

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
MONDAY, NOVEMBER 21, 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 7:07 p.m. by President Hopkins.

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

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

PUBLIC PRESENT: John Shales, Shales McNutt Construction Services; Aiden Marhofke.

TOWN HALL: None.

CONSENT AGENDA:

1. Items to be included in Consent Agenda:
 - a. Minutes from the October 17, 2022 Regular Board Meeting
 - b. Minutes from the October 17, 2022 Committee of the Whole Meeting
 - c. Minutes from the October 17, 2022 Public Hearing Truth in Taxation
 - d. Minutes from the June 28, 2022 Finance Committee Meeting
 - e. Minutes of the August 5, 2022 Finance Committee Meeting
 - f. Minutes from the October 10, 2022 50th Anniversary Committee Meeting
 - g. Minutes from the October 24, 2022 50th Anniversary Committee Meeting
 - h. Approval of the Bill List: November 21, 2022
 - i. Approval of Transfer of Funds: November 21, 2022 (\$200,000)
 - j. Review of Financial Report: October 31, 2022
 - k. Designation of Two Trustees for December Monthly Bill Approval (Olsen, Boyer)
 - l. Travel Reimbursement Approval (None)

2. Consideration of items withheld for separate action: Trustee Deyne asked to remove 1a and 1d for corrections; Director Nance asked to remove Items 1b and 1c because those Minutes were not completed yet.

Item 1a: Trustee Bucaro stated on Page 7, Item 14, the roll call vote on the Abbott Landscaping for the snow and ice management, she had abstained. Trustee Bucaro moved to approve the Minutes as amended; seconded by Trustee Sias.

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

Items 1b and 1c: Trustee Barry moved to table these two items; seconded by Trustee Deyne.

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

Item 1d: Trustee Deyne stated on Page 4, Town Hall, should read "Trustee Bucaro spoke to the goal of maintaining 4 to 12 months of reserves..."; and the Minutes should reflect that Trustee Bucaro was in attendance at the meeting. Trustee Barry moved to approve item 1d as amended; seconded by Trustee Deyne.

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

3. Consent Agenda Approval: Trustee Bucaro moved to approve the Consent Agenda items excluding Items 1a, 1b, 1c, and 1d; seconded by Trustee Deyne.

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

CORRESPONDENCE:

1. Memo: Levy Ordinance Reminder: This memo was received from the Library's attorney.

2. Email from Lawrence M. Nyberg, USAF: Director Nance read the email to the board. Mr. Nyberg expressed appreciation for the Veterans Day display of flags on the Library's lawn and the thank you gift provided to veterans in recognition of their service to the country. The acts of kindness and thoughtfulness touched his heart.

COMMITTEE UPDATES:

1. Finance Committee: The Committee met and went over the goal of the Library having six months in the general fund as a reserve in case of an emergency. A discussion was had on whether to transfer money to the general fund; and based on the calculations of the

Finance Committee and the auditor, the account is at 48%, so the transfer will not be made at this time.

The Finance Committee discussed the amount of \$750,000 to \$1 million to be invested in long-term investments. The Committee would like to recommend to the Board to invest additional monies, an amount to be determined, in the short-investment arena.

2. 50th Anniversary Committee: Trustee Deyne thanked the staff for all their hard work in putting together such a successful 50th Anniversary celebration. Many staff pitched in to help serve guests.

Pam Rohleder from the Bartlett History Museum made the following suggestions to Director Nance regarding the time capsule: To purchase sleeves to put the items in so that the ink doesn't bleed through; to purchase a liner for inside the box so that the oils from the box don't seep into the box; and to purchase a cover for the top of the time capsule to prevent fingerprints and oils from damaging the surface. When the time capsule is ready, it will be sealed and moved to its home location under the community board.

Discussion was had regarding including a list of all the trustees that have served on the Bartlett Library Board. A plaque which had hung in the library listing the individuals who have served on the library board had been put away when the walls were being painted. The plaque had run out of space to add more names, so a new plaque will be created and a location in the library in which to hang the plaque will be determined.

3. Trustee Manual Committee: The Trustee Manual document is out of date. The committee is looking into making the document available online when it is revised, which will allow the trustees to have log-in access through a portal. The Trustee Manual Committee will go through the manual and update it.

The main focus for the next five months should be coming up with an extensive in-depth trustee training, which would be available to both new and current board members, and include the proper etiquette and expectations of the board members. Director Nance will schedule a Saturday or evening session for a training after the new elected officials are sworn in.

REPORTS, QUESTIONS AND ANSWERS:

1. President and Trustees: President and Trustees:

Trustee Barry stated the Illinois State Library Committee meeting scheduled for October 27, 2022 was not held due to lack of quorum. The next meeting is scheduled for January 26, 2023. Deirdre Brennen, the director of RAILS, retired on November 18, 2022. Monica Harris is serving as interim director until a replacement can be hired. Illinois has a new Secretary of State/State Librarian for the first time in many years, Alexi Giannoulias.

Trustee Olsen spoke on the following topics:

- A. Statistics: The number of library cards increased by 13, with a loss of 151 patrons in October offset by 164 new patrons.
- B. Mr. Olsen gifted to the library two signed copies of a book called Mushroom House Man, which are donated in honor Mr. Olsen's two grandsons; the book is about their great, great grandfather. This children's book was released in June.
- C. Mr. Olsen remains concerned that the marketing director position has not been filled. He passed on to staff some information from the ILA conference that may help in the search.
- D. Capital Program: The capital needs assessment has a total estimated expense cost \$3 million. To date a prioritization list of the items has not been created. The board needs the prioritization to put together a long-term cash flow statement.
- E. Mr. Olsen followed up to ask for markup drawings OF the electrical system in the parking lot. He is still concerned that the Library overpaid Green Bee a total of \$6,000, and he believes Green Bee should not be considered for any future work at the library because the company has not been responsive the accounting questions.

F. Mr. Olsen visited two nearby libraries since the October board meeting:

The DeKalb Public Library is 60,000 square feet and was expanded within the last ten years. DeKalb Library made the decision not to have a mailed newsletter; they are able to effectively use radio advertisements.

The Palatine Library within the last year spent \$6 million on renovations. Their tech space includes equipment for laser printing and laser forming of models. The public is not allowed to use the technology directly; if they have a project that they want formatted, or laser cutting done, they have to send a digital file to the library, and it is then processed by the staff. The turn-around time is about a week.

2. Teen Advisory Representative Aiden Marhofke: Aiden introduced himself and thanked the board for the opportunity to serve the Library. He has been involved with the library since a young age

and as a volunteer since middle school, currently serving in the Children's Department, and as vice president of the Friends of the Library committee. He has hoped since a young age to be a youth services librarian and has been inspired by Phyllis at the Bartlett Library. He looks forward to working with the board to enhance the programming in the library.

REGULAR AGENDA

ACTION ITEMS:

1. Approval of Transfer of Funds: November 2, 2022 (\$85,000): A description of the \$85,000 transfer was included in the Director's Report. President Hopkins approved the transfer, and so the transfer was made. Formal approval by the board is needed. Trustee Bucaro moved to approve the \$85,000 transfer of funds; seconded by Trustee Sias.

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

2. Acceptance of 2021-2022 Annual Audit and Management Letter: Director Nance sent out the audit final documents to the trustees via email. The only addition was the report on the OPEB.

Mr. Olsen moved to accept the audit report and management report as submitted by the auditors; seconded by Trustee Barry.

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

3. Notice of Availability of Audit: Director Nance will publish the Notice of Availability of Audit in the Daily Herald as soon as possible. Trustee Barry moved to publish the Notice of Availability of Audit; seconded by Trustee Bucaro.

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

4. Shales McNutt Construction Services Lighting Project Proposal: (This item had been moved to the top of the agenda.) Larry Siegel, Director Nance, and John Shales met previously to discuss the Library's concerns and expectations in outsourcing the management of the project.

Mr. Shales provided information to the Board:

The Library can choose from three different approaches: A, change out all the bulbs, leaving the existing fluorescent fixtures; B, change out the ballasts to a driver system; C, change out all the entire fixtures. Some LED lights last 20 years, some only two years. The Library currently has LEDs, can lights, and linears

hanging from the ceiling. SMC would assist in finding the most economical solution with good equipment that is going to last, provided by a company that will continue to be in business for several years in order to address warranty issues, if any.

The next phase is to provide supervision during the project to ensure the equipment is installed correctly. The full service option is for SMC to take out all the contracts, take on the essential liabilities of the project, running through their company from contractual and insurance standpoints.

SMC recommends keeping many of the Library's current fixtures, keeping the drivers and bulbs, saving cost, and others fixtures only changing out drivers and bulbs. Mr. Shales stated that the building will look approximately 50 percent brighter once the LEDs are changed out. The white-colored bulbs will make the library look cleaner, as opposed to the bulbs that are a yellow-ish color. The ceiling would only be affected if it is drywall ceiling, which would add cost to the project.

ComEd provides different levels of rebate depending on the contractor and the fixtures chosen. SMC will attempt to maximize the Library's rebate numbers; one practice to maximize the rebate is to allow the rebate to flow through the contractor.

The company will provide weekly onsite project supervision at \$3,300/month. The on-site duration time is expected to be two months.

The third service level adds 6.75% service fee onto the preconstruction management and on-site supervision fees, which would mean all contract management functions are performed by SMC, including scheduling, pay requests, payments, lien waivers, and certified payrolls.

Staff recommendation is that the Library would like the reconstruction bid process and the on-site supervision. Trustee Barry moved to choose the preconstruction services at the cost of \$14,900 plus the on-site supervision for approximately one to two months at \$825 per week; seconded by Trustee Boyer.

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

5. Sawyer Falduto Assessment Management Update: Director Nance Marianne Kingsmill, and Trustee Olsen met with John Falduto on

November 16 and discussed the board approving a \$750,000 to \$1 million transfer. The objective is to open an account with \$1 million for long-term investments, Account A; and open another account for short-term investments that the board would need to approve how much money they want to invest, Account B.

6. Approval of Investment Policy: Director Nance provided the trustees a revised copy of the policy. Trustee Bucaro moved to approve the investment policy; seconded by Trustee Barry. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

7. Authority to Establish Wire Transfer From Fifth Third Bank to Schwab Corporation Bank: Marianne Kingsmill has authority to wire transfer from the NOW savings account to the general checking account, which handles the bills. The same authority needs to be set up to wire transfer a dollar amount to the investment account upon board approval. The transfers may go either direction, but only between two specified accounts: One, the Fifth Third NOW account, and two, the Schwab account.

Trustee Olsen moved to establish the funds transfer ability between the Fifth Third NOW account and the Schwab investment accounts; seconded by Trustee Barry.

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

8. Approval to Move \$1 million (Original Investment into Charles Schwab Cooperation Long-Term Investment Account A): Trustee Olsen provided the board a schedule which provides background of the terms of what he is anticipating to occur. Discussion was had that over the last few years the Library has increased the amount of available cash at the end of each month. Trustee Olsen said he expects the ending cash balance to be 3,066,000. He is proposing that the board take not only the \$1 million that's basically the reserve fund, but also an additional \$1.5 million for short-term investment, leaving available cash of \$566,000 at the end of December.

Income generated from the investments at Schwab will be reinvested in those accounts.

Excess accumulated funds are the result of reduced expenses and payroll due to the pandemic and the Library experiencing a reduced activity level. Trustee Sias moved that the Library

transfer \$1 million to Account A; seconded by Trustee Bucaro. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Olsen, Hopkins, Sias. Motion carried.

9. Possible Short-Term Investments-Approval to move \$1,500,000 (Additional Funds into Charles Schwab Cooperation Short-Term Investment Account B): Trustee Olsen envisions this short-term investment account being structured with a combination of short-term CDs and treasury notes. Trustee Sias suggested incrementally transferring into this account between 250,000 and 500,000 over three, four, or six months. Trustee Deyne agreed with Trustee Sias; and she stated she would be more comfortable with the initial investment into Account B being between \$750,000 and \$1 million.

Trustee Deyne moved to approve the transfer of \$750,000 into the short-term Account B; seconded by Trustee Bucaro. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

10. Paylocity Sign-Off Responsibility: The punch clock has been installed. The trustees were given log-in and password data. Director Nance recommends the board president and the vice president have the responsibility for approving time-off requests and doing punch clock corrections.

Trustee Barry moved that the president be responsible for signing off on the corrections of the time card, or in the absence of the President, the vice president be responsible; seconded by Trustee Deyne.

Trustee Olsen presented a copy of the director's time sheets for almost a year and a half. Trustee Deyne stated discussion having to do with Director Nance's time sheets would need to be held in executive session, not in an open meeting. Trustee Barry concurred.

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

11. Request for Proposal Auditing Services: A copy of the request for proposal was included in the board packet along with a list of auditing firms to whom the RFP will be sent via email and U.S. mail. The RFP will be promptly published in the Daily Herald. Trustee Bucaro moved to approve the publication of the RFP for auditing services; seconded by Trustee Deyne.

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

12. November 2022 Strategic Plan Update: The quarterly update is a broad overview of the projects staff is currently working on. Trustee Bucaro moved to approve the November 2022 Strategic Plan Update; seconded by Trustee Sias.

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

13. Hours of Work and Pay Day Policy: The board was provided the current and revised copies of the policies. Trustee Deyne moved to approve the Hours of Work and Pay Day Policy; seconded by Trustee Barry.

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

14. Bereavement Leave Policy: The Bereavement Policy was updated. Employees would be required to exhaust paid time off, if available, when requesting bereavement leave. Trustee Bucaro moved to approve the Bereavement Leave Policy with the amendment; seconded by Trustee Deyne.

The new law expands the employee's personal relationships for which they may request leave, and the leave is increased from 4 to 10 days.

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

DISCUSSION ITEMS:

1. Per Capita Requirements: Staff reviewed the per capita core standards, Chapters 1 through 6. Director Nance and Facility Manager Larry Siegel reviewed the facilities portions. The security camera policy and a couple other items will be addressed moving forward.

2. Going Fine-Free: Trustee Boyer tabled the discussion on going fine-free.

3. Tax Increment Financing Meeting: The TIF process is near completion for this year. Another year of payments have been scheduled. The funds will not be received until 2024. Next year the Library will need to go through the same process to make sure the TIF funds are captured in 2024.

Trustee Barry noted that there is a TIF district at the southwest corner of Route 59 and Lake Street that also affects the Library.

DIRECTORS REPORT - INFORMATIONAL ONLY

1. Friends Update
2. Foundation Update
3. Patron Appreciation Week

TOWN HALL: None.

Director Nance stated that the Chamber and Rotary luncheon will be held December 8, 2022, and the trustees are invited to attend. Trustees are to contact Director Nance if they would like to attend. The library will cover the cost for trustees. Ruth Beckner is going to be acknowledged for being honored with the Community Service Award.

ADJOURNMENT: Trustee Deyne moved to adjourn at 8:53 p.m.; seconded by Trustee Barry.
Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.