

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
MONDAY, JUNE 19, 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 7:03 p.m. by President Deyne.

ROLL CALL: President Peggy Deyne; Vice President Peggy Bucaro; Treasurer Dave Barry; Secretary John Sias; Monica Boyer, Lynn DeSmidt, and Joe Olsen, Trustees.

STAFF PRESENT: Director Karolyn Wessel; IT Manager Manuel Garza; Technical Services Manager Sonya Skibicki; Facility Manager Larry Siegel; Adult Services Manager Mallory Untch, Circulation Manager Mary Prohaska; Youth Services Manager Phyllis Sadowski.

PUBLIC PRESENT: Aiden Marhofke, Teen Advisory Representative; John J. Falduto, Sawyer Falduto Asset Management, LLC.

TOWN HALL: None.

CONSENT AGENDA:

1. Items to be included in Consent Agenda:
 - a. Minutes from the May 15, 2023 Regular Board Meeting
 - b. Minutes from the May 20, 2023 Committee of the Whole Meeting
 - c. Approval of Bill List: June 19, 2023
 - d. No item listed
 - e. Approval of Transfer of Funds: June 19, 2023 (\$100,000)
 - f. Approval of May 31, 2023 Financial Report
 - g. Designation of Two Trustees for July Monthly Bill Approval (Barry, Bucaro)
 - h. Travel Reimbursement Approval (None)
 - i. Consideration of item(s) withheld for separate action:
Trustee Olsen requested to remove items 1a, 1b, 1c, and 1e.

-1a Minutes from May 15, 2023 Board Meeting:

-The words "Pro Tem" should be removed from Page 1, Paragraphs 1 and 2. Add Heidi Hopkins as absent from the roll call.

- The word "Vice" should be added in front of "President" for the references to Trustee Deyne prior to her election to the office of President, Page 1 through Page 5.

- Page 4, Paragraph 5, Line 2, "considered" should be changed to "passed"; and the last paragraph, "Trustee Deyne" should be "Trustee Bucaro."

- Page 7, Paragraph 4, last line, insert "an additional" before \$49,710.

Trustee Bucaro moved to approve 1a as amended; seconded by Trustee Sias.

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

-1b: Minutes from the May 20, 2023 Committee of the Whole Meeting: The May 20, 2023 Committee of the Whole Meeting Minutes have not been completed. Trustee Bucaro moved to remove Item 1b from the agenda; seconded by Trustee DeSmidt.

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

-1c: Approval of Bill List: June 19, 2023: Trustee Olsen asked to remove Check No. 3744 dated 5/26/2023 in the amount of \$1,818.26 from the approved bill list. The payment included sales tax in the amount of \$50.48, and the Library is tax exempt and should receive a credit for the taxed amount.

Trustee Bucaro moved to approve the bill list with the exclusion of Check No. 3744; seconded by Trustee Barry.

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

-1e: Approval of Transfer of Funds: June 19, 2023 (100,000): Trustee Olsen proposed to amend the amount to \$280,000, and he provided a worksheet to the trustees showing his calculations of expenses such as payrolls and the insurance premium. The accountant recommended a transfer of \$100,000 to the general checking account. The accountant will be asked how he came up with the \$100,000 figure and will be invited to the July board meeting to discuss the transfer amount.

Trustee Olsen stated a second transfer should be \$500,000 being transferred from the NOW account to the general investment account which can be funded from the \$958,000 tax revenues received June 9, 2023 and the expected \$75,000 tax revenues from DuPage County.

Trustee Bucaro moved to approve the transfer of \$280,000 from the NOW account to the general checking account; seconded by Trustee Barry.

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

Trustee Olsen moved to transfer \$500,000 from the NOW account to the general investment account; seconded by Trustee DeSmidt.
Roll Call Vote - Yes: DeSmidt, Olsen. No: Barry, Bucaro, Boyer, Deyne, Sias. Motion failed.

Trustee Olsen stated he thinks it is unfortunate that the board does not believe that, without risk, maximizing the Library's investment income is important.

Trustee Barry moved to transfer \$100,000 from the NOW account to the general checking account; seconded by Trustee Bucaro.
Roll Call Vote - Yes: Barry, Boyer, Bucaro, DeSmidt, Deyne, Sias. No: Olsen. Motion carried.

CORRESPONDENCE: None.

TEEN ADVISORY REPRESENTATIVE: Aiden Marhofke reported the TAG met on June 14, 2023, and they made cards for senior citizens dealing with memory loss. Attendance for TAG and other similar in-house monthly programming has continued to be low. Teen volunteers are now using SignUp.com to schedule their hours according to their own availability.

Teens were able to participate in creating an art mural for the summer reading program; and the teens will be able to walk with the Library in the 4th of July Parade as another opportunity to earn additional volunteer hours. Multiple one-time teen programs have been planned for the coming months, each centered around a different type of art. A few of the programs already have their attendance slots filled. Trustee Boyer suggested the Library may want to schedule a second session for programs that have already filled up ahead of time and are obviously very popular.

REPORTS, QUESTIONS, AND ANSWERS: Trustee Bucaro and Trustee DeSmidt attended the Zoom meeting about Google Sheets and found it very helpful.

Trustee Barry stated as he was walking out of church recently, an usher stopped him and asked if he was still on the Library board. Trustee Barry said yes; and the usher said, thank you, you guys are doing a great job over there.

Trustee DeSmidt initiated the Author event and hiring of Author Renee Rosen to present at the June 8, 2023 program hosted by Lynn DeSmidt on behalf of the Bartlett Public Library Foundation. Renee Rosen was the featured author for the first annual Authors in the Park Foundation Fundraiser event which took place June 10 and 11, 2023. This was a community-based event with the Arts in Bartlett Global Arts Festival. Lynn DeSmidt was able to bring in Office Depot in Schaumburg to donate a graphic banner and signs, and two scout troops to help during the weekend.

The Bartlett community expressed their enjoyment of meeting authors, and requested future Author events. The library received a lot of good feedback for both of the events.

Trustee Deyne's discussion was regarding the banner and signs not having a date and time for the program printed on them. Trustee DeSmidt explained this was a marketing effort in order to drive patrons to the website and call the library for information. Therefore, allowing patrons to see what other events are at the library.

Advertising was placed by Lynn DeSmidt through U-46, the Chamber, the local High Schools, and the English/Writing Departments, and the Bartlett Village.

Director Wessel was shown the banner and expressed appreciation of not having a date or time, therefore it can be used again.

In addition, Arts in Bartlett paid for all advertising in the newspapers.

Foundation Director Jay Perkins arranged a Dine to Donate on June 13, 2023 at Pilot Pete's, and was well attended.

Discussion was had regarding the number of cardholders at the Library and that the statistics include the number of cardholders who renew their card which had previously lapsed, new registration, unexpired patrons, and the number of expired cardholders who don't renew. New cardholders is strictly brand-new cardholders or people who have been inactive for so long that they were taken out of the system. Manny can run numbers on the total registered cards, which includes how many people are still active versus how many people have not renewed. If a trustee has a question regarding statistics, they can email Director Wessel with the question, which will be passed on to Manny.

Trustee Olsen visited the Round Lake District Library and the Barrington Public Library in the last month. Round Lake District Library has passport services where they offer applicants who are renewing their passport the opportunity to renew at the Library when it is open. Their library generates between 2200 and 2400 people applying for and obtaining their passports every year. They consider this to be one of their core services.

Director Wessel stated Round Lake does not have the passport service available every hour that they're open due to staffing

Library did look at offering that service, but the Secretary of State determines the location of the passport service providers locations, and the sites must be a minimum number of miles distance from each other.

Trustee Olsen objected to how the identifying of candidates for board office was addressed during the last election process and stated that the Library's bylaws pertaining to election were violated. President Deyne stated ILA had relaxed Robert's Rules of Order for elections and that the Bartlett Library did not gather a nominating committee in April, which was Trustee Hopkins' last meeting. Trustee Deyne stated she did nothing irregular as far as general conversations with trustees at social events, and her asking if they were interested in a board officer position. Each trustee individually had indicated whether they would be interested in holding a board office.

Trustee Olsen stated that he had asked everybody who was selected for office to step down because it was done against the bylaws of the organization. Trustee Deyne stated the trustees are present to move the library forward, none of whom, she believes, is going to step down. Trustee Barry noted the bylaws do allow for nominations from the floor, which there were nominations from the floor during the election process. Trustee Olsen was told he could have brought up the need for a nominating committee at the April board meeting; and Trustee Barry stated nothing in the policy calls for any of the board members to step down if there's a violation of the bylaws. Trustee Olsen stated he is asking the President to step down from the office; and President Deyne stated that will not happen.

Trustee Barry called for point of order to move on to action items.

Discussion was had regarding the decision to hire an assistant director or a deputy director. The management team identified the need for a public relations manager, and a team member had suggested to combine the needs into a dual position. The position was posted, applications have been received, and an interview is scheduled for the week of June 19, 2023.

Trustee Boyer stated that on June 15, 2023, Trustee Olsen called her and they had the following conversation: Regarding the trustee manual, he asked how many meetings the committee had participated in and where the minutes were stored. She told Trustee Olsen that as far as she could remember, one meeting was held, and she was not sure where those minutes were located. Trustee Olsen then asked if Peggy Deyne and Trustee Boyer had spoken prior to the May board meeting about her interest in the Ethics Officer position. Trustee Boyer told Trustee Olsen that she had run into Trustee Deyne at a restaurant and briefly mentioned her interest in this seat. Trustee Olsen replied by saying that in consulting Trustee Deyne, Trustee Boyer had violated a board bylaw. Trustee Boyer asked Trustee Olsen to read the bylaw that he was citing, and he did not cite a bylaw.

Trustee Boyer then told Trustee Olsen that his apparent game to incriminate the library board and library was getting tiring. She asked Trustee Olsen not to call her again if he was trying to accuse her of something that simply was not true. Trustee Boyer asked him if he had any further questions. He said no. She asked him if he understood to never call her again under false pretense that had to do with her; he said yes; and both parties hung up.

Trustee Boyer brought this conversation to light because, one, in her talking to Trustee Deyne and expressing her interest in the ethics officer position, there was no infraction of the bylaws; and two, she interpreted this phone call as an intimidation tactic by Trustee Olsen. Trustee Boyer read to the board a dictionary definition of intimidation, and she stated she would like to make clear that she does not believe in intimidation in libraries or in everyday life; intimidation should not be used as a tactic that an elected public official participates in.

Trustee Deyne stated she spoke with Attorney Ritzman regarding the election process and asked if the attorney could attend the June board meeting. Mr. Ritzman was not available. Trustee Olsen was told that if he would like the Library's attorney to attend the July board meeting, he should let the board know; and that of course the attorney's attendance would result in an expense to the Library.

REGULAR AGENDA

ACTION ITEMS:

1. Schwab and 5th/3rd Money Link: Trustee Barry asked Mr. Falduto if the agreement and application are the same document, and whether the documents include a waiver of the Library's rights. Mr. Falduto stated the form is used to gather the information about the bank account that will be linked, but he does not know the answer to the question and would have to speak with the company attorney; and the form is the same as what the company uses for the other hundreds of relationships that the company has.

Trustee Sias stated he believes the service the investment advisor is suggesting is a very normal service in modern times, and it is used daily; he personally has no concern about it and thinks it would be a good thing to link the accounts.

Trustee Barry moved to approve the Schwab and 5th/3rd Money Link; seconded by Trustee Sias.

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

Mr. Falduto remained until the end of the meeting to assist with obtaining the signatures.

2. Property/Casualty Insurance: This item was tabled from the May board meeting because Trustee Olsen had a couple questions. Director Wessel stated that the book bike probably would not be implemented in FY23-24, and the coverage will be dependent on how the bike will be staffed and the number of months it is in use.

Staff is recommending that the Library keep the current insurance as it is. Hanover will not go beyond the \$2 million limit for the director's and officer's insurance. If the board wants to go to the \$4 million, it would have to be done with a surety bond. Trustee Olsen moved to approve the insurance with Hanover as presented; seconded by Trustee DeSmidt.

Trustee Olsen stated he would like to amend the motion to increase the amount of insurance coverage to \$4 million using a surety bond instead of the crime policy that is included. Discussion was had regarding possible vulnerabilities in the control of funds and the check-writing process. Director Wessel stated the staff makes transfers only as approved by the board; and the transfers are only between the NOW and the general checking, transfers cannot be made out of the Library's account, nor can funds be transferred to an account other than the NOW and the general checking.

Trustee Olsen moved that the Library change to a surety bond in the amount of \$4 million to replace the crime portion of the insurance coverage that's limited to \$2 million; at a cost of another \$2,575.00. He believes that as a responsible governmental agency the board needs to ensure that they are protecting the Library's assets.

Director Wessel stated that the Hanover agent said it was very unusual that somebody was requesting a higher amount of crime coverage and that it struck a red flag with them, and they were asking does the Library have fraud issues. Director Wessel stated that the key for the check-signing machines are kept separately.

Trustee Olsen's amendatory motion failed for lack of a second.

Trustee Bucaro moved to accept Hanover's quote as originally planned for a premium amount of \$27,852; seconded by Trustee Barry.

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

3. Final Budget 2023-2024: Director Wessel stated she made some changes as noted in the Director's Report, updated on May 31, 2023: The revenue was raised from \$18,000 to \$25,000 in Personal Property Replacement Taxes; the dues and subscriptions were increased from \$4,000 to \$5,000; the contingency line was increased from \$5,000 to \$7,000; the newsletter printing and delivery was increased from \$25,000 to \$32,000; and the maintenance salaries were added to the general fund and removed from the building maintenance fund, as requested.

Discussion was had regarding creating a special technology services line item. Director Wessel and IT Manager Manny Garza had reviewed the budget for the technology line item, and there is some cushion in that line. Director Wessel indicated funds are available in other line items that could be used for special technology purchases. Staff will be starting out slowly in creating the Library of Things.

Director Wessel stated staff is looking at phasing out the PC stations in the computer lab, replacing them with laptops, and rolling out a mobile computer lab.

Trustee Barry moved to approve the final budget for FY 23-24 as presented; seconded by Trustee Boyer.

Trustee Olsen moved to amend the budget to increase the interest income from \$100,000 to \$125,000. Director Wessel stated that she, the Library's accountant, and Trustee Barry discussed that line item and agreed on \$100,000 as a conservative number.

Trustee Olsen's amendment failed for lack of a second.
Roll call vote to approve the budget as presented - Yes: Barry, Boyer, Bucaro, DeSmidt, Deyne, Sias. No: Olsen. Motion carried.
4. Meeting Room Policy: Adult Services Manager Mallory Untch reported that the staff have been working on revising the Meeting Room Policy. There have been concerns in the past about reservations, so the suggested revisions to the policy are the result of that.

When patrons make a reservation, they will go to the Adult Services Manager and/or the Library Director if the manager is not available. This helps centralize who is accepting the reservation; and meetings will not be able to be scheduled until a contract is on file. Rooms may be reserved for programs of an educational, cultural, or civic nature; meeting requests that are not of educational, cultural, or civic nature can be taken to the Library Board of Trustees for special approval.

The groups reserving the meeting room are not allowed to use the Library's projector; they must bring in their own equipment; and the Library is not responsible for any setup unless the program is sponsored by the Library. People reserving the meeting rooms cannot exchange money.

Permission to use the meeting room does not constitute an endorsement of the event or the group by the Bartlett Public Library District, and the Library District will not advertise the meetings in the library. Any costs associated with ADA compliance are the responsibility of the group reserving the room. A valid Bartlett Library card is required to make the reservation.

Trustee Barry moved to approve the new meeting room policy; seconded by Trustee DeSmidt.
Roll Call Vote - Yes: Barry, Boyer, Bucaro, DeSmidt, Deyne, Olsen, Sias. Motion carried.

DISCUSSION ITEMS:

1. Trustee Training 5/20/23 Recap: Director Wessel was not able to attend the May 20, 2023 Trustee Training event. Discussion was had regarding the trustees enjoying the training session and the topics of that were covered during the training. Trustee Olsen stated the topics covered during the meeting addressed only 2/3 of the topics on the agenda; and Trustee Sias indicated this was due to some attendee discussion meandering off topic.

The facilitator, Cindy Fesemyer, had indicated she is reachable if the trustees need to contact her. Director Wessel stated part of the discussion she had with the facilitator prior to the training was that the board had some dysfunction and needed some team-building guidance.

DIRECTORS REPORT - INFORMATIONAL ONLY

1. Participation in the July 2, 2023 4th of July Parade
2. Friends Update
3. Foundation Update

The Director's Report list was for information only. Director Wessel stated the sprinkler compliance was completed, and the elevator inspection occurred.

Trustee Olsen had asked the insurance agent whether the company has someone who could review the Bartlett Library's facility for potential liability issues that the board and staff may not be aware of. Director Wessel stated the company is going to contact Larry Siegel, the Facilities Manager, to arrange for a survey loss analysis to be performed.

NEW BUSINESS: President Deyne thanked the staff members for their reports.

TOWN HALL: None.

ADJOURNMENT: Trustee Bucaro moved to adjourn at 8:30 p.m., seconded by Trustee Barry.

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