaro, Deyne, Olsen, Sias. Absent: Barry, Hopkins. Motion carried.

Director Nance will schedule a property walk-through with the insurance agent to consider potential liability exposure.

3. Budget Draft 2, 2022-2023: Director Nance stated the highlights of Budget Draft 2 are in the Director's Board Report.

The building and maintenance line items will not be changed until after the capital needs assessment is performed and priorities can be analyzed. The surplus has increased to approximately \$41,000.00.

Discussion was had on several items on the Budget Draft 2:

- The number of residents in the district, as listed in the Director's Report, differs from the number as extended in dollar value and reflected in the budget with respect to the Per Capita Grant.
- Budget Draft 2 reflects \$40,000 for natural gas; and the electricity line item currently includes a buffer of \$10,000. These numbers may be changed when the rates and terms are set in a new contract.
- Trustee Olsen expressed concern over the number under legal services being dropped from \$25,000 to \$15,000 because the Library may incur legal or consulting fees as the Library appeals attempts by people in the industrial park to lower their valuations. Discussion was had regarding the inability of the Library to counter a reduction in property taxes paid by property owners in the district. The number for attorney fees may be adjusted for the August draft.
- The cost of the building Capital Needs Assessment will be drawn from the general building maintenance line item.
- The materials processing number of \$14,400 may be low due to the increase of delivery charges from different vendors that the Library purchases from, as reflected in the increase in their fees for energy costs.
- The line item for the Polaris server, which is a capital equipment item, will be moved down to the capital equipment.
- The payments on invoices for downloadables will be reviewed and reconciled at the end of the fiscal year and the beginning of the next fiscal year based on in which fiscal year the bulk of that database is being used.

Trustee Bucaro moved to approve the second draft of the budget; seconded by Trustee Sias. Roll Call Vote - Yes: Boyer, Bucaro, Deyne, Olsen, Sias. Absent: Barry, Hopkins. Motion carried.

4. 2022 Library Trustee Commitment Statement: The document was in the Board packet for review.

Trustee Sias moved to approve the Library Trustees Commitment Statement; seconded by Trustee Olsen. Roll Call Vote - Yes: Boyer, Bucaro, Deyne, Olsen, Sias. Absent: Barry, Hopkins. Motion carried.

5. 2022 Library Trustees Conduct and Ethics Policy: The document was in the Board packets for review; it outlines behavior that is expected of the trustees.

Trustee Olsen moved to approve the Library Trustees Conduct and Ethics Policy; seconded by Trustee Sias. Roll Call Vote - Yes: Boyer, Bucaro, Deyne, Olsen, Sias. Absent: Barry, Hopkins. Motion carried.

6. Director Nance's Pay Rate Increase: Director Nance thanked the Board for offering a 3% salary increase. She stated that the Library is engaged in an ongoing process of salary benchmarking for the employment positions in the library, with the goal of retaining highly qualified employees with good pay rates; and It is possible that one or more employees may reach a salary cap for their position.

Director Nance stated if she accepted the 3% increase, it would put herself over the cap; and she believes that would not be appropriate because she has asked some of the staff to be capped, and she does not want to set a precedent to go over a capped salary. Director Nance asked the Board to approve a lesser pay rate increase of 1.5%, which will put her just under the cap for her position.

Discussion was had that the salary cap changes each year, and it is based off of salaries at libraries with a similar budget size and in the same geographical area.

Trustee Deyne stated she considers the director position as different from the staff positions because the director serves a leadership role to make sure that the staff and the library run well. Trustee Bucaro stated she will accept Director Nance's request although she did not agree with making the change. Trustee Sias stated he would like to echo what Acting President Deyne stated. He further stated that the Board arrived at a 3% figure after considerable discussion, and he thought that was the

appropriate amount based on history.

Trustee Olsen moved to adjust the Director's pay increase to 1.5%, as requested by the director; seconded by Trustee Sias. Roll Call Vote - Yes: Boyer, Bucaro, Deyne, Olsen, Sias. Absent: Barry, Hopkins. Motion carried.

7. Capital Needs Assessment: Director Nance worked with the Library's attorney to draft a Capital Needs Assessment, and it was then approved by the attorney. The last time a capital needs assessment was completed was 2013 prior to the renovation. The final document will act as a guide for the Library to plan and budget for capital needs in the future.

The RFP will be sent out to 12 firms. The Director and the Facility Manager will review the proposals and may create a matrix to provide to the trustees; and the Board can decide with which company they would like to move forward to complete the Capital Needs Assessment.

Trustee Bucaro moved to approve the Capital Needs Assessment; seconded by Trustee Sias. Roll Call Vote - Yes: Boyer, Bucaro, Deyne, Olsen, Sias. Absent: Barry, Hopkins. Motion carried.

8. Replacement of Ceiling Tiles: Director Nance indicated two of three expected quotes were received: JT Omega Construction and Kanopi. JT Omega provided different types of ceiling tile samples. Director Nance recommended option No. 1 for a cost of \$9,820.00. The tiles are fire rated. The ceiling in the kitchen and closets are included. The Library will have to pay an additional \$500 for disposal of the old tiles.

Staff determined a schedule which would be least disruptive to the Library to complete the work. Discussion was had regarding the ceiling bowing in some areas and whether the proposed work will prevent this from occurring again, and whether the existing grids will remain. One of the companies indicated the bowing was due to the weight of tiles.

Director Nance stated the item can be tabled until June, and she will obtain the answers to board questions.

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

9. Replacement of Retaining Wall: Quotes were received from Serta Landscaping and Abbott. Director Nance recommends engaging Abbott to replace the retaining wall up to where the bricks end for \$3,245.00.

Trustee Sias moved to replace the retaining wall for \$3,245.00; seconded by Trustee Olsen. Roll Call Vote - Yes: Boyer, Deyne, Olsen, Sias. Absent: Barry, Hopkins. Abstain: Bucaro. Motion carried.

#### DISCUSSION ITEMS:

1. Parking Lot Update: The ramp was installed, the concrete pad for the bench was installed, and the restriping is to be completed. There is a disagreement between staff and IMEG on whether the lot was to be sealcoated within the contract price.

A punch list will be prepared to complete the work. One of the list items is whether or not the Library would like to order a couple more parking stops. Trustee Olsen asked whether the Library has received a credit back from Evans & Son for the installation of parking lot lights. Director Nance will follow up on that.

2. 50th Anniversary Update: The Minutes were provided in the Board packet. The next meeting will be Saturday, May 21, at 11:00 a.m.

3. Trustee Training 5/14/22 Recap: Trustee Boyer, Trustee Olsen, and Director Nance attended the training. The training included a suggestion that when the tax levy is submitted, rather than limiting the request to 4.99%, the District should use 10% to 15% to ensure that the Library captures all new growth in construction in the area; because if it is not timely sought, the potential revenue will be permanently lost.

Information was also provided on how a district can determine the dollars that libraries should be considering as far as what was an adequate accumulation of excess funds. Trustee Olsen suggested the Bartlett Library Board of Trustees develop a policy to guide the current and future boards in this process.

4. Strategic Plan: The Library is in the implementation and evaluation phase. The managers are going to meet, take one area of focus, and brainstorm about what the staff had brought up at



the retreat. Staff will make a list with each activity, who will be in charge of the activity, and when it will be completed. Staff will report on the strategic objectives in their monthly reports.

This process could take between three months to six months. Director Nance stated she is very pleased with the overall results of Amanda Standerfur's work and her facilitation.

5. Joint Taxing Meeting Recap: Director Nance volunteered to host this meeting next year at the Bartlett Library.

The Park District is having difficulty hiring sufficient number of lifeguards, and the pool will not be open full hours as a result. The Fire Department spoke about their training tower that it is building.

Trustee Olsen stated that a large fire occurred in the industrial park, consuming between 4 and 10 million gallons of water. A bill will be sent to the insurance company for payment. The School District is looking at the possibility of purchasing electric school buses at an estimated cost of \$1 million per bus.

6. Illinois Public Library Service Area Population Map: Director Nance sent out an email that shows where the Library has lost district residents.

#### DIRECTORS REPORT INFORMATIONAL ONLY

1. Bartlett Memorial Walk and Remembrance
2. Participation in the July 3, 2022 - 4th of July Parade
3. Friends Update
4. Foundation Update
5. ILA Update
6. IMRF Rate
7. Freedom of Information Requests

#### NEW BUSINESS:

1. 4th of July Parade and Celebration of the 50th Anniversary: Trustee Bucaro stated she made connections with the person in charge of the parade, and the Library will be second in line, immediately after the color guard.

TOWN HALL: Dina Castelvechi stated she put together the pay grades in order to be fair and reasonable for all of the staff. Staff built in 20% ranges on each side of the midpoint, put in

salary caps, and brought the market benchmarking to the board. Ms. Castelvechi stated that ethical leaders do not treat themselves differently from the rest of staff.

ADJOURNMENT:

1. Trustee Bucaro moved to adjourn at 8:50 p.m.; seconded by Trustee Sias. Roll Call Vote - Yes: Boyer, Bucaro, Deyne, Olsen, Sias. Absent: Barry, Hopkins. Motion carried.  
Meeting adjourned.