

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
MONDAY, SEPTEMBER 19, 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 Pro Tem Monica Boyer; and Dave Barry, Trustee. (Absent: Bucaro, Hopkins, Sias.)

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, IT Manager Manny Garza, Business Office Specialist Marianne Kingsmill.

PUBLIC PRESENT: Thelma Irarni; Lynn DeSmidt; Patrick Dranias, Green Bee; Tony Jaswal, General Energy Corporation; and Paul Kalas, Vanguard Energy Services, LLC.

PLEDGE OF ALLEGIANCE:

TOWN HALL: Lynn DeSmidt asked to remove Action Item No. 9 from the agenda, Request from Foundation Director Lynn DeSmidt to have the Library Cover her Expenses to Attend the 2020 ILA Conference. The item has already been resolved.

Thelma Irarni asked if the October 26, 2022 program on breast health can be viewed via Zoom in the library. Staff responded that this program will be available within the library to be viewed virtually.

A patron, Lynn DeSmidt, thanked the Library for providing access to the September 14, 2022 virtual Library Presents event with guest appearance by Marlee Matlin.

CONSENT AGENDA:

1. Items to be included in Consent Agenda:
 - a. Minutes from the August 15, 2022 Regular Board Meeting
 - b. Minutes from the June 18, 2022 50th Anniversary Committee

Meeting

- c. Approval of Bill List: September 19, 2022
 - d. Approval of Transfer of Funds: September 19, 2022 (\$180,000)
 - e. Review of Financial Report
 - f. Designation of Two Trustees for October Monthly Bills Approval (Olsen, Sias)
 - g. Travel Reimbursement Approval (None)
2. Consideration of items(s) withheld for separate action:
 3. Consent Agenda Approval: Trustee Barry moved to approve the Consent Agenda; seconded by Trustee Boyer.
 Roll Call Vote - Yes: Barry, Boyer, Deyne, Olsen. (Absent: Bucaro, Hopkins, Sias.) Motion carried.

REPORTS, QUESTIONS AND ANSWERS: President and Trustees:

Trustee Olsen spoke to several topics:

- 1. Trustee Olsen stated the Library's interest income earned in the month of August was \$1,900; and at current market rates the Library effectively lost \$3,400. The funds held with the State earned 2.2% interest; and the bank paid only .35% interest.

The Library received on September 9, 2022, \$861,000 from DuPage County for property tax payments. An additional \$100,000 may be received by the end of October from DuPage County. The second installment of property taxes from Cook County will not be received until approximately sometime in December. The delay from Cook County does not present a cash flow problem for the Library but represents a lost opportunity to utilize those funds.

In August, 174 new library cards were issued, 170 cardholders were lost, resulting in a net gain of four patrons. The Library's monthly circulation statistics are up for the first time since July of 2021.

Mr. Olsen received his September through November library brochure on September 8, 2022. Eight children's programs were scheduled between September 1 and September 7, 2022, and three adult programs were scheduled during that time, one adult program was co-sponsored with Artis in Bartlett. Director Nance stated the newsletter was received in-house on Tuesday, and it was distributed the day after Labor Day, September 6, 2022.

The Library's relationship with Artis in Bartlett is a new effort

and is continuing to grow.

Mr. Olsen thanked Sonya, Technical Services Manager, for the work she did on the order file that shows books on order.

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Trustee Barry stated he was named Chair of Illinois State Library Advisory Committee, with approximately 20 people on it from all over the state. He feels privileged to serve in the role, which has a one-year term.

Discussion was had regarding many library statistics being off since July of 2021, and the numbers are now trending up since their decline coinciding with the pandemic.

CORRESPONDENCE: Memo from Library Attorney Regarding 2023 Library Trustee Election: Director Nance stated the press release went out earlier in the day, September 19, 2022, and the information should also appear on the Library's website. Packets can be picked up starting September 20, 2022 at 9:00 a.m., for individuals wishing to run as a candidate for Library Board Trustee.

EXECUTIVE SESSION: Trustee Deyne stated that the board will close the regular meeting to have an executive session.

Discussion was had that the public was informed through a press release that the two open trustee positions are for four-year terms. Director Nance will also schedule the press release to be published in the Examiner or the Daily Herald on September 22, 2022, stating that the terms are now four-year rather than six-year terms.

Trustee Barry moved that the board go into Executive Session per 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.

Director Nance stated the Library does not have a labor attorney present as she had asked for confirmation or more information

about whether to reach out to a labor attorney, and she did not hear back from either Trustee Olsen or President Hopkins. When the Director conferred with Trustee Deyne, she was told it was not necessary to arrange the presence of a labor attorney.

Motion was seconded by Trustee Boyer.

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

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Discussion was had regarding the process for arranging and engaging a labor attorney to attend an Executive Session at a cost to the Library.

AGENDA

ACTION ITEMS:

1. Lighting Proposals:

First Vendor: Paul Kalas, VanGuard Energy, and Tony Jaswal, General Energy Group presented their proposal on the interior lighting project. VanGuard Energy currently works with the Library on its electric and gas utility supplies. Tony Jaswal stated Constellation Energy offers to customers a monthly payment program, called Energy Made Easy, through which the customer can pay for the lighting retrofits and upgrades. Bartlett Library District may have to extend its electric agreement a couple years depending on how long it would like to defer payment of the total cost. The District's current electric agreement with Constellation Energy ends June 2024.

Warranties on the work would be seven years on the equipment, and five years on labor. Lead time is approximately two weeks. The LED products they install have a less than 1% failure rate. The library areas which were renovated in 2015 could be retrofitted, and the older areas of the building the fixtures would be replaced -- about 20% retrofit versus 80% replacement. The price quote includes professional installation and disposal of old equipment as required by EPA rules. The disposal for the project is estimated between \$1,000 and \$1,500.

Second Vendor: Patrick Dranias from Green Bee Energy, submitted two proposals. One proposal includes "delamping" the center lamp from three-lamp fixtures. This option would maximize the amount

of rebate money the utility company will pay the customer, but removing the middle lamp runs the risk of creating a reduced-lighting area that may not be bright enough for all users.

Green Bee recommends a one-for-one replacement to maintain three-lamp fixtures intact as three LED lamps in the fixtures.

The lamps can be replaced with either Type C retrofit LED tubes, or a magnetic strip retrofit kit with narrower LED lamp diodes. 99.9% of the time Green Bee uses the Type C retrofit, removes the whole fixture, recycles it, and installs new fixtures. The warranty is five years on the product. Lead time would be approximately 60 days from approval by ComEd.

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Discussion was had regarding how the rebate is handled, whether paid to the customer or to the contractor. Green Bee stated that the Bartlett Library qualifies for the small business incentive project, which is a higher incentive level. Green Bee and Director Nance will review the invoicing and accounting to confirm that the Bartlett Library District received its rebate for the parking lot lighting installation project.

Discussion was had regarding the ability to dim the lights and the options in "color temperature" and perceived brightness level of the lights.

Mr. Siegel stated that the next proposal was from a company that the representative's father recently passed away, so they were unable to attend the meeting. Discussion was had to table the decision on the lighting contract until the October Board Meeting when the remaining vendor could present their proposal and the full Board of Trustees could be present.

Trustee Barry moved to table the lighting proposal to the October meeting; seconded by Trustee Olsen.

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

2. Resolution to Determine Funds for the 2022-2023 FY: Director

Nance stated the Resolution to Determine Estimate of Funds Needed is the amount the Bartlett Library District is levying for, \$3,874,489. The document was changed to Vice President Deyne and Trustee Olsen for signatures.

Trustee Barry moved to approve the Resolution to Determine Funds for the 2022-2023 FY in the amount of \$3,874,489.00; seconded by Trustee Olsen.

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

3. Snow Plow Service Renewal: Director Nance stated the Library has been relatively pleased with Abbott. When the company was asked to submit a quote to renew, Director Nance thought the amount seemed high. Staff will double-check the contract rates. The contract renewal date starts November 1, 2022. Director Nance asked Larry Siegel to gather some additional quotes, and the proposals will be reviewed at the October board meeting.

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4. Financial Investment Advisor Proposal: Director Nance stated the Library's accountant sent a 20-page proposal, which she forwarded to the Library's attorney for review; Jamie Rachlin, who helped the Library with its levy, forwarded to the Director the version that is in the board packet; and Director Nance also reached out to the Bartlett Chamber of Commerce for recommendations.

Director Nance was open to having the Board approve the proposal to be sent out Thursday, September 22, 2022. Trustee Olsen described his view of engaging an investment advisor for the Library to earn investment income while meeting the guidelines regarding government-backed funds; and the board members discussed the estimated range of investment dollars that would be available. Director Nance suggested starting with a minimum account balance of \$750,000 and that there may be additional funds available to invest.

Trustee Barry moved to approve the proposal; seconded by Trustee Olsen.

Roll Call Vote - Yes: Barry, Boyer, Deyne, Olsen. (Absent:

Bucaro, Hopkins, Sias.) Motion carried.

5. Set Date and Time for Truth in Taxation Hearing, Monday, October 17, 2022 at 6:00 p.m.: Director Nance sent out the notice for the black box border that gets published a specific time period before the hearing. The notice states what the Library's levy is and that it represents a 16.3% increase over the previous year extension. Director Nance would like this approved so that she can publish it when needed.

Trustee Olsen moved to approve the black box publication as required by appropriate law; seconded by Trustee Barry.
Roll Call Vote - Yes: Barry, Boyer, Deyne, Olsen. (Absent: Bucaro, Hopkins, Sias.) Motion carried.

6. Approval of the Truth in Taxation Hearing Notice: Will be on Monday, October 17, at 6:00 p.m., 2022. Trustee Barry moved to set the Truth in Taxation hearing for Monday, October 17, 2022 at 6:00 p.m.; seconded by Trustee Boyer.
Roll Call Vote - Yes: Barry, Boyer, Deyne, Olsen. (Absent: Bucaro, Hopkins, Sias.) Motion carried.

7. Whistleblower Policy: Director Nance stated the document must be provided to staff every year.

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Trustee Boyer moved to approve the Whistleblower Policy; seconded by Trustee Olsen.
Roll Call Vote - Yes: Barry, Boyer, Deyne, Olsen. (Absent: Bucaro, Hopkins, Sias.) Motion carried.

8. Strategic Plan Activity, Plan Draft 1: Director Nance thanked the management team for their work on the Strategic Plan policy, including Sonya, Mallory, and Dina. The staff are excited about some of the ideas, like hiring a marketing manager and purchasing an electronic sign.

Trustee Olsen stated he would like to see goals or dates set for milestones or interim steps for reporting back in terms of progress being made. He would like to see goals achieved for building library community engagement, getting people in the door, getting people to come to programs, and the library

becoming a focal point in the community, not just among residents but also development of business partnerships. Trustee Deyne stated she would like to see a monthly or bimonthly update.

Trustee Boyer moved to approve the Strategic Plan Draft 1, seconded by Trustee Barry.

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

9. Item deleted.

DISCUSSION ITEMS:

1. Confirmation on Finance Committee Meeting Date (In-depth Audit Review) Monday, October 10, 2022 at 6:00 p.m.: Anthony has agreed to be available for a Finance Committee meeting for the in-depth audit review, which will be a shortened version of the committee of the whole meeting for the audit. Director Nance encouraged the trustees to come to the meeting on October 10 at 6:00 p.m.

The auditor is planning to be onsite on September 28 and 29 to perform the audit. This is the last year of the agreement with the auditor; the Library will need to send out an RFP next year for a new auditing firm.

2. Confirmation on Committee of the Whole Meeting Date (Audit Review) Monday, October 17, 2022 at 6:30 p.m.

3. Draft of Tax Levy Ordinance

4. Draft of Certification of Compliance with Truth in Taxation

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Law

5. Draft of Certification of Authenticity: Director Nance stated when she sent out the first drafts of the Certificate of Authenticity for the Tax Levy, the Certification of Compliance with the Truth in Taxation Law, and the actual Tax Levy Ordinance, there was an error: She had it as 2022-4. She updated the versions as 2022-5. None of the figures have changed. The documents will be in the board report for October for the hearing.

Director Nance stated staff are excited because the Library has

partnered with the Bartlett Park District in coordinating the construction of a Story Walk created by an Eagle Scout. The Eagle Scout is hoping to have the project completed by Octoberfest.

Trustee Olsen stated if the Library is going to have decorative holiday lights again, he would like the lights to be permanent and to be color changeable. Director Nance stated she and Larry Siegel will start working on that.

DIRECTORS REPORT - INFORMATIONAL ONLY

1. 2022 Illinois Library Association Conference
2. 2023 Elections
3. Friends Update
4. Foundation Update
5. Trustee Barry Named Chair of State Advisory Committee

NEW BUSINESS: None.

TOWN HALL: Trustee Olsen commented that nobody sitting on this board is an expert in labor law; and he strongly believes that the Library is making major mistakes that will ultimately cost the Library. That is why he wanted an executive session with the attorney here.

ADJOURNMENT: Trustee Boyer moved to adjourn at 8:25 p.m.; seconded by Trustee Barry.
Roll Call Vote - Yes: Barry, Boyer, Deyne, Olsen. (Absent: Bucaro, Hopkins, Sias.) Motion carried.