

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
MONDAY, DECEMBER 19, 2022
7:01 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; Monica Boyer, Dave Barry, and John Sias, Trustees.

STAFF PRESENT: Director Karolyn Nance, Human Resources Manager Dina Castelvechi, Circulation Manager Mary Prohaska, Adult Services Manager Mallory Untch, Technical Services Manager Sonya Skibicki, Facility Manager Larry Siegel, IT Manager Manuel Garza, Youth Services Manager Phyllis Sadowski, and Youth Services Librarian Sandra Sasal.

PUBLIC PRESENT: Aiden Marhofke, Matt Luczak, Steven Luczak, and Elizabeth Luczak.

TOWN HALL: None.

CONSENT AGENDA:

1. Items to be included in Consent Agenda:
 - a. Minutes from the October 17, 2022 Truth in Taxation Public Hearing
 - b. Minutes from the October 17, 2022 Committee of the Whole Meeting (Audit Presentation)
 - c. Minutes from the November 21, 2022 Committee of the Whole Meeting (Building Tour)
 - d. Minutes from the November 21, 2022 Regular Board Meeting
 - e. Approval of the Bill List: December 19, 2022
 - f. Approval of Transfer of Funds: December 19, 2022
 - g. Approval of November 30, 2022 Financial Report
 - h. Designation of Two Trustees for January Monthly Bill Approval (Olsen, Barry)
 - i. Travel Reimbursement Approval (None)
2. Consideration of items withheld for separate action: Both Trustee Bucaro and Trustee Olsen asked to remove Item 1d, Minutes from the November 21, 2022 Regular Board Meeting;

Trustee Olsen asked to remove Item 1c, Minutes from the November 21, 2022 Committee of the Whole meeting.

Item 1d: Trustee Bucaro stated that on the November 21, 2022, Regular Meeting Minutes, Page 8, item 9, Short Term Investments, it should read "Trustee Deyne agreed with Trustee Sias"; and the motion was made by Trustee Deyne (not Trustee Bucaro); and seconded by Trustee Bucaro (not Trustee Sias).

Trustee Olsen recommended to amend Page 6, Paragraph 7, to read "on-site supervision for approximately one to two months at \$825 per week."

Item 1c: Trustee Olsen stated that on the Minutes of November 21, 2022, Committee of the Whole meeting, he would move to amend Page 1, Paragraph 1, the last line should read " parking lot timers"; and on Page 5, the adjournment time is probably 7:03 p.m.

Trustee Olsen had suggested changes to Item 1b, but that item had not been removed from the Consent Agenda, and the Consent Agenda had already been voted on.

Trustee Bucaro moved to approve Items 1c and 1d as amended; seconded by Trustee Barry. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen. Abstain: Sias. Motion carried.

3. Consent Agenda Approval: Trustee Barry moved to approve the Consent Agenda minus Items 1c and 1d; seconded by Trustee Deyne. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

Discussion was had regarding the permanent installation of a Story Walk, proposed by Matt Luczak for his Eagle Scout project with Troop 33; organized by Youth Services Librarian Sandra Sasal and Matt Luczak; and installed in partnership between the Library and the Bartlett Park District in Leiseberg Park.

The project met two separate stated goals: community partnerships, and outreach; and the plan is to feature bilingual books to better serve Bartlett's diverse community. An unveiling and a ribbon-cutting ceremony will be held in April; and visitor statistics will be tracked.

CORRESPONDENCE: Director Nance stated two memos were received from the Library's attorney, which address items discussed later in the agenda.

REPORTS, QUESTIONS, AND ANSWERS: Trustee Bucaro asked whether the Library will receive monthly reports from Sawyer Falduto detailing the Library's investments. Trustee Olsen stated he believes the Library will receive monthly reporting. Director Nance stated she discussed with Marianne Kingsmill getting Marianne Kingsmill set up with viewing rights so that the Library can print statements on a monthly basis. Director Wessel stated funds have not yet been transferred into the investment account, but that is planned to be completed soon.

Trustee Olsen spoke on the following topics:

A. Director Olsen stated he was pleased to see a slight increase in the number of cardholders from October to November. He had a question about the data number of adult versus teen patron questions; and Mallory Untch stated the department is trying to streamline and improve the tracking of statistics.

Discussion was had regarding the exterior holiday lighting on the library building and its utilization for a variety of holidays including Hanukkah and other culturally diverse themes.

Larry Siegel is working with the lighting company to expose some of the lights that are hidden. Currently Larry is the only person trained on the app for controlling the lights; Manny Garza and Director Nance will be trained on the app.

Discussion was had of the door counter in the lobby, which counts the patrons as they enter the exterior doorway. Recently a battery in the counter device failed and missed counting some visitors; and Manny estimated the count based on historical data for the missed days.

Treasurer Olsen stated that at the November Friends meeting he was asked if he would serve as treasurer of the Friends organization. Ms. Nance and Attorney Ritzman reviewed the bylaws of both organizations and determined that a conflict is not in existence by Trustee Olsen serving on both the Library Board and the Friends Board as Treasurer if Trustee Olsen is elected. If no conflict exists, and if he is elected, Trustee Olsen will serve as the Friends' treasurer for a year.

REGULAR AGENDA

ACTION ITEMS:

1. Serving Our Public Standards Chapter Review/Per Capita Application: Director Nance stated Phyllis, Sonya Skibicki, and Mallory Untch worked on the Collection Development Policy, and

Manny Garza looked at the Internet Policy.

Trustee Bucaro moved to approve the Per Capita Application; seconded by Trustee Boyer. Discussion was had regarding the language in the Collection Development Policy.

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

2. Internet Policy: Director Nance stated there's only one change to the Internet Policy, which was last revised in 2014. A schedule will be established to review the policy every two years. The only addition to this revision is including the word "ads" should be added after the word "pornography" in the third paragraph.

Trustee Sias moved to add the word "ads" after the word "pornography";

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

3. Collection Development Policy: Department managers have reviewed the Collection Development Policy. This policy will be reviewed on a more regulated schedule. The policy has been marked up with the proposed additions and cross-outs.

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

4. Committees on Local Governmental Efficiency: Trustee Barry moved to table this matter until January. This is an unfunded mandate, and the Library has time to review it. The document asks the Library Board to submit information to the County Board; and because the Library provides information on a regular basis to the State Library, Trustee Barry sent an inquiry to the State Library director with some questions regarding the process. Seconded by Trustee Deyne.

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

5. Collecting Information About Vendors (Memo from Library Attorney Roger Ritzman): Trustee Olsen had requested this topic be placed on the December board meeting agenda. Trustee Olsen stated that while the Library is not required under Illinois law to collect or provide this information, he thinks in the interest

of open government that the Library should make every possible effort to collect data that is indicative of what the Library, as a governmental agency, is doing, how it is spending its funds, and list the firms that it is doing business with. Trustee Olsen asked that staff at the Library be directed to start collecting this information and publish it. He would ask that the Board direct the Library staff to start accumulating this information and to make it available.

President Hopkins asked for a second to the motion. There being no second to the motion, the motion failed.

6. Designation of 2 Trustees to review the past 6 months of Library Board Meetings (Hopkins/Barry): This information was provided for information purposes only.

DISCUSSION ITEMS:

1. Story Walk Partnership with Bartlett Park District and Boy Scout Matt Luczak: This item was discussed immediately after the approval of the Consent Agenda on Page 2.

2. The Parking Lot Electrical Wiring/Green Bee Update: Staff reached out to Evans & Sons to ask if they have any parking lot electrical wiring drawings; they do not. No drawings were found by the staff of pre-project parking lot electrical wiring.

Trustee Olsen asked the staff to contact Associated Electrical because he believes that firm did some of the wiring work. Director Nance is waiting to hear back from Associated Electrical.

The Library received an audit from Green Bee, who did the work that Trustee Olsen had questioned the amount of payments and whether or not there was an overpayment. Larry Siegel and Director Nance will arrange a call with Green Bee to review an accounting of payments; and Director Nance hopes to have more information at the January Board Meeting.

3. IMRF Fund Rate for 2023: Director Nance informed the Board that the IMRF rate went down from last year.

4. Capital Needs Cash Flow Projection Spreadsheets: Larry Siegel and Director Nance worked for a number of hours breaking out the capital needs assessments into a number of separate spreadsheets. They would like to meet with Trustee Olsen to discuss what

Trustee Olsen is looking for in total cost projections for next the 20 to 40 years, and receive some guidance.

Trustee Olsen stated his intent is to develop a cash flow projection that will demonstrate whether the Library will generate sufficient cash flow from its tax collections to be able to meet its capital needs. Trustee Olsen stated he does not believe the cash flow will be sufficient; and if not, the board will need to think about how it is going to address the maintenance of the building.

Trustee Barry stated he would appreciate the board being provided the spreadsheets well in advance of the meeting so the trustees can study them before having a discussion on the data.

5. EDI (Equality Diversity, and Inclusion): Trustee Olsen requested this item be on the agenda. Trustee Olsen said he feels very strongly that the Library does not have a clear picture of what its status is as far as equity, diversity, and inclusion. He has attended the last two ILA conferences, and he has learned that the Bartlett community is fairly culturally diverse, with almost 35% of the population being nonCaucasian; that is, identified as other cultures and other ethnicities.

Trustee Olsen believes the Library has a responsibility to address that diversity in its collection and programming. Trustee Barry stated that ILAC has formed a committee on this topic. Discussion was had regarding inviting someone to provide a presentation on equity, diversity, and inclusion to the Bartlett Library Board.

DIRECTORS REPORT - INFORMATIONAL ONLY

1. Merry and Bright Celebration
2. Friends Update
3. Foundation Update

Discussion was had regarding staff members having provided detailed plans for their departments and budget planning in advance of their being out of the building on leave.

Director Nance stated that with regard to the Library's investment plans, some paperwork did not get uploaded to the bank. The information is being updated, and Director Nance hopes to visit the bank within the week to get the wire transfer in place.

NEW BUSINESS:

Aiden Marhofke reported meeting with the new teen librarian, Anastasiya. Programming for young teens in the community was discussed during the last advisory group, including programs combining older teens with younger middle schoolers to get them ready for future programming for teens.

TOWN HALL: None.

ADJOURNMENT: Trustee Boyer moved to adjourn at 7:55 p.m.; seconded by Trustee Barry. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Meeting adjourned.