

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
MONDAY, AUGUST 15, 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 John Sias, Trustees. (Boyer absent)

STAFF PRESENT: Director Karolyn Nance, Human Resources Manager Dina Castelvechi, Circulation Manager Mary Prohaska, Technical Services Manager Sonya Skibicki, Adult Services Manager Mallory Untch, Facility Manager Larry Siegel, Business Office Specialist Marianne Kingsmill.

PUBLIC PRESENT: John Shales, Shales McNutt.

PLEDGE OF ALLEGIANCE:

TOWN HALL: None.

CONSENT AGENDA:

1. Items to be included in Consent Agenda:
 - a. Minutes from the July 18, 2022 Regular Board Meeting
 - b. Approval of Bill List: August 15, 2022
 - c. Approval of Transfer of Funds: August 15, 2022
 - d. Designation of Two Trustees for September Monthly Bills Approval (Olsen, Sias)
 - e. Travel Reimbursement Approval (None)
2. Consideration of items(s) withheld for separate action (If any):

Item 1a, July 18, 2022 Regular Board Meeting Minutes:
Page 2, Reports, Item 1, the last sentence should read "...should be complete the last week of July."
Page 2, Reports, Item 2, add that Trustee Olsen asked if the library would be making masks available to employees who didn't feel comfortable with the barriers being removed.
Page 3, Reports, Item 7, Trustee Bucaro asked to add that at the beginning of the conversation about the FOIA request it was not

known who originated the FOIA request. With further questioning it was determined that Mr. Olsen had submitted the request. Trustee Sias moved to approve Item 1a from the Consent Agenda with the amendments noted; seconded by Trustee Olsen. Roll Call Vote - Yes: Barry, Bucaro, Deyne, Hopkins, Olsen, Sias. (Boyer absent) Motion carried.

3. Consent Agenda Approval: Trustee Olsen asked to remove Item 1a, the Minutes of July 18, 2022, Regular Board Meeting. Trustee Bucaro moved to approve the Consent Agenda minus Item 1a; seconded by Trustee Deyne. Roll Call Vote - Yes: Barry, Bucaro, Deyne, Hopkins, Olsen, Sias. (Boyer absent) Motion carried.

CORRESPONDENCE: None.

REPORTS, QUESTIONS AND ANSWERS: President and Trustees:

Trustee Olsen spoke to several topics:

1. Financial Statements and Bank Statements: Trustee Olsen noted that the interest income was up to nearly \$1,000 in July. The Library received the .35% interest on the Fifth Third Bank account. This is substantially below what the Library is earning on the Illinois Funds, which earned 1.7% interest in July. Trustee Olsen believes the Library will receive from DuPage County an additional \$1.1 million in tax revenues in the second tax payment.

2. Director's Report: The Director had indicated that there were a couple of items in the Evans and Sons contract for the paving that were not complete; and she had noted that there were two lights damaged on the ramp, which she attributes to the architect.

Director Nance stated that she miswrote that sentence. Facility Manager Larry Siegel and Director Nance believe that when the subcontractor was doing the concrete work, that the conduit or the electrical lines were damaged, because those lights were working before that installation of the ramp. That work was under the purview of Evans and Sons.

3. In the Facility Manager's report there was a comment about getting quotes from Green Bee for additional exterior lighting problems. Director Nance stated that the lights at the stair which are on a timer are not working. The electrical line under the ramp could not be fished through, which means the conduit underneath the ramp is probably collapsed.

4. Patron Library Cards: Trustee Olsen noted in July 170 new library cards were issued, and 175 cardholders were lost, for a net loss of five cardholders in July.

5. Marketing Manger: Trustee Olsen asked what is the status of recruitment of a marketing manager. He stated he is concerned that this position be filled so that Director Nance has time the to create an RFP for management of the Library's excess cash funds. Ms. Castelvechi stated that she and the Director had reviewed applications on August 15, 2022 and chose some they would like to interview.

6. FOIA Response: Trustee Olsen stated the FOIA information he received indicated that Director Nance communicated with President Hopkins and Trustee Deyne, individually, informing them that she would not be able to work a full 7.5 hours on a daily basis because of childcare problems; that she would be working 7 hours on some days. Trustee Olsen believes this should have been brought up to the board at the June board meeting.

Director Nance questioned whether this should be discussed in executive session rather than in an open session as it is an employment matter. Trustee Deyne stated she believes Trustee Olsen is out of line; that this topic should be discussed in executive session instead. Trustee Deyne stated she believes Trustee Olsen has a personal agenda and every other month he exhibits that agenda toward an individual person.

7. Painted Fire Hydrants: Discussion was had regarding the uniquely painted fire hydrant outside the library. Trustee Barry stated the Village has a map of all the hydrants and who painted them, and people can vote on which hydrants are the best.

ACTION ITEMS:

1. Capital Needs Assessment Review and Approval: John Shales from Shales McNutt spoke to the Board regarding the Capital Needs Report. He stated that the building is in great shape, especially for the age of the original building. A few bigger items are coming up that are more critical, as well as some that are more discretionary in nature.

The masonry and the wood structure of the building are in great shape. The bathrooms are very sound; and the report incorporates the cost for redoing the bathrooms. The elevator controls are getting outdated. The boilers are older, beyond their useful

life, and should be monitored.

The intent of the report is to inform the board and to be a tool for the staff to think through and prioritize maintenance and repairs.

Discussion was had regarding the cost of renovating the bathrooms. Factors affecting the costs include inflation and architectural and permit fees.

The total estimated cost is approximately \$3 million over a 12-year period, or an average of \$250,000 per year. The spreadsheet lists items in groups which can achieve some economy of scale.

Discussion was had regarding logistics to replace the boilers, replacement of the carpet using carpet tiles, and phasing replacement of the interior lights with LED fixtures. Discussion was had regarding the possible removal of the brick structure that holds the sign along the street. (John Shales left.)

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

Trustee Olsen suggested the board consider creating a building committee or meeting as a Committee of the Whole to consider the priorities, timing, and funding of repairs and renovations. Staff will research possible grant opportunities to fund capital improvements.

2. Approval of the Tentative Budget & Appropriation Ordinance 2022-3: Director Nance stated there are two versions of the Ordinance for the Board's consideration of approval: 1, a recommendation of \$25,000 to be transferred into the special reserve fund; 2, a recommendation from Trustee Olsen to transfer \$500,000 into the special reserve fund.

The Library's attorney stated the decision is at the discretion of the board. Trustee Barry moved to approve the Tentative Budget & Appropriation Ordinance 2022-3 with the amount of \$25,000; seconded by Trustee Deyne.

Trustee Olsen stated the reason he wanted to suggest the \$500,000 figure was that the Library is going to have a black box tax levy this year, and it can demonstrate to its public that the Library is in fact planning for its capital needs.

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

3. Establish Date and Time of Public Hearing Concerning Budget & Appropriation Ordinance 2022-3: Director Olsen moved to hold the Public Hearing on the tax levy on the September 19, 2022 at 6:45 p.m.; seconded by Trustee Bucaro.

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

4. Approval of Chief Fiscal Officer's Statement of Estimated Revenue: Trustee Olsen signed off on this. Trustee Barry moved to approve the Chief Fiscal Officer's Statement of Estimated Revenue; seconded by Trustee Deyne.

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

5. Approval of Statement of Cash Receipts and Disbursements (Treasurer's Report): Director Nance stated if there are any changes from the auditor, the Statement can be amended. Trustee Deyne moved to approve the Cash Receipts and Disbursements for fiscal year 2021-2022; seconded by Trustee Bucaro.

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

6. Approval of the Annual Report: Director Nance provided the trustees a copy of the Annual Report. She is waiting for some manager feedback in relation to the staff training hours. Trustee Sias moved to approve the Annual Report; seconded by Trustee Bucaro.

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

7. Request to Change December Board Meeting to Monday, December 12, 2022: Director Nance indicated she was going to be out of town for the December meeting as originally scheduled but has changed her plans and will be present for the original date.

DISCUSSION ITEMS:

1. Parking Lot Update: The parking lot was discussed earlier in the meeting under Reports Item 3.

DIRECTORS REPORT - INFORMATIONAL ONLY

1. 2022 Illinois Library Association Conference
2. Strategic Plan Update
3. Memo from Roger Ritzman, Library Attorney, Regarding B & A Deadlines
4. Friends Update
5. Foundation Update

NEW BUSINESS: Director Nance stated the Rotary Club, the Lions Club, and the Chamber of Commerce are organizing an event September 30 and October 1, 2022. Director Nance received a call from one of the committee members, asking if the library staff would like to participate in some venue, and Director Nance stated that the library is currently short-staffed. Director Nance asked if any of the trustees would like to volunteer for a shift.

A few of the trustees indicated an interest in volunteering. Director Nance stated she will let the committee know that library trustees will staff a shift.

TOWN HALL: None.

ADJOURNMENT: Trustee Barry moved to adjourn the meeting; seconded by Trustee Bucaro.

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

President Hopkins adjourned the meeting at 7:58 p.m.