

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
MONDAY, JULY 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 Deyne.

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

STAFF PRESENT: Director Karolyn Wessel; IT Manager Manuel Garza; Technical Services Manager Sonya Skibicki; Facility Manager Larry Siegel; Assistant Director/Public Relations Manager Mallory Untch, Circulation Manager Mary Prohaska; Youth Services Manager Phyllis Sadowski, Business Office Specialist Marianne Kingsmill.

PUBLIC PRESENT: Aiden Marhofke, Teen Advisory Representative.

TOWN HALL: None.

CONSENT AGENDA:

1. Items to be included in Consent Agenda:
 - a. Approval of Bill List: July 17 2023
 - b. Approval of Transfer of Funds: \$195,000 July 17, 2023
 - c. Approval of Transfer \$100,000 on June 30, 2023
 - d. Approval of Transfer \$500,000 from the NOW Account to the Schwab General Fund Account
 - e. Minutes from the June 19, 2023 Board Meeting.
 - f. Designation of Two Trustees for Monthly Bill Approval (August: Barry and Deyne)
 - g. Directors Report (Informational Only)
2. Consideration of item(s) withheld for separate action:

Trustee Olsen requested to remove items 1b, 1c, 1d, and 1e.

-1b Approval of Transfer of Funds: \$195,000 July 17, 2023:
Discussion was had regarding the possibility of the general checking account running into the negative balance if sufficient funds are not transferred into the account to maintain the minimum balance, and a recommended transfer of \$295,000 in order to maintain a \$100,000 minimum balance.
Trustee Olsen moved to approve the transfer of \$295,000; seconded by Trustee Bucaro.

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

-1c Approval of Transfer of \$100,000 on June 30, 2023: Discussion was had regarding the transfer of \$100,000 on June 30, 2023, to cover checks in payment of expenses. Trustee Barry moved to approve the transfer of the \$100,000 that was completed on June 30, 2023; seconded by Trustee Bucaro.

Director Wessel stated the accountant was unable to attend the July board meeting due to having another commitment but has offered to attend a Finance Committee meeting or other meeting the board would like him attend.

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

-1d Approval of Transfer \$500,000 from the NOW Account to the Schwab General Fund Account: Discussion was had regarding the approval of a transfer of \$500,000 to the general investment fund. Trustee Olsen and Director Wessel believe it would be appropriate to transfer \$500,000 to the Schwab account and then look to transfer more when the taxes come due in September. Trustee Barry moved to approve the transfer the \$500,000 from the NOW account to the Schwab General Account; seconded by Trustee Bucaro.

Trustee Olsen stated the board's failure to transfer the money when he previously recommended it cost the Library \$1,385 in interest income.

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

-1e Minutes from the June 19, 2023 Board Meeting: Trustee Olsen stated on Page 2 of the Minutes, 5th paragraph, the second line should state "Trustee Olsen proposed to amend the amount to \$280,000." Trustee Barry moved to approve the June 19, 2023 Minutes as amended; seconded by Trustee Bucaro.

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

3. Consent Agenda Approval (Roll call vote): Trustee Bucaro moved to approve the balance of the agenda; seconded by Trustee Barry.

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

CORRESPONDENCE: Memo Regarding Selection of Library Materials and Eligibility for State Grants: Staff have worked on and updated the collection development policy as it affects the State of Illinois Per Capita Grant funding. The Library's attorney

recommended that the Library hold off for another month or so in case more changes come into effect for the new law. The policy will be brought to the board for approval in August.

Trustee Barry stated the Illinois State Library Advisory Committee will be meeting on July 17, 2023, and this is one of the issues that will be discussed.

REPORTS, QUESTIONS, AND ANSWERS:

-Trustee Olsen suggested that the lobby sign board read "Welcome to Your Library" rather than "Welcome to the Library," which would encourage a feeling of ownership for district residents.

-Director Wessel provided information regarding an update on the lighting project. One light strip in the cafe is not functioning and is back-ordered; one outside light still needs to be replaced; and the closet light in the Youth Services story room needs to be changed out.

-Trustee Olsen noted the decline in the payroll amount for the period ending July 1 and paid on July 14, 2023: approximately \$3,000. Two employees at the end of the fiscal year had exhausted all their benefit time.

The number of Wi-Fi sessions and website visits for the 12-month period reached a high in the month of June; and at a recent visit Mr. Olsen was very surprised to see that all of the study rooms and small conference rooms were in use.

Trustee Olsen stated that Trustee Sias has not signed either the Money Link agreement or the party signature line on the two investment accounts, likely due to his position at his place of employment.

ACTION ITEMS:

1. Worker's Compensation Insurance \$4,125 vs. \$4,173. \$42 Difference: The insurance agent made an error on the Library's Workers' Compensation insurance premium by \$42. The premium is audited at the end of each fiscal year and the adjustment noted.

2. 2023-2024 Budget Amendment: Director Wessel amended the budget to include \$30,000 to cover the cost of a project planner for the sprinkler system. John Shales will be asked to attend the August board meeting and discuss his company providing oversight of the sprinkler system replacement including handling the bid process.

Discussion was had regarding the in-house request for proposals from architects to do the space needs assessment. That estimate of the space needs assessment is between \$20,000 and \$25,000.

Trustee Barry moved to amend the 2023-2024 budget by \$30,000 for the space needs assessment; seconded by Trustee Olsen.

Trustee Olsen suggested an amendment to the motion to add \$30,000 to the budget for consultant fees not specific to either the space needs or the sprinkler system; Trustee Barry withdrew his original motion and seconded the amended motion.

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

Trustee Deyne requested that the motion be clearly made without amendments. Trustee Olsen moved to increase the budget by \$30,000 for consulting fees to be used for purposes of space needs assessment and sprinkler system design; seconded by Trustee Barry.

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

2. (Numerical Repeat) Building and Maintenance Ordinance 2023-1: Each July the board needs to pass the Building and Maintenance Ordinance, which then is published, and submitted to Cook and DuPage Counties as separate levies.

The date of the prospective referendum is November 7, 2023. Trustee Olsen moved to approve the Building and Maintenance Ordinance 2023-1 for a millage of .02; seconded by Trustee Barry. A comment was made regarding amending the unusual introductory verbiage on Page 68.

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

3. Designation of Two Trustees for 6 Month Review of Library Board Regular Meeting Minutes (Sias, Boyer): Two trustees were designated for the six-month review of the library board meeting minutes from January 2023 through June 2023, that being Trustee Boyer and Trustee Sias.

4. Approval of Resolution Authorizing Non-Resident Cards for the 2023-2024 Fiscal Year: Each year the Board of Trustees needs to decide whether to issue nonresident library cards during the ensuing months. The nonresident card fee is calculated by

applying library district total tax to the nonresident property owner's principal residence.

Trustee Bucaro moved to approve the resolution authorizing nonresident library cards for 2023-2024 fiscal year; seconded by Trustee Olsen.

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

5. Strategic Plan Update: Ms. Untch provided an update report on the strategic plan. Highlights include:

Staff have reevaluated the newsletter and included the summer reading logs. The Library joined the Illinois Library Presents organization which was renewed for the 2023-24 season; and the Library has developed a story walk at a local park.

The security cameras were updated; and year-round holiday lights were installed. The interior lighting project is nearly finished.

Adult services participated in a winter reading program.

The open marketing manager position was combined with the assistant director position, and the position had been posted and is now filled.

The website is being reevaluated, and the Library is looking into hiring a website contractor to help build a new website.

Youth Services has launched a series of programs for the summer called Outdoor Art.

The Library is working on participating in the summer Farmer's Market, National Night Out in August, the Hanover Township Health Expo in September, and holding a blood drive at the library in September.

Prospective new programming includes a gardening program for children, working with an organization that provides emergency shelter and transitional housing for youth experiencing homelessness, partnering with Health and Healing Therapy of Bartlett on series of wellness and mental health presentations for teens and parents in the community, and planning an outdoor pet parade with costumes.

The Library is working to provide circulation functions at all of the public library desks; Adult Services and Youth Services departments are going to start cross-training with Circulation; and the second adult services desk has been combined with initial adult services desk.

The juvenile music collection has not been circulating, and the audio collection in general has gone down; downloading audio is more popular. The world language collection has been expanded; a new database allows patrons to learn over 70 different languages or learn English from 20 source languages. The Library holds 650/655 foreign language materials.

The Library continues to promote lifelong learning as well as seeks consistent feedback and evaluation strategies for programs and services. Staff continue to create more nontraditional programming, such as hosting a tiny art show in the adult services, holding a puzzle tournament, a craft supply swap in the fall, and a murder mystery interactive program in November.

The Library is looking into installing a bike repair station and bike rack at the building.

The Library will be offering an increased number of technology classes which will be available through an appointment-based system. The Library will continue to make sure its technology is up to date, maintained, and used. The Library is seeking to have a space usage study conducted, which will also assist in planning staffing needs.

Research is being conducted on the feasibility of digitizing and archiving the newspapers held in storage, including the Examiner newspaper, and the possible implication of copyrights on this process is being looked into.

Staff are going to create a Library of Things, with initial rollout beginning in the fall. The fall newsletter will contain a survey for suggestions from the community of items they may want to see in the Library of Things.

6. Admin Office Repair Quotes: The administrative office space has been experiencing extreme temperature variances. Three companies have been contacted for quotes: Oak Brook Mechanical, Goldmore Mechanical, and Core Mechanical. Staff recommend moving forward with Oak Brook Mechanical, the Library's current service

provider, which was priced in the middle of the range and offered the best warranties on parts and labor.

Discussion was had regarding the pricing and warranties, and engaging the lowest responsible bidder. Trustee Barry moved to accept the Oak Brook Mechanical proposal; seconded by Trustee Boyer.

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

DISCUSSION ITEMS:

1. Review of June 30, 2023 Financial Report: Discussion was had regarding revenues received at 99.1%, and expenses at 78% spent in the general fund, with a remaining balance of \$708,780; prepaid expenses will be adjusted to the new fiscal year, and approximately \$15,000 will end up being capitalized.

Some payroll and materials expenditures were not expended due to unfilled positions and back-ordered and cancelled materials, respectively. Most budget lines were closely spent.

2. Bartlett Proposed TIF Districts: The Village has hired a consultant to research and look into whether or not TIF districts are feasible or realistic for the Village.

3. Tax Assessment Appeals: Trustee Olsen had asked for this item to be placed on the agenda because the U46 school district has hired an attorney due an increase in the number of tax assessment appeals. Trustee Olsen believes the Library should contact School District U46 to take a role in supporting the school district.

Discussion was had regarding a TIF district coming to an end and the taxing bodies receiving increased tax revenues as a result, and the distinction between residential homeowners seeking a tax appeal versus corporations coming off of a TIF district seeking a tax appeal.

4. EDI (Equity, Diversity, and Inclusion): Director Wessel and the Human Resource Manager interviewed a couple potential presenters on the topic of EDI and are going to seek additional candidates. Information is being sought on the evaluation of the collection and collection practices on a formalized basis to meet EDI-standards.

Trustee Barry asked how the Library defines EDI, stating that

this is a question that the State Library Advisory Committee is looking into to determine what are the standards before trying to meet them. Discussion was had regarding some libraries having formalized committees looking at their collections; and that Baker & Taylor has a formalized program to help libraries evaluate their collection, as well as free collection analysis tools are available.

Trustee Boyer suggested that when a consultant is engaged, that the board also participate in the training so that they have the same definition of what EDI is.

5. Teen Advisory Trustee: Aiden Marhofke provided the following report: The teen librarian has planned several one-time teen programs, each revolving around a different type of hands-on project and requiring prior registration. Aiden suggested that the classroom-style seating arrangement be changed to a circular arrangement to allow for more socializing by program participants, and ice-breaker-type games utilized to get conversation started during craft projects.

The library summer volunteer program for teens is drawing to a close. Teens who have reached the minimum requirement of one hour per week will find their time sheets available at the adult services desk.

Aiden thanked the board for the opportunity to serve in a position of Teen Advisory Representative in the library for the past 11 months and having the opportunity to gain experience with the functions of the board. He also thanked Karolyn for mentoring him at the library and inviting him as a resident to serve on the Decennial Committee; and thanked the library department managers for encouraging him and helping him on a career path that he has wanted to take since he was 3: becoming a child's librarian.

DIRECTORS REPORT - INFORMATIONAL ONLY

1. ILA Conference - Director Wessel is unable to attend but encourages the trustees to attend.
2. Per Capita Update
3. Friends Update
4. Foundation Update

NEW BUSINESS:

Last month Director Wessel had stated at the board meeting that the check-signing key is kept in a separate place that she did

not have access to. She clarified that it is actually kept in the safe, so anyone in admin has access to that key. Her key is kept locked in her desk drawer; but her key to the office is in the file room. She is going to contact the auditors to see if they recommend a change to that procedure.

Trustee Olsen stated he was on the board page of the website and noticed that over half of the links for the board minutes for 2023 are not working: If you click on them, it returns an "information not available" message. IT Manager Manny Garza will look into the issue.

TOWN HALL: None.

EXECUTIVE SESSION: (As permitted by Section 2(c)21 of the Illinois Open Meetings Act) -- Review of Executive Session Minutes: Trustee Boyer moved at 8:40 p.m. to go into Executive Session per 2(c)21 of the Open Meetings Act to review the executive session minutes; seconded by Trustee Bucaro. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Olsen. Motion carried.

(Executive Session Held.)

Trustee Bucaro moved to return to regular session; seconded by Trustee Olsen. Roll Call - Yes: Barry, Boyer, Bucaro, Deyne, Olsen. Motion carried.

The four Executive Session Minutes were reviewed for release or to remain closed:

Trustee Barry moved that the Minutes from June 20, 2022 remain closed; seconded by Trustee Boyer.

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

Trustee Bucaro moved that the Minutes from July 18, 2022 be released; seconded by Trustee Olsen.

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

Trustee Bucaro moved that the Minutes from September 17, 2022 remain closed; seconded by Trustee Barry.

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

Trustee Bucaro moved that the Minutes from March 6, 2023, remain closed; seconded by Trustee Barry.

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

ADJOURNMENT: Trustee Barry moved to adjourn at 9:53 p.m.; seconded by Trustee Olsen.

Roll Call - Yes: Barry, Boyer, Bucaro, Deyne, Olsen.