

BARTLETT PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING MINUTES

MONDAY, OCTOBER 17, 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 7:01 p.m. by President Hopkins.

ROLL CALL: President Heidi Hopkins; Vice President Peggy Deyne; Treasurer Joe Olsen; Secretary Peggy Bucaro; and Monica Boyer, Dave Barry, and John Sias, Trustees.

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

PUBLIC PRESENT: John Falduto and Ed Lavin, Sawyer Falduto Asset Management; Aiden Marhofke.

TOWN HALL: None.

CONSENT AGENDA:

1. Items to be included in Consent Agenda:

- a. Minutes from the August 22, 2022 Anniversary Committee Meeting
- b. Minutes from the October 3, 2022 50th Anniversary Committee Meeting
- c. Minutes from the September 19, 2022 Public Hearing
- d. Minutes from the September 19, 2022 Board Meeting
- e. Approval of Bill List October 17, 2022
- f. Approval of Transfer of Funds: October 17, 2022 (\$272,000)
- g. Review of Financial Report: September 30, 2022
- h. Designation of Two Trustees for November Monthly Bill Approval (Olsen, Hopkins)
- i. Travel Reimbursement Approval (None)

2. Consideration of items(s) withheld for separate action:

Trustee Olsen moved to remove Item 1d, Minutes of the September 19, 2022 Board Meeting. On Page 2, second to last paragraph, Arts in Bartlett should be Artis. Motion to approve the Minutes as corrected moved by Trustee Deyne; seconded by Trustee Olsen.  
Roll Call Vote - Yes: Barry, Boyer, Deyne, Olsen, Abstain:

Bucaro, Hopkins, Sias. Motion carried.

3. Consent Agenda Approval: Trustee Deyne moved to approve the Consent Agenda with item 1d removed; seconded by Trustee Bucaro. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Olsen, Sias. Abstain: Hopkins. Motion carried.

CORRESPONDENCE: None.

REPORTS, QUESTIONS AND ANSWERS: President and Trustees:  
Trustee Barry stated that he will attend the Illinois Library Association Advisory Committee meeting on October 27, 2022, and will give report.

Trustee Sias stated he enjoyed attending a forum of elected officials organized for the 4th graders at Bartlett Elementary School. The speakers ahead of Mr. Sias were very thorough on how elections work, so Mr. Sias spoke about the Library's 50th Anniversary, the book club, the chess club, and free video games.

Trustee Olsen spoke on the following topics:

1. Mr. Olsen noted the September statistics indicate 134 new library cards were issued; 234 were lost; for a net decrease of 99 cards.
2. Mr. Olsen asked about the status of recruitment of a marketing director, and noted that earlier in the year the board had discussed whether to retain a search firm or an executive recruiter to locate a candidate. Staff indicated the position has not been posted on the ILA job postings because a candidate with a background in marketing is preferred to a librarian's background.
3. Trustee Olsen repeated his belief that a building committee should be appointed to work with the Director to formalize a plan for setting priorities for the identified assessed needs. He asked that a board facility tour be scheduled prior to the December board meeting to comply with the per capita grant requirements. Mr. Olsen asked about the status of the replacement brickwork along the sidewalk.
4. Trustee Olsen asked whether the Library received as-built drawings which identify where the electrical conduits are running through the parking lot and the ramp.
5. Discussion was had on the strategic plan for the IT department which describes use of cloud storage and use of two-factor authorization (2FA) and multi-factor authorization (MFA).
6. Discussion was had regarding an outside fire connection for

the building that was located behind the shrubbery and the removal of the shrubbery.

#### REGULAR AGENDA

#### ACTION ITEMS:

1. Energy Efficiency Project-Internal Lighting: Director Nance stated no response was received from Legend Electric. Director Nance and Facility Manager Siegel reviewed the quotes that were received. Green Bee is willing to work with Director Nance through the invoices; and Patrick from Green Bee stated that if the Library is not happy with the lighting as it is being installed, changes can be made. Director Nance is recommending that the Library select the second proposal for Green Bee with a total cost to the Library of \$14,585.60.

Trustee Olsen moved to table further discussion because he provided Director Nance a schedule that shows the Library overpaid Green Bee by \$6,000 on the exterior lighting project; and the Green Bee representative at the September board meeting stated that he would investigate the charges but had not responded since that time.

Director Nance stated she believes there is no discrepancy in charges from Green Bee, and she received copies of the invoices earlier on September 17, 2022, but did not have time to review them prior to the board meeting.

Trustee Olsen's motion to table the item failed for lack of a second.

Trustee Sias moved to accept the Green Bee proposal; seconded by Trustee Barry. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Sias. No: Olsen. Motion carried.

2. RFP Financial Investment Advisor: Director Nance sent out an RFP for an investment advisor to several companies. A proposal from Sawyer Falduto Asset Management was included in the board packets.

John Falduto and Ed Lavin made a presentation to the board. Their firm does a lot of work with Illinois municipal entities, including police and fire departments in the pension area; they currently have over \$1 billion under management with municipal entities and individual personal wealth management; and they are well versed in the Public Funds Investment Act.

Sawyer Falduto has a 100% municipal client retention rate but for the police pension funds recently being consolidated into a fund at the state level. The company is an SEC-registered investment advisor, and they manage investments on a fee-only basis. They utilize a large list of institutional brokerage firms to purchase securities through, and they use Schwab as an asset custodian. Clients receive an independent statement from Schwab.

A Sawyer Falduto representative will attend client board meetings when requested; and they send out monthly investment updates and monthly statements. They are a completely independent firm, not tied to any brokerage firm, insurance company, or mutual fund company.

The company helps to build the portfolio, and then performs monitoring and balancing, as well as assists with reinvesting incoming cash maturity payments. They utilize Money Link as an electronic tool to move money between two like-named, like tax I.D. numbered accounts.

Their fees are charged at a rate of .2% on the market value of the assets as of each quarter end, and all of their fees include the Schwab custodian fees. The fee is guaranteed for three years, there are no termination or exit fees, and no minimum or annual fee is charged.

(Mr. Falduto and Mr. Lavin left.)

Trustee Olsen stated he was today able to identify three other companies that specialize in working with government agencies, two of which have a heavy presence in the library industry. Discussion was had regarding rejecting or not accepting the RFP that was received, or tabling the topic, and send out the same RFP to the additional companies in order to have a better pool from which to choose.

Trustee Bucaro moved to table the RFPs at this time and send out the RFP to additional companies; seconded by Trustee Barry.

Trustee Sias stated that the Library stands to lose thousands of dollars each month if the funds are not invested rather than remaining in a low interest-bearing bank account. He was impressed by the company's resume and believes the fee schedule is very reasonable. It was Trustee Sias' opinion that the Library go forward with Sawyer Falduto.

Roll Call Vote on Tabling the Topic - Yes: Boyer, Olsen. No: Barry, Bucaro, Deyne, Hopkins Sias. Motion failed.  
 Trustee Sias moved that the Library enter into an agreement with Sawyer Falduto as the Library's financial advisor; seconded by Trustee Deyne. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Sias. No: Olsen. Motion carried.

(Follow-up on Action Item 1): Director Nance and the Facility Manager spoke, and Director Nance stated that she doesn't know if she has the correct estimates for the total project cost from Green Bee at this point, and she would prefer to have the board table the item until the numbers can be confirmed.

Trustee Sias moved to rescind his earlier motion regarding Green Bee and the interior lighting project; seconded by Trustee Barry.

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

3. Acceptance of Annual Audit and Management Letter: Director Nance stated Items 3 and 4 need to be tabled because the audit is not fully complete.

Trustee Barry moved to table Items 3 and 4 until the November board meeting; seconded by Trustee Bucaro. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

4. Notice of Availability of Audit: (Item tabled with Item 3 above.)

5. Transfer Special Reserve Fund: Director Nance said she would like this item to be tabled, and she would like to meet with Trustee Olsen the week of October 24, 2022 to discuss his philosophy regarding a figure to use for the six-month amount. Trustee Olsen stated he would like to have this discussed at a Finance Committee meeting. A finance committee meeting was scheduled for 7:00 p.m. on Monday, October 24, 2022, to discuss the six-month rate and the special reserve transfer, as well as to discuss investment of the excess funds.

Trustee Olsen moved to table the transfer of Special Reserve Fund until after the Finance Committee meets; seconded by Trustee Bucaro. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne,

Hopkins, Olsen, Sias. Motion carried.

6. Tax Levy Ordinance 2022-5: President Hopkins read the ordinance for the record. The total general public library tax levy is \$3,174,672; total appropriation is \$3,899,489; appropriated from sources other than the current levy is -25,000; levied as the general public library tax, \$3,174,672; levied as special taxes, \$699,817; total levy \$3,874,489. All unexpected balances of any item or items of the general library tax may be expended in making up any insufficiency or deficit on any item or items in the same general levy.

Trustee Bucaro moved to approve Ordinance 2022-5; seconded by Trustee Deyne. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

7. Certification of Authenticity Tax Levy Ordinance 2022-5: Trustee Bucaro moved to approve the Certification of Authenticity; seconded by Trustee Olsen. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

8. Truth in Taxation Certification of Compliance 2022-5: Trustee Barry moved to approve the Truth in Taxation Certification of Compliance; seconded by Trustee Sias. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

9. 2023 Holiday and Closing Calendar: Discussion was had regarding the 4th of July festival and parade schedule. The parade is scheduled for Sunday, July 2, 2023, and the festival is a five-day event.

Trustee Bucaro moved to approve the Holiday and Closing Calendar; seconded by Trustee Barry. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

10. 2023 Board Meeting Calendar: Director Nance recommended to keep the board meetings on the third Monday of the month at 7:00 p.m.

Trustee Bucaro moved to approve the 2023 Board Meeting Calendar; seconded by Trustee Deyne. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

11. Holiday Lights: Three lighting quotes were provided in the board packets. Staff is recommending the quote from BP Landscaping. They did not raise their costs from last year: approximately \$6,000 for the Christmas/Holiday season.

One of the strategic goals was to research installing year-round lights. The lights would stay on the building year-round, and they would have a 40-year warranty on them. The Library will check with the Village to confirm that year-round lights are allowed. The cost would be \$30,520.

It takes two or three weeks to obtain the materials needed and begin the installation, and they usually install them within three days.

Trustee Bucaro moved to approve the year-round lights as long as it is allowed by the Village; seconded by Trustee Olsen. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

12. Conference Room Policy: Ms. Untch stated the conference room policy does not restrict a patron to have only one reservation per day. There was an occurrence where a patron had both conference rooms reserved at the same time for the same group, and staff does not believe that is fair that neither room was available for other patrons' use. The study room policy indicates that a patron can only have a reservation for two hours per day.

Ms. Untch proposes the conference room and study room policy both restrict a patron to have only one reservation per day.

Trustee Olsen moved to adopt the staff recommendation to the policies for use of the conference room and study rooms; seconded by Trustee Boyer. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

13. Study Room Policy: (Item covered with Item 12 above.)

14. Snow Plow and Ice Management: A report was included in the board packet regarding the prospective snow plow and ice management contractors. Abbott is the Library's current landscaping contractor, and they also do snow plowing. Their pricing did increase but is reasonable. Director Nance recommended a seasonal contract with Abbott.

Trustee Barry moved to approve Abbott Landscaping for the snow and ice management; seconded by Trustee Olsen. Roll Call Vote - Yes: Barry, Boyer, Deyne, Hopkins, Olsen, Sias. Abstain: Bucaro. Motion carried.

#### DISCUSSION ITEMS:

1. October 24, 2022 Meeting Room Reservation: Director Nance stated it was brought to her attention that there was a meeting room reservation scheduled for Monday, October 24, 2022 at 5:00 p.m., by a candidate for state office for an informational session with two other candidates for office, being just three weeks before the election.

Discussion was had regarding modifying the policy to prohibit candidates or elected officials from holding public meetings within 90 days of the date of an election because the library is a neutral place, and a candidate having use of the library property so close to an election may give some people in the community the impression that the Library is endorsing that particular candidate or that particular proposition.

Ms. Untch is reviewing the meeting room policy to request the purpose for which the reservation is being made and that the use needs to be for an educational purpose. Trustee Barry would like to add that an elected official may use the library property during the course of his/her term for residents to visit with the official and their staff, get information, submit documents, etc., as long as it is more than 90 days before election day.

Individual patrons may use the conference room if it is not in use, but priority is given to groups of five or more people.

2. 2022 Illinois Library Conference: Director Nance stated that staff are attending the conference on October 18, 2022.

3. Per Capita Requirements: Director Nance will plan a committee of the whole meeting prior to the November board meeting for the purpose of touring the building.

4. 50th Anniversary Celebration Update: Director Nance stated plans are coming together nicely for the 50th Anniversary. Another meeting is scheduled for October 24, 2022.

Ms. Nance spoke with a 91-year-old gentleman who served on the Library Board of Trustees for 12 years; he called her to thank



her for the invitation. He wanted to thank all of the trustees for their continued service. Director Nance has invited several local officials to speak at a presentation in the meeting room for the anniversary.

5. Update on Strategic Plan: Director Nance stated she believes the updated document will be available in November, and it will be reviewed quarterly after that.

6. Teen Advisory Representative Update: The Library has a new teen advisory representative. The teen advisory representative will serve on teen-related items on the agenda.

7. Federal Emergency Management Agency: Director Nance stated the Library received the money for the FEMA grant. The request was submitted for almost \$9,000, and some of the expenditures did not fall under the purview of what COVID-related expenses could be used for, so the amount received Library by the Library was approximately \$4,000.

8. Request for Proposal for Auditing Firms: The Sikich five-year contract has come to an end, and the director will have a request for proposal for auditing firms on the November agenda.

#### DIRECTORS REPORT - INFORMATIONAL ONLY

1. Friends Update

2. Foundation Update

3. Village of Bartlett Proclamation: Director Nance asked the trustees if they could please come to the Village Board Meeting at 7:00 p.m., October 18, 2022 for the proclamation for the Library's 50th Anniversary.

EXECUTIVE SESSION: Trustee Deyne moved to go into Executive Session per 5 ILCSA Section 2(c)1) at 8:50 p.m.; seconded by Trustee Sias. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.  
(Executive session held )

The board returned to regular session at 9:09 p.m.

Roll Call: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias.

TOWN HALL: None.

ADJOURNMENT: Trustee Deyne moved to adjourn the regular meeting of the Bartlett library Board of Trustees at 9:10 p.m.; seconded

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