

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
MONDAY, FEBRUARY 20, 2023
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-Secretary Pro Tem Peggy Deyne; Treasurer Joe Olsen; Monica Boyer, Dave Barry, and John Sias, Trustees. Absent: Peggy Bucaro.

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

PUBLIC PRESENT: Aiden Marhofke, Teen Advisory Representative; Lynn DeSmidt, Patron.

TOWN HALL: Patron Lynn DeSmidt referenced her comments included in the January 2023 Board Meeting Minutes at Page 12, and asked to include the word "suggested" before "...library contacting the patron by email or phone to remind them that the book is late and is on a wait list for other patrons to check it out."

Ms. DeSmidt shared information she learned when attending the October 2022 ILA conference:

A company called Epilog Laser sells for \$10,000 a laser engraving machine that can engrave wood, metal, or plastic;

One of the libraries shared a marketing tool called Library Road Trip, which is a passport that patrons can bring to local libraries and have the passport stamped, and then the patron can enter a drawing at their library;

A gentleman who provides "Discover Science" programs described how he creates projects for students to advance their science skills, and the programs are geared for students from kindergarten through 8th grade;

Libraries are updating their look at the entrance so that patrons encounter a display focused on a current event, celebration, holiday, or topic of interest, e.g. Sherlock Holmes display, when

entering the library (where the present video display is located).

CONSENT AGENDA:

1. Items to be included in Consent Agenda:
 - a. Minutes from the January 16, 2023 Regular Board Meeting
 - b. Approval of the Bill List: February 20, 2023
 - c. Approval of Transfer of Funds: February 20, 2023 (\$185,000)
 - d. Approval of January 31, 2023 Financial Report
 - e. Designation of Two Trustees for March Monthly Bill Approval (Olsen, Deyne)
 - f. Travel Reimbursement Approval (None)
2. Consideration of items withheld for separate action: Trustee Deyne asked to remove 1a, the Minutes from the January 16, 2023 meeting. Trustee Olsen asked clarification on Item 1e because for two months in a row Trustee Deyne was listed as doing the bill review. Director Wessel stated the review should indicate Trustee Bucaro rather than Trustee Deyne because the two trustees traded their respective turns to review the bills.

- Item 1a, Page 8, Paragraph 4, states "Trustee Bucaro stated she has experience with Jamie Wilkey through her work with the township..." should be changed to "Trustee Deyne stated..." Trustee Bucaro and Trustee Deyne will work on clearly identifying themselves for the record.

- Page 8, Paragraph 2, second line should read "...how hands-on in the process Mr. Tracy is."

- Page 10, Paragraph 7, first sentence should read, in part, "...working with members of the Teen Advisory group..."

Trustee Deyne moved to approve Item 1a as amended; seconded by Trustee Olsen.

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

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

CORRESPONDENCE: The library received two thank-you letters from the Police Department expressing appreciation for library staff assisting the Department by allowing the officers to review the Library's camera footage in the Department's efforts to locate a missing 14-year-old young person.

REPORTS, QUESTIONS, AND ANSWERS:

Trustee Olsen stated that, in reviewing the financial statements, he noticed that the Library has not yet received any developer funds this year. At this time last year the Library had received developer funds; and Trustee Olsen is wondering if the Library can anticipate some developer funds. Director Wessel will contact the Village to inquire.

Trustee Olsen noted that the Library has received its second installment of the property tax payments, and the amount is down \$18,000 from last year, and approximately \$53,000 below budget. Trustee Olsen asked if the Library has a final number from Cook County in terms of what the tax figures were as billed for the District. Director Wessel will contact Cook County to inquire.

Discussion was had regarding the timeline of the internal lighting project. Director Wessel stated she and Mr. Siegel met with project engineer John Shales and another engineer on February 20, 2023, and they have a quote for the Library with the most economical and feasible direction that they are recommending.

The project engineer was asked to provide an alternative quote with replacing the upstairs lights. They anticipate getting that to the Board a week before the March Regular Meeting. The quote will be on the agenda for approval at the March meeting, and the project will go out to bid the day after the board meeting. The bids will be due in April for final selection and approval, and the project would start late April and be performed in May and June.

Trustee Olsen stated he was very impressed with the attendance numbers for adult programming in January; however, the Illinois Library Presents programs have had an attendance of only between two to four persons the last few times they were offered. Director Wessel stated that staff is aware of the low numbers for the Illinois Library Presents programs.

Trustee Olsen stated that the Library's balance sheet in the board packet shows approximately \$2.75 million for the acquisition of different securities, and it shows the fees that were paid for acquisition of the securities as a deduction from the fund balance rather than part of the entire investment. Most

of the investments show a return of between 4% and 59%.

TEEN ADVISORY REPRESENTATIVE: Teen Representative Aiden Marhofke stated the teen librarian has asked teens for more input on future teen programs. The group is going to offer Create and Game Night programs to be held monthly for one hour in the library's teen space. Attendance remains relatively low.

Additional opportunities for teen volunteer hours are available for teens already registered in the program. Story Walk Bartlett, where pages of books will be posted along the walking trails, will promote exercise as well as literacy in the community.

REGULAR AGENDA

ACTION ITEMS:

1. Restructuring of the Loan Periods, Renewals, and Fines Policy: Director Wessel stated the management team met and had discussions about going fine-free and how it might impact how books are returned. They looked at what other libraries are doing, but no conclusive data is available because the libraries are not tracking the information.

The management team communicated with the front-desk staff; and Director Wessel believes that staff as a group is not ready to move forward to going fine-free. Staff came up with a compromise to the current loan and fine policy which includes lowering the cap in accumulated fines to \$15; and staff is working on notifications to remind patrons when others are waiting for the loan items to be returned. The staff recommendation is not to go fine-free at this time.

Trustee Olsen moved to approve the Loan Periods, Renewals and Fines Policy; seconded by Trustee Deyne.

Discussion was had regarding patrons being allowed to put charges for photocopying and faxing on their library cards, to be paid the next time the patron returns to the library.

The changes to the policy will take effect in April, and staff will have statistics available on the new policy one year after its implementation. Trustee Sias stated he is comfortable following the guidance of staff and their recommendation. Roll Call Vote - Yes: Deyne, Hopkins, Olsen, Sias. No: Barry, Boyer. Absent: Bucaro. Motion carried.

2. Going Fine Free: See Item 1 above.

Trustee Barry stated he voted no because he believes the fine-free policy is the way that libraries are trending. Trustee Boyer read a report from Syracuse University which indicates that 95% of materials are returned within a week of their due date; and that library fines do not teach civic responsibility. Seventy five percent of her library's materials are acquired through the Baker & Taylor leasing program.

3. Committee of the Whole (Audit Meeting): Trustee Olsen asked this item to be on the agenda and requested the following changes to the Committee of the Whole Meeting Minutes of October 17, 2022:

- Page 1 under Agenda, Line 2 should read "Anthony Cervini provided the trustees two audit documents."
- The third paragraph, second sentence should begin "The general fund..."
- Page 2, third paragraph, second line should read "...approximately 101 percent funded."

Trustee Olsen moved to make these changes to the Committee of the Whole Meeting Minutes; seconded by Trustee Deyne.

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

4. Director's Evaluation Special Board Meeting (Monday, March 6, 2023 at 7:00 p.m.): Director Wessel stated the board typically holds the director's evaluation meeting on a separate evening. She proposes March 6, 2023 at 7:00 p.m.

Trustee Barry moved to schedule the director's evaluation at a Special Board Meeting on Monday, March 6, 2023 at 7:00 p.m.; seconded by Trustee Sias.

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

President Hopkins is awaiting the evaluation documents from a couple of the trustees and asked if they would please provide those by the end of the week.

DISCUSSION ITEMS:

1. 2022-2023 Budget Process: This agenda item should be corrected to read "2023-2024 Budget Process."

Director Wessel has met with all of the library managers over the

last few weeks and briefly discussed budget numbers. Staff are waiting to find out the cost of the internal lighting project. Ms. Wessel's next step is to work on the format of the budget. She will contact Cook County to ask them about the tax receipts being low. Health insurance and liability insurance numbers also need to be gathered.

2. Email Communication to Personal Emails: Director Wessel spoke with the Library's attorney regarding email communications via personal emails. The attorney stated that using a personal email account is not in violation of the Open Meetings Act, but that the trustees should be made aware that when they use their personal email accounts for library-related communications, their device can be made the subject of a FOIA request.

3. Open Meetings Act Closed Meeting Minutes: Director Wessel contacted the Library's attorney to determine how the Library can improve on the process of approving executive session minutes.

Discussion was had regarding creating more detailed minutes of executive sessions without revealing any private information, that the executive session tapes are to be retained for a period of 18 months, and that the board needs to balance the laws and regulations that affect the library against the laws regarding executive session minutes.

Director Wessel will consult the Library's attorney on how long to maintain the tapes of board meetings. Director Wessel suggested providing trustees the Minutes of Executive Session at the board meeting for them to initial.

4. President and Trustee Reports: A trustee recommended to Director Wessel, in an effort to reduce the length of the meeting minutes, that trustees who would like to make a report longer than a few sentences be asked to forward an email to Director Wessel in advance of the board meeting so that such reports can be included in the board packet. Any discussion regarding the report topic can be addressed during the President and Trustee Reports at the beginning of the agenda. This will give all of the trustees time to read through the more lengthy reports, and the Director can gather answers to questions in advance of the board meeting.

These reports should be provided to Director Wessel by the second Monday of the month. The consensus of the Board was to move

forward with this request.

DIRECTORS REPORT - INFORMATIONAL ONLY

1. Illinois Library Association Trustee Forum Training Sessions
2. Trustee Training: May 20, 2023, 9:00 am to 12:00 pm
3. Strategic Planning Update
4. Staff In-Service Day
5. Decennial Committees on Local Government Efficiency:
Discussion was had regarding the logistics of fulfilling the requirements of the State of Illinois Decennial Committee on Local Government Efficiency. Two members of the public are to be appointed to the committee.

The Park District suggested waiting until after the April election when more information should be available. Local libraries are waiting for a template from RAILS. Director Wessel asked the trustees to forward her names of individuals who may be interested in serving on the committee so she can contact them. Then at the March board meeting the board can schedule interviews of candidates.

Trustee Barry reached out to DuPage County on this topic and has not heard anything back. Director Wessel reached out to the library's attorney and is awaiting information from the law firm. Director Wessel will market and publicize for the positions in the Examiner, on the Library's website, and with signs in the library.

President Hopkins knows of a woman who is presenting at meetings on this topic; and she will provide the name to Director Wessel.

A meeting will be scheduled in April before the April board meeting to interview applicants for the committee.

6. LACONI Trustee Banquet, May 19, 2023, 6:00 pm to 11:00 pm
7. Library Legislative Meet-Ups
8. Secretary of State Comprehensive Transition Team Report
9. Insurance Appraisal
10. FOIA/OMA Training
11. RAILS Certification
12. (No item listed)
13. Internal Lighting Projects
14. Major Vendor Contract List
15. Friends Update
16. Foundation Update

Director Wessel is attending a director's retreat, being put on by Atlas. Several directors are getting together for training and networking; and it will be a opportunity for her to speak with other directors about issues that she faces as a director, and for her to share her expertise with other directors as well.

NEW BUSINESS: None.

TOWN HALL: None.

ADJOURNMENT: Trustee Deyne moved to adjourn at 8:11 p.m.; seconded by Trustee Barry.

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