

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
MONDAY, MARCH 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 Peggy Deyne; Treasurer Joe Olsen; Secretary Peggy Bucaro; Monica Boyer, Dave Barry, and John Sias, Trustees.

STAFF PRESENT: Director Karolyn Wessel; 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; John Shales, Shales McNutt Construction Services.

TOWN HALL: Lynn DeSmidt recently attended two chamber events and spoke with a group of men who stated they wished they had a chess club for men at the library. Ms. DeSmidt stated she would like the library to consider allocating more money for technology in the budget.

CONSENT AGENDA:

1. Items to be included in Consent Agenda:
 - a. Minutes from the February 20, 2023 Regular Board Meeting
 - b. Minutes from the March 6, 2023 Special Board Meeting
 - c. Approval of Bill List: March 21, 2023
 - d. Approval of the Transfer of Funds: March 20, 2023 (\$190,000)
 - e. Approval of January 31, 2021 Financial Report
 - f. Designation of Two Trustees for April Monthly Bill Approval (Olsen, Sias)
 - g. Travel Reimbursement Approval (None)

2. Consideration of items withheld for separate action:

Mr. Olsen requested to remove Item 1a, Minutes from the February 20, 2023 Regular Board Meeting; Item 1b, Minutes from the March 6, 2023 Special Board Meeting; and Item 1e, approval of January

31, 2021 Financial Report.

- Item 1a, Page 5, Trustee Olsen stated Discussion Item 1 should say "2022-2023 Budget Process" because the discussion included correcting this date.

- Item 1b, the Roll Call Vote on Adjournment lists Trustee Barry's name twice.

- 1b, Page 2, first paragraph lists Trustee Barry as Trustee Darge Barry. The "Darge" needs to be removed.

- Item 1e, the date of the Financial Report for review should be corrected to read February 28, 2023.

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

Trustee Olsen moved to approve Item 1b as amended; seconded by Trustee Bucaro. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

Trustee Olsen moved to approve Item 1e as amended; seconded by Trustee Boyer. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Olsen, Hopkins, Sias. Motion carried.

3. Consent Agenda Approval (Roll Call Vote): Trustee Bucaro moved to approve the Consent Agenda minus items 1a, 1b, and 1e; seconded by Trustee Barry.

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

CORRESPONDENCE: None.

REPORTS, QUESTIONS, AND ANSWERS:

Director Wessel stated a memo was received from DuPage County regarding the taxes from the County to the Library.

- Trustee Barry stated, with respect to the deputy director position, he thinks that the Library should include the management team in the search and include the management team during the hiring process for the deputy director. Director Wessel stated that HR plays a key role in hiring for open positions.

- Mr. Olsen asked whether the Library heard back from Cook County in regards to the taxes for the current year, the dollar amount that they actually invoiced to residents. Director Wessel stated the Library came across a new number related to Cook County. She

reached out to the Library's accountant, and he sent Ms. Wessel an email; but she forgot to forward it to Mr. Olsen. She told Mr. Olsen that she would forward it to him the next day. Mr. Olsen noted the statistics for the Illinois Libraries Present Program only had one person in attendance from the Bartlett Library in February. He calculated that at this rate the cost per Bartlett Library patron who attends the program is about \$60. Mr. Olsen believes the Library should consider increasing the in-house programming.

The Library had it's largest increase in cardholders in some time from January to February. Discussion was had regarding the salary rates for Director Wessel and the previous director, Todd Morning. Director Morning's salary was \$92,520 at the time that he left the Library; and Director Wessel started at \$95,500.

Trustee Barry stated that when he came on the board in 2013, it was his understanding at that time that the previous director was making much more money than was disclosed. The last three years or so, our director has been working without a deputy director. Trustee Olsen stated he thinks it is important to have the salary amounts in the public record.

Trustee Boyer thanked the Youth Services Department who put on a program which had to do with diversity and inclusion, and which included a Polish story board. Director Wessel stated it was a Polish multicultural program. Future programming will tie in story time with other languages prevalent in the community. Trustee Boyer supported obtaining staff buy-in into a search for a candidate to fill the Deputy Director position.

TEEN ADVISORY REPRESENTATIVE: Teen Representative Aiden Marhofke reported on the Teen Advisory Council. Teens participated in assembling seed packets at the Library for Earth Day and discussed the kickoff of this year's summer reading program. The Create and Chat will be held as one-hour programs to be held in the Library's teen space. Each of these programs in February had one additional teen attending. Several new one-time teen programs have been planned and added to the Library's spring schedule. Teen volunteers will be assisting with the story walk to earn additional volunteer hours.

REGULAR AGENDA

ACTION ITEMS:

1. Internal Lighting Project Update: John Shales reported on the

status of the bid process. Shales McNutt Construction Services put together the bid documents for taking the project out to bid, as early March 24, 2023, if Board would like to do that. Discussion was had regarding the light fixtures. Trustee Olsen asked a few questions regarding the bid documents. The bid document as published cites Lake County prevailing wages; and Mr. Olsen is concerned about the accuracy of the documentation when it does not include the right county name. Mr. Shales stated that item has been corrected.

The Library's facilities manager heard back from Shales McNutt Construction Services, and Philips Lighting is listed as the preferred LED manufacturer in the bid specifications for the reliability of the product and their warranty.

About two thirds of the bid cost will cover the labor side of the equation, and approximately one third of the cost will be attributable to the Philips LED bulbs. Mr. Shales stated if the board approves the bid to be distributed, the company will provide the bid results to the board at its April meeting.

Trustee Barry moved to approve the bid documents; seconded by Trustee Sias.

Discussion was had regarding the location of the areas in the Library the lighting project will be addressing. One or two cases of additional bulbs and drivers for every fixture that is being installed will be stored onsite at the Library for replacement purposes. The contractor will be able to complete their work more quickly if they can commit to providing a five-person crew. The bids are expected to come back in at approximately \$400,000 to \$450,000.

Once Shales receives the completed bids, the company will call the contractors' client references and bank references, as well as their bonding companies. Any applicable ComEd rebates will be received through the contractor.

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

2. Strategic Plan: Sonya Skibicki provided the Board a presentation on the strategic plan. The final strategic plan includes the following points: A reading challenge log and a monthly calendar was added to the newsletter; a story walk was completed in December 2022; the Adult Services manager has been

invited to join a group of representatives from senior facilities in the community to learn about what they currently have to offer the community and conversations about what they could be offering as well; the Youth Services manager has worked with the Lions Club with preschool and childcare; outreach was scheduled for the event Books & Badges with the police and fire services.

Homebound delivery services are planned; and the Adult Services manager has started attending Educational Pathways, a group of local schools and community college districts, and other educational organizations in the area, which provides services and programs to students in U46.

Updating the security cameras is part of the strategic plan, and a security camera policy will be completed. Exterior decorative lights were installed in early December 2022 for various events and holidays.

Lifelong learning will be promoted, and the library completed a library-wide winter reading challenge. The library will expand the language collection with world languages, and continue to host more nontraditional programming.

The Library completed the Electronic Data Interchange for patrons and adding to the AV collection. Adult Services is hosting more technology classes. The plan includes improving statistics tracking across all departments.

Trustee Barry stated he would like to thank the staff very much for their work that they've put into the strategic plan. The strategic plan will be implemented over a number of years. President Hopkins stated she also wanted to say thank you to the staff.

Trustee Bucaro moved to approve the updates to the Strategic Plan; seconded by Trustee Sias.

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

3. Larry Siegel met with Abbott and received an annual quote from them for lawn care. The facilities manager and the director have been pleased with Abbott's services; the company has been very responsive to the Library in terms of staff requests. The company increased their price by \$500. Staff are recommending that the Library renew the contract with Abbott.

Trustee Barry moved to approve the lawn care contract with Abbott; seconded by Trustee Deyne. Discussion was had regarding the price increase; and Mr. Olsen asked if staff explored any other potential contractors. Director Wessel stated staff did not ask the company for a discount because the Library not sure how it is going to proceed with the snow plowing contract.

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

4. The ThermFlo contract increased from \$2,011 up to \$2,217. The straight time stayed the same; overtime rate stayed the same; the double time rate increased to \$312. Larry Siegel and Director Wessel recommend approving the contract with ThermFlo.

Trustee Barry moved to approve the contract; seconded by Trustee Bucaro. Mr. Olsen stated he thinks a 10.2% increase is unreasonable.

Mr. Olsen mentioned the invoice from ThermFlo for \$460.50, for services that Mr. Olsen believes were unnecessary. He would like to have staff document the procedures and note that these services are not needed to inspect the elevator as the elevator is not connected to the generator.

Discussion was had regarding the charges ThermFlo bills the Library for driving onsite: \$165 for transportation for their truck, and an additional \$33 for fuel charges.

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

DISCUSSION ITEMS:

1. Little Free Library: Trustee Olsen requested that this item be on the agenda for discussion. Discussion was had regarding the Little Free Library in front of Trustee Sias's business, which had been damaged and vandalized. Director Wessel acted proactively on behalf of the community and had work done to the Little Free Library for a cost of \$53.

The Friends tabled addressing the cost of the repair of the Little Free Library due to concerns from Trustee Olsen that this work may present a possible conflict of interest. Trustee Sias is willing to pay the cost of the repair which been performed.

Discussion was had regarding the Friends assisting with the cost to repair the Little Free Library, to research a possible new location for the Little Free Library, and the possibility of the Little Free Library Organization arranging a plaque to be put on the Little Free Library.

Trustee Barry stated he had an opportunity to review the statute of conflict of interest and also had an opportunity to read some case law on the topic. The Courts have ruled that an allegation can be made that someone had a conflict of interest, but it is not the Court's place to go look for that benefit. The person making that allegation has the burden of proof to provide what particular conflict was made.

Trustee Sias was thanked for helping to provide the information to the residents of Bartlett. Trustee Bucaro stated she thinks it was very generous of Trustee Sias to offer the Little Free Library to the Friends, because it saves them money. Trustee Sias stated the Little Free Library was built as a project of an Eagle Scout in town.

The president of the Friends of the Library for Bartlett Public Library asked who would be considered the owner or the representative of this particular Little Free Library. If Mr. Sias maintains control over the Little Free Library, the Friends would not pay for any of the repairs. The next Friends meeting will be held in May 2023. If the Little Free Library is donated to the Friends, they would find a location, they would maintain it, and they would register it with the Little Free Library organization.

Discussion was had regarding the Little Free Library locations in the community being attributed to the Bartlett Public Library as far as the public and taxpayers understand it's maintenance of the locations. Trustee Bucaro stated she does not agree with Trustee Olsen saying the placement of this Little Free Library and its repair not looking good to the taxpayers.

2. 2023-2024 Budget Process: Director Wessel received the numbers from DuPage County, verifying the levy amounts, The Library is on track for preparing the first budget draft in April. Trustee Bucaro stated at the Friends meeting that the Alamo presentation put on by Bill Perry was outstanding.

Town Hall: Lynn DeSmidt stated that Friends is deciding where the

Little Free Library could be installed and looking to provide guidance to people if they're interested in creating a Little Free Library. Ms. DeSmidt provided information regarding libraries that are updating their look at the entrance, that patrons can encounter a display on a topic of interest or holiday events.

DIRECTORS REPORT - INFORMATIONAL ONLY

1. Chronology for Annual Financial Ordinances
2. Statement of Economic Interest Forms
3. Breakfast with the Villages of Bartlett and Hanover Park
4. Summer Reading Update
5. Friends Update
6. Foundation Update

TOWN HALL: None.

ADJOURNMENT: Trustee Barry moved to adjourn; seconded by Trustee Deyne. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Olsen, Hopkins, Sias. At 8:25 p.m.