

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
MONDAY, APRIL 17, 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; Dave Barry, and John Sias, Trustees. Absent: Boyer

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: Marianne Kingsmill -- a 27-year resident of Bartlett and a 9-year employee of the Bartlett Library -- listened to the March 6 Board of Trustees Meeting recording, and in particular the portion regarding the director's evaluation and the hiring of a deputy director. Ms. Kingsmill stated the recording indicates that the deputy director position would be filled by someone with HR management experience and business experience; that Director Wessel recommended the responsibilities of the new position would be HR, tech, IT, internal aspects, and the foundation; and that the director would oversee marketing, maintenance, finance, and outreach.

Ms. Kingsmill stated the Library already has an employee who has been acting as a deputy director; and she asked if director responsibilities were taken away from the director, would the board reevaluate the director's salary? If the director's salary were not reduced by the reassignment of some responsibilities to a deputy director, Ms. Kingsmill's opinion is that a lack of salary reduction would not be fiscally responsible.

Ms. Kingsmill further stated that five out of the six present

board members granted Director Wessel 10 additional personal days, on top of 25 vacation days, 12 sick days, and 4 personal days that were already issued; and that Library policy states that all vacation and personal time must be used before an employee may apply for an unpaid general leave of absence. Ms. Kingsmill also stated that the Library has no policy that considers the director different from any other employee.

Eric Shipman, a resident of Bartlett for more than 29 years, a long-time library cardholder, and a past Bartlett Library trustee, spoke to recognize President Hopkins for her service to the Bartlett Public Library. He stated that Heidi Hopkins has served the Bartlett taxpayers honorably and in a wonderful way for 12 years; and he noted that Trustee Hopkins has expressed the importance hiring good staff, to listen to what they have to say, and to be fiscally conservative.

CONSENT AGENDA:

1. Items to be included in Consent Agenda:
 - a. Minutes from the March 20, 2023 Special Board Meeting
 - b. Minutes from the April 6, 2023 Special Board Meeting
 - c. No item listed
 - d. Approval of Bill List: April 17, 2023
 - e. Approval of Transfer of Funds: April 17, 2023 (\$185,000)
 - f. Transfer of \$250,000 from the Now Account to the General Fund Schwab Account
 - g. Approval of March 31, 2023 Financial Report
 - h. Designation of Two Trustees for May Monthly Bill Approval (Olsen, Barry)
 - i. Travel Reimbursement Approval (None)
 - j. Consideration of item(s) withheld for separate action (If Any): Trustee Bucaro requested to remove Item 1b. Trustee Bucaro stated on Page 3, the middle of the page, the dollar amount should be \$150,000, not \$105,000. Trustee Bucaro moved to approve Item 1b as amended; seconded by Trustee Deyne.
Roll Call Vote - Yes: Barry, Bucaro, Deyne, Hopkins, Olsen, Sias. Absent: Boyer. Motion carried.
 - k. Consent Agenda Approval (Roll Call Vote): Trustee Barry moved to approve the Consent Agenda minus Item 1b; seconded by Trustee Olsen.
Roll Call Vote - Yes: Barry, Bucaro, Deyne, Hopkins, Olsen, Sias. Absent: Boyer. Motion carried.

CORRESPONDENCE: None.

REPORTS, QUESTIONS, AND ANSWERS:

Trustee Olsen made the following comments:

- He is pleased to see that the Library had 96 more cardholders added in March; however, 70 people chose not to renew. Trustee Olsen would like to see the Library asking patrons why they aren't renewing their library cards.
- He was pleased to see that the Library had an increase in the number of Wi-Fi sessions, which was double any period in the first half of the current fiscal year. A strong upward trend has been seen beginning January 2023.
- Trustee Olsen would like to have further information on two items in the Facility Manager's report regarding researching a bicycle repair station along the new bike path -- where that might be located, and if it's identified as being provided by the library.
- Regarding researching HVAC maintenance companies to get price proposals for preventative maintenance inspection, Trustee Olsen would like the Library to investigate prices and request proposals through a bidding process.
- Trustee Olsen would like to see the Youth Services department engage in more outreach to the elementary schools, as was done prior to the pandemic.

TEEN ADVISORY REPRESENTATIVE: Aiden Marhofke reported the Teen Advisory Group has been continuing as a monthly program in which teens are given the opportunity to earn volunteer hours in addition to seasonal volunteer sessions.

In March teens participated in making motivational cards for hospitalized children; the cards were hand-delivered to the children. Several attendees have been participating in TAG on a regular basis. Game Night and Create and Chat are being held for one hour a month in the Library's teen space; only one teen attendee was present for each of these programs. The teen space is used frequently for studying.

Aiden indicated that teens are encouraged to attend the teen programming as well as to sign up for a library card.

REGULAR AGENDA

ACTION ITEMS:

1. Internal Lighting Project Bid Proposal: John Shales spoke to the bids the Library received for the lighting project. Eight bids were received, with cost quotes from \$53,000 up to just

under \$400,000. SMC Construction Services did a thorough review of the low bidder, Twin Supplies, and the second place bidder, Prospect Electric, including checking their insurance and references of their bank, their suppliers, and their board reference. Twin Supplies has worked with the Bartlett Park District, School District U46, and the Palatine Library.

No concerns were found; and the three municipal clients were very pleased with their service. Mr. Shales, Director Wessel, and Facilities Manager Siegel believe the low bidder has the correct scope of work for the bid documents. The Library consulted with the Library's attorney, went through all the details, and found no reason to not award the contract to Twin Supplies.

Mr. Olsen moved to approve the bid from Twin Supplies in the amount of \$53,684.60; seconded by Trustee Barry.

The SMC Facility Needs Assessment listed electrical work at \$400,000 over the course of two years for anticipated replacement of all fixtures throughout the building, which would require new controls as well. Subsequently it was decided to just rebulb the existing fixtures and install drivers and replacement kits.
Roll Call Vote - Yes: Barry, Bucaro, Deyne, Hopkins, Olsen, Sias.
Absent: Boyer. Motion carried.

2. Resolution Honoring President Heidi Hopkins for her Years of Service, 4172301: Director Wessel read a resolution into the record in recognition of Trustee Heidi Hopkins' service on the board. Trustee Barry moved to adopt the resolution as read; seconded by Trustee Bucaro.
Roll Call Vote - Yes: Barry, Bucaro, Deyne, Hopkins, Olsen, Sias.
Absent: Boyer. Motion carried.

Trustee Barry moved to recess the meeting for a short celebration of President Hopkins' service; seconded by Trustee Bucaro.
Roll Call Vote - Yes: Barry, Bucaro, Deyne, Hopkins, Olsen, Sias.
Absent: Boyer. Motion carried.

Return to open session at 7:40 p.m.

3. Appoint Residents to the Decennial Committee on Local Government Efficiency Act: Director Wessel identified the two resident members of the Decennial Committee: Stephanie Hopkins, who is an avid user of the library, has suggested a variety of different programs that the Library has then offered, and has had

discussions with the director on collection development; and Aiden, who is the teen representative, is very involved in the Library Friends group, has been an avid library user since childhood, and his major passion and one of his career goals is to become a librarian.

Trustee Sias moved to appoint Stephanie Hopkins and Aiden Marhofke to the Decennial Committee; seconded by Trustee Barry. Roll Call Vote - Yes: Barry, Bucaro, Deyne, Hopkins, Olsen, Sias. Absent: Boyer. Motion carried.

4. Set the Date for First Meeting of the Decennial Committee on Local Government Efficiency Act: The meeting will be scheduled for Monday, May 8, 2023, at 7:00 p.m. Trustee Olsen asked if the meeting will be accessible for a trustee to attend remotely by phone due to a health issue. Director Wessel will check the Library's policy to make sure.

The meeting will be posted as an open meeting because all of the board members are committee members.

Trustee Sias moved that the first Decennial Committee meeting be scheduled for Monday, May 8, 2023, at 7:00 p.m.; seconded by Trustee Barry. Roll Call Vote - Yes: Barry, Bucaro, Deyne, Hopkins, Olsen, Sias. Absent: Boyer. Motion carried.

5. Budget Draft 1 2023-2024: Director Wessel sent out in the packets an in-depth description of each line item. Trustee Olsen stated he had met with Director Wessel and Trustee Deyne to look at the draft budget, and they made some minor adjustments.

Trustee Olsen believes a couple adjustments should be considered: One, given the fact that the lighting project will likely be completed by the beginning of the fiscal year, he recommends the electric cost be reduced by 10%; and two, he did not see clearly outlined in the budget, other than a nonspecific \$25,000 line item, costs to effect the strategic plan.

Director Wessel stated this is the first draft of the budget, and the next step would be to have conversations about the strategic plan and goals. Trustee Barry stated he would like to see how the electric numbers come in before reducing the line by 10%. Trustee Barry moved to adopt the first budget draft 2023 to 2024, knowing that this is a work in progress; seconded by Trustee

Deyne.

Trustee Olsen proposed a second version of the budget to account for funds that the Library has received from the Counties approximately every third year as they do their trueing up of tax collection and division between Cook and DuPage County, in the past resulting in an additional sum of \$66,000. Trustee Olsen proposed that that money be spent for Makerspace, a 3D printer, laser printer, and a Cricut machine.

Discussion was had that approval of the budget draft 1 is before the the board at this time, and that Trustee Olsen's proposal could be considered at the time draft 2 is considered. Trustee Olsen moved to amend the budget for the inclusion of \$60,000 for Makerspace and the staffing related to that. Further discussion was had that the suggested revenues of \$66,000 are not guaranteed nor secured at this time. Trustee Olsen's amendatory motion failed for lack of a second.

Roll Call Vote to approve the first draft of the budget - Yes: Barry, Bucaro, Deyne, Hopkins, Sias. No: Olsen. Absent: Boyer. Motion carried.

DISCUSSION ITEMS:

1. Trustee Training 4/1/23 Recap: The trustee training was held April 1, 2023. Present from the Bartlett Library were Trustee Olsen, Trustee Bucaro, Trustee Deyne, and Director Wessel. Two key takeaways were making sure that the Library addresses the balances in Special Funds, and that the Library's greatest asset is its staff members.

2. Reserve Balance Policy for Committed Funds: Trustee Olsen stated he would like the board to discuss the idea of the Library setting a reserve balance for each of its funds other than the corporate fund that would limit the amount that would accumulate in those funds, and as a result the Library would have discretion and ability to move excess funds to the corporate fund for operating needs, programming, et cetera. Currently the Library has a policy for its reserve that requires up to 50% of the annual operating budget to be held in the funds, and he would like to suggest the board adopt a 25% limit for these funds.

Trustee Olsen will put some information together for the board members to review at the May meeting; and in June the board will consider amending the Library's fund balance policies in this

way. Discussion was had that the IMRF required balance may change based on filling the position of deputy director.

3. Committee of the Whole Meetings: Director Wessel stated that Trustee Olsen requested that this item be placed on the agenda for discussion.

Trustee Olsen stated that other public bodies, such as the city and many libraries, have formal committee of the whole meetings scheduled on the same day as their regular meetings in order to have discussion of items that are up for consideration and being proposed. The committee of the whole meetings are an opportunity for board members to learn and ask questions about a topic they are going to be asked to act on. Mr. Olsen would like the board to consider the usefulness of regularly holding committee of the whole meetings.

4. Breakfast with the Village of Bartlett and Hanover Park Recap: Mayor Rodney Craig from Hanover Park and President Wallace of the Bartlett Village Board spoke about what the municipalities have been working on and accomplishing. The meeting had a good turnout.

DIRECTORS REPORT - INFORMATIONAL ONLY

1. Reminder for Trustee Training, Saturday, May 20, 2023, 9:00 a.m. to 12:00 p.m.
2. Joint Taxing District Meeting, Thursday, April 27, 2023, 7:00 p.m., Bartlett Public Library
3. Friends Update
4. Foundation Update: A couple of events are coming up. The Dine to Donate event, June 13, 2023, at Pilot Pete's; Arts in Bartlett Author's Fair on June 10 and 11, 2023; and an author program at Bartlett Library with Author Renée Rosen, June 8, 2023.

NEW BUSINESS: None

TOWN HALL: Youth Services Manager, Phyllis Sadowski, made the following statements to the Board with reference to a comment that was made at the March Board Meeting after the summary of the strategic plan goals, which referred to the Adult Services Department as the primary movers and shakers at the Library:

The March board packet provided the statistics for February, which show that the Youth Services Department excels and attracts patrons to the library for programming. A majority of the

programs in Youth Services are homemade and not hired out; staff spend time working hard to make the programs engaging and fun.

The Circulation staff are the frontline to most patron interactions and work hard to accommodate our patrons. Technical Services Department works diligently to get materials processed in a timely fashion and to catalog in a way that makes materials easily accessible.

The Maintenance Department works hard to make sure the building is functioning and clean. IT has endless work updating and protecting our computer systems.

Trustee comments were made thanking the staff for the holiday lights display for the Easter holiday; and commended the staff for the Lego program.

Lynn DeSmidt stated she learned in the community that people are looking for a gaming room, a laser printer, and a 3D printer.

ADJOURNMENT: Trustee Barry moved to adjourn at 8:23 p.m.; seconded by Trustee Bucaro. Roll Call Vote - Yes: Barry, Bucaro, Deyne, Hopkins, Olsen, Sias, Absent: Boyer. Motion carried