

BARTLETT PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING MINUTES  
MONDAY, MAY 15, 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 Vice President Deyne.

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

STAFF PRESENT: Director Karolyn Wessel; IT Manager Manuel Garza; Technical Services Manager Sonya Skibicki, Facility Manager Larry Siegel, Business Office Specialist Marianne Kingsmill, Adult Services Manager Mallory Untch, Youth Services Manager Phyllis Sadowski.

PUBLIC PRESENT: Aiden Marhofke, Teen Advisory Representative; Lynn DeSmidt, Trustee-elect; Jim DeSmidt, Melanie Schelpfeffer, Danielle Burton, and Michael Burton.

TOWN HALL:

Danielle Burton, a resident of Bartlett, spoke regarding one of her children who attends public schools in Bartlett, has hearing loss, and is nonverbal. She stated it would be helpful for her child and other children and adults who are nonverbal to have access to an Augmentative and Alternative Communication device to use in the library. The Avaz picture-based communication and learning app is an example of an AAC solution.

CONSENT AGENDA:

1. Items to be included in Consent Agenda:
  - a. Minutes from the March 20, 2023 Regular Board Meeting
  - b. Minutes from the April 17, 2023 Regular Board Meeting,
  - c. Approval of Bill List: May 15, 2023
  - d. No item listed
  - e. Approval of Transfer of Funds: May 15, 2023 (\$255,000)
  - f. Approval of April 30, 2023 Financial Report
  - g. Designation of Two Trustees for June Monthly Bill Approval (Olsen, Boyer)
  - h. Travel Reimbursement Approval (Trustee Olsen/ALA

Conference/\$619.12)

i. Consideration of item(s) withheld for separate action: Trustee Olsen asked to remove Item 1a, March 20, 2023 Regular Board Meeting Minutes; and 1b, April 17 Regular Board Meeting Minutes.

-1a: March 20, 2023 Regular Board Meeting Minutes - Page 6, Paragraph 3, last line, change the word "Abbott" to "ThermFlo." Trustee Bucaro moved to approve the March 20, 2023 Board Meeting Minutes as amended; seconded by Trustee Sias.

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

-1b: April 17, 2023 Regular Board Meeting Minutes - Page 7, Director's Report, Item 4, the name of the event is "Dine to Donate."

Trustee Bucaro moved to approve the Minutes of the April 17, 2023 board meeting as amended; seconded by Trustee Boyer.

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

j. Consent Agenda Approval: Trustee Sias moved to approve the Consent Agenda minus Items 1a and 1b; seconded by Trustee Barry.

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

CORRESPONDENCE: The Library received from its attorney a memorandum about a Social Media and Censorship case that is going before the U.S. Supreme Court. Staff will monitor the case. The Secretary of State/State Librarian sent out a letter acknowledging the staff for National Library Week, and also discussed a couple key items in the State budget that Secretary Giannoulis is going to request.

TEEN ADVISORY REPRESENTATIVE: Aiden Marhofke reported several teens already present in the teen space joined this month's Create & Chat. The TAG was provided paper butterflies to decorate the teen space for spring.

The only other young person in addition to Aiden to attend this session was a college graduate who came to offer input on how teens might benefit from Makerspace at libraries.

Teens had the opportunity to volunteer at Comic Book Weekend on May 13-14, 2023. The unveiling of Boy Scout Matthew Zack's Story Walks Eagle Scout Project was held on April 29, 2023 at Leiseberg Park. The event was rained out and the only volunteer present was Aiden.

Summer teen volunteering has been planned; teens will be selecting time slots from the schedule on SignUp.com. They will volunteer a minimum of one hour per week this summer.

Teens have stated they have forgotten about programs they have wanted to attend, and staff are working on developing a reminder process with the hope of improving attendance numbers. Teens who attend programs will be surveyed via a short paper survey or by QR code on how they liked the program and what other programs they would like to see the TAG to schedule.

#### REPORTS, QUESTIONS, AND ANSWERS:

Trustee Barry will be attending the Illinois State Library Advisory Committee meeting on May 18, 2023 at which they will be discussing the budget. The State Library is looking to go out and purchase databases for libraries across the state of Illinois.

Vice President Deyne stated she wanted to address a few comments that have been directed at her during the last two months at the board meetings: First, she would like to point out that she doesn't have memory issues; she remembers what she said a year ago, and remembers what she said two months ago. President Deyne stated the trustees are responsible for helping to set up the Library to achieve, to grow, and to support the very talented staff at the library. The trustees feel that the director is entitled to be recognized as a leader of the library. It is the board's decision, if it sees fit, to increase the director's salary and benefits. If the board needs to create a policy that states the director is different from the other employees, then as ridiculous as that sounds, the board will create a policy.

Once the Library has filled the vacancies it has, an organizational chart will be displayed in a prominent place so that everyone understands who is responsible for what.

Vice President Deyne stated that the board does not expect to agree on everything, but it is the manner in which they discuss that does matter. Everyone is important; everyone has a voice; and everyone is entitled to their opinion; but the board will be the leaders in determining what is best for the Library, with everyone's input.

Vice President Deyne also stated no one should be concerned about speaking to any of the trustees. If a staff member has a gripe or a concern, they should not hesitate to contact the board. Vice

President Deyne knows that staff go to Karolyn first; but the trustees are here also to listen to what the staff complaints or their congratulations may be.

Trustee Olsen reviewed the monthly statistics and noticed that the Library had reported an increase of 148 new cardholders. However, on the schedule for March the number of cardholders was 8,846; and in April the number was 9,005, which is a difference of 159 patrons.

On the library statistics report, there is a grouping called "monthly program attendance." Trustee Olsen suggested that the heading be changed to "monthly program participation" because included in those numbers is the Make and Take item, which is a participation.

Trustee Olsen reviewed the April bills and read in the plant operations report that the three-year testing was performed on the Library's sprinkler system. The Library failed that test and was not able to obtain certification for the three-year fire requirement. Trustee Olsen noted that the Library has had ongoing problems with the sprinkler system; and he would like to know if the situation was resolved.

Trustee Olsen visited the Antioch Public Library and provided an oral report on his visit. Some highlights include: The Antioch Library completed a 10,000-square-foot addition and total remodeling of their building for a total square footage of 41,000. They serve a public population of 26,000 people, 10,000 fewer people than the Bartlett Library. They have a Makerspace, and they have added a calming room for patrons. Their Friends runs an online auction where they have non-book-related items donated to them, they place those items on Ebay auction, and they have successfully raised \$15,000 to \$20,000 of funds annually.

Trustee Boyer stated that on May 3, 2023 Illinois lawmakers passed a bill that requires libraries in the State to adopt an anti-book-banning policy in order to receive State funding. The bill is HB 279. It ties the annual grants from the State Library to compliance with the legislation.

Trustee Bucaro stated the board previously decided a lengthy report by a trustee should be submitted in written form rather than taking up time from the meeting.

SWEAR IN NEW TRUSTEES: Lynn DeSmidt and Peggy Deyne were sworn in as trustees beginning a new term on the board. Trustee DeSmidt joined the board at the table.

ELECTION OF OFFICERS: Vice president Deyne stated if there is more than one person for a particular office, the board will recognize both people running, and whoever receives the majority of the votes will then be the person for that office.

Director Wessel noted that she had inadvertently left the office of secretary off the agenda, and reminded the board to address the nominations for that office.

Nominations were called for from the floor for the office of President. Trustee Barry nominated Peggy Deyne. No other nominations were made for the office of President. Roll Call Vote - Yes: Barry, Boyer, Bucaro, DeSmidt, Deyne, Olsen, Sias. Motion carried.

President Deyne called for nominations from the floor for the office of Vice President. Two requests were made for the office of Vice President: Peggy Bucaro, and Lynn DeSmidt. Trustee Barry nominated Peggy Bucaro for the office of Vice President. Trustee Olsen nominated Lynn DeSmidt for the office of Vice President. President Deyne stated that the first vote will be for the person nominated by Trustee Barry, and if Peggy Bucaro receives the majority of the votes, the board will not need to go any further. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Sias. No: Olsen. Abstain: DeSmidt. Motion carried. President Deyne stated Peggy Bucaro will serve in the office of Vice President.

President Deyne nominated John Sias for the office of Secretary. Trust Sias accepted the nomination. Roll Call Vote - Yes: Barry, Boyer, Bucaro, DeSmidt, Deyne, Olsen. Abstain: Sias. Motion carried.

President Deyne stated two people have shown an interest in serving as Treasurer: Dave Barry, and Joe Olsen. Trustee Bucaro nominated Trustee Barry for Treasurer. Trustee Barry accepted the nomination. Trustee DeSmidt nominated Trustee Olsen for Treasurer. Roll call vote was made on the nomination of Dave Barry for the

office of treasurer - Yes: Barry, Boyer, Bucaro, Deyne, Sias.  
No: Olsen. Abstain: DeSmidt. Motion carried.

President Deyne noted that Trustee Boyer was the only trustee who showed an interest in serving as the ethics officer.  
Trustee Barry nominated Monica Boyer as the ethics officer.  
Trustee Boyer accepted the nomination.  
Roll Call Vote - Yes: Barry, Bucaro, DeSmidt, Deyne, Olsen, Sias.  
Abstain: Boyer. Motion carried.

President Deyne stated the remaining open office is for the FOIA officer, who would be notified by Ms. Wessel of any FOIA requests that are received by the Library. President Deyne asked for a volunteer to serve as FOIA officer.  
Trustee DeSmidt stated an interest in serving as FOIA officer.  
President Deyne nominated Lynn DeSmidt for FOIA officer.  
Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Olsen, Sias.  
Abstain: DeSmidt. Motion carried.

#### REGULAR AGENDA

##### ACTION ITEMS:

1. Property/Casualty Insurance (Approval): Director Wessel and Larry Seigel requested proposals for the Property/Casualty insurance; and her recommendation is that the Library move forward with the current insurance firm, Hanover, the low bidder. The Library has had a good relationship with the company.

Trustee Barry moved to renew the contract with Hanover; seconded by Trustee DeSmidt. The company representative was unable to attend the May board meeting. The Library's bond is currently set at \$2 million, and the representative's recommendation was that the Library not increase the amount of the bond.

Director Olsen would like to hear from the insurance advisor; and asked to table this item until the June board meeting.  
Roll Call Vote - Yes: Barry, Boyer, Bucaro, DeSmidt, Deyne, Olsen, Sias. Motion carried; the item was tabled.

(Mr. Sias took over the duties as secretary.)

2. Budget Draft 2, 2023-2024 (Approval): Trustee Olsen had presented three concerns or suggestions -  
i. Under the nonresident library cards, the number was incorrect. Director Wessel corrected the nonresident library card number from 10,000 back to 1,000 for the next draft.

ii. After consulting with the Library's attorney, the maintenance salaries will be moved out of the building and maintenance fund to the operating general fund.

iii. A space assessment was recommended to be performed, which has not been done since prior to the building renovation in 2015. John Shales from Shales McNutt Construction obtained an estimate of cost from an architect, which is approximately \$30,000.

Discussion was had regarding creating a Makerspace location in the Library. A couple ideas for the Makerspace would include a sewing machine and a 3D printer. Trustee Barry noted the budget can be amended during the year if the board decides to create a Makerspace.

Trustee Barry moved to approve the Budget Draft No. 2 with the addition of the changes mentioned.

Trustee Olsen stated he would like to bring up again that he would like to include \$65,000 of the budget for Makerspace, including equipment and staffing. The final tax numbers were received from DuPage County, which amount to an additional \$49,710.

Trustee Barry restated his motion to approve the Budget Draft No. 2, including the three recommendations from Trustee Olsen; seconded by Trustee Sias.

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

3. 2023 Library Trustees Commitment Statement (Approval): The Trustees Commitment Statement was included in the board packets for review. President Deyne noted the Statement indicates "To maintain a strong, financially secure library"; "Seek funding from additional sources"; "To meet state standards for staffing"; and "Provide staff salaries and benefits comparable to neighboring libraries, local agencies and businesses, to be conducive to attracting, retaining competent, valuable employees." The Library Board wants the Bartlett Library employees to know that the Board does value each and every one of them.

Trustee Barry moved to approve the 2023 Library Trustees Commitment Statement; seconded by Trustee Bucaro.

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

4. 2023 Library Trustees Conduct and Ethics Policy (Approval): This document was included in the board packets for review. It is an official policy.

President Deyne stated Sections h and i are very important for board members to make sure that they pay attention to their conduct and not interfere with the management of staff at the Library.

Trustee Barry moved to approve the 2023 Library Trustee Conduct and Ethics Policy; seconded by Trustee Olsen.  
Roll Call Vote - Yes: Barry, Boyer, Bucaro, DeSmidt, Deyne, Olsen, Sias. Motion carried.

5. HVAC Contract (Approval): HVAC contract. Quotes were received from three different companies: Goldmore Mechanical, Oak Brook Mechanical Services, and Core Mechanical.

Core Mechanical is the current vendor and is the low bidder at \$3,000, but staff have been unhappy with their services.

Goldmore Mechanical came in at \$7,440. They submitted two quotes, one was for doing extreme work to the boilers, and the other one was for the exhaust fan on the side of the building.

Oak Brook Mechanical came in at \$9,792. Oak Brook is the company recommended by staff. Oak Brook Mechanical came highly recommended by other RAILS libraries. The contract represents a three-year quote, and a 3 percent annual escalation is factored into the contract.

Trustee Barry moved to approve Oak Brook Mechanical Service. Even though they're not the lowest bidder, he believes they're the lowest responsible bidder. Seconded by Trustee Boyer.  
Roll Call Vote - Yes: Barry, Boyer, Bucaro, DeSmidt, Deyne, Olsen, Sias. Motion carried.

6. Fund Balance Policy (Approval): Trustee Olsen recommended having three to four months coverage in the restricted funds accounts. In the fall when the Library sets the levy amount, it can start to decrease the tax extension to account for an excessive amount in some of the funds. The Library's attorney has stated that some libraries are going the route of combining their restricted funds with the general fund, based on what their tax



cap is.

Trustee Bucaro moved to accept the three to four months coverage; seconded by Trustee DeSmidt.

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

#### DISCUSSION ITEMS:

1. Trustee Training 5/13/23 Recap: Discussion was had regarding similar examples of what happens at different board meetings, and the creation of Minutes for executive sessions. The opinion provided at the training is different than the opinion of the Library's attorney with respect to executive session minutes.

2. Joint Taxing Meeting Recap

#### DIRECTORS REPORT - INFORMATIONAL ONLY

1. Bartlett Memorial Walk and Remembrance - will be held on Memorial Day.

2. Participation in the July 2, 2023 4th of July Parade

3. FOIA/OMA Training

4. Friends Update

5. Foundation Update: Trustee DeSmidt provided information on the Authors in the Park. The Library Foundation is partnering with Arts in Bartlett. A flyer announcement was placed with the Tribune and the Daily Herald about the Foundation participating in this event.

6. Trustee Training 5/20/23: Director Wessel will not be in attendance that day, so Sonya Skibicki will attend the meeting in the director's place.

The Library will roll out an online portal that will take the place of the trustee manual, and the paper documents will instead be available online through the portal. The trustees' email accounts with the library will be updated to enable greater security features. Trustees will need to reset their passwords. The trustees will be provided notification when documents are changed and uploaded to the portal.

Trustee Olsen stated when he was treasurer, he had anticipated making a transfer of \$500,000 at the end of May/beginning of June to the investment fund. Trustee Barry will email Trustee Olsen and ask for more detail on that transaction.

NEW BUSINESS: The trustees were reminded that the annual trustee banquet for ILA is Friday, May 19, 2023.

Marianne Kingsmill stated she appreciates the board's willingness to be open to hearing from the staff with positive statements or not so positive statements. Ms. Kingsmill stated that several years ago a anonymous staff survey was done, and a lot of the staff has changed over since then. She suggested doing another staff survey.

President Deyne stated the board wants to be open and for the staff to feel comfortable. Staff will not lose their jobs for sharing their thoughts with the board, whether staff have issues, or they just want to talk to the board.

TOWN HALL: None.

ADJOURNMENT: Trustee Bucaro moved to adjourn at 8:33 p.m.; seconded by Trustee Olsen.

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