

FINAL MINUTES

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
MONDAY, AUGUST 21, 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; Treasurer Dave Barry; Secretary John Sias; Lynn DeSmidt and Joe Olsen, Trustees.

Absent: Monica Boyer, Peggy Bucaro.

STAFF PRESENT: Director Karolyn Wessel; 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.

PUBLIC PRESENT: John Shales, Shales McNutt Construction; James Howard, Governmental Accounting, LLC; Marianne Kingsmill; Dina Castelvechi, Ray and Daisy Anderson.

TOWN HALL: Dina Castelvechi read a personal statement thanking Trustee Olsen for his contributions to the Library.

President Deyne moved the Consent Agenda to be addressed after the Action Items to be addressed by Mr. Shales and Mr. Howard.

CONSENT AGENDA:

1. Items to be included in Consent Agenda:
 - a. Minutes from the June 19, 2023 Committee of the Whole Meeting
 - b. Minutes from the July 17, 2023 Regular Board Meeting
 - c. Approval of Bill List: August 21, 2023
 - d. Designation of Two Trustees for September Monthly Bills Approval (Barry, Sias)
 - e. Travel Reimbursement Approval (None)
2. Consideration of item(s) withheld for separate action:
Trustee Olsen requested to remove for discussion Items 1a, 1b, and 1c.

Amendments were made as follows:

1a - June 19, 2023 COW Minutes: Page 1, second to last paragraph, Line 3, should read "...with additions of \$2,250,000..."; Page 2, Trustee Boyer entered the meeting in progress; Page 3, correct the spelling of Trustee Olsen's name.

FINAL MINUTES

1b - July 17, 2023 Regular Board Meeting Minutes: Bottom of Page 1, insert "seconded" before "by Trustee Bucaro.

1c - Bill List, August 21, 2023: Notation should be made that Check No. 3920 was voided so that all checks are accounted for in the public record. Trustee Olsen noted the register reflects that four checks were issued on August 14 and 15 rather than August 21, but when the reconciliation was done by the accountant, a negative balance appeared in the checking account of about \$17,000.

Trustee Olsen moved to approve Items 1a, 1b, and 1c with the amendments as stated; seconded by Trustee Barry. Roll Call Vote - Yes: Barry, DeSmidt, Deyne, Olsen, Sias. Absent: Boyer, Bucaro. Motion carried.

Director Wessel will include the June 19, 2023 Regular Meeting Minutes on the September agenda. Although they were previously approved, Trustee DeSmidt would like to make an amendment to the Minutes, and she was not present for the July board meeting at which they were approved.

3. Consent Agenda Approval (Roll call vote): Trustee Olsen moved to approve the items on the Consent Agenda not removed for discussion, 1d and 1e; seconded by Trustee Barry. Roll Call Vote - Yes: Barry, DeSmidt, Deyne, Olsen, Sias. Absent: Bucaro, Boyer. Motion carried.

(A 5-minute recess was had.)

REPORTS, QUESTIONS, AND ANSWERS:

Assistant Director/Public Relations Manager Mallory Untch read a letter from a parent patron which was complimentary of Bartlett Library staff and programming.

Trustee Olsen thanked to Ginger Gebka, Whitney Martin, Marianne Kingsmill, and Dina Castelvechi for their work at the library and wished them success in their futures. He noted that four employees leaving in a 30-day period represents 10% of the Library workforce and is concerning to him.

Trustee Olsen stated he had previously requested an employee satisfaction survey be performed as part of the strategic plan and that one was not performed.

FINAL MINUTES

Trustee Olsen asked when the Agenda for the August board meeting was posted on the website. IT Manager, Manny Garza said the pdf file was uploaded to the site on Friday, August 18, 2023, and the link to the pdf was added on Saturday, August 19, 2023. Trustee Olsen had two people contact him on Sunday saying they could not find the Agenda on the website. IT Manager Manny Garza stated that the previous problem with the website links not working has been corrected; but he believes on this occasion a link was copied but not edited in order to point to the new document.

Trustee Olsen asked Trustee Sias if the reason he had in the past made recommendations on actions regarding the investments but then not signed those investment agreements was due to a professional reason. Trustee Sias responded: Yes.

Trustee Barry thanked Technical Services Manager Sonya Skibicki for putting together all the documents; and Trustee Deyne stated that all the staff are doing a remarkable job considering they are short-handed, and she appreciates all of them.

Trustee DeSmidt said she likes the positive flow of energy from the staff present at the August board meeting. Trustee DeSmidt reported that she drove to the Lake Geneva Library and met with their tech person. He showed her their portable Makerspace, which includes a scanner, a 3D printer, and a Cricut machine. Trustee DeSmidt reminded the board that she had previously mentioned the idea of arranging onsite games for adults -- e.g. cards, checkers, chess -- like a Game Afternoon or Game Evening. She knows of a group of people over 55 years old who are interested in having a group game opportunity available at their local library.

ACTION ITEMS:

1. Fire Sprinkler Replacement Project: The Library's sprinkler system has been developing leaks over the years. The type of system the Library has is a "dry system." Shales McNutt provided two proposals for a complete change-out of the system: one is a fee of 10.5% based on the cost of the construction work, and the second is a design-build bid for a \$19,400 lump-sum fee. The anticipated project cost is between \$250,000 and \$350,000, including the painting of piping where necessary.

If a future space needs analysis requires the relocation of walls, sprinkler head locations may need to be changed. Under the first proposal an engineer would be engaged by SMC and

FINAL MINUTES

the contractor would secure all permits; under the second proposal SMC would not engage a design engineer, all the design work would be performed by the subcontractor awarded the bid.

SMC recommends installing a wet system everywhere other than the attic space which requires a dry system because of cold winter air in the attic. Code requirements and the code officials will dictate each bidding contractor's requirements. Fire sprinkler companies are required to have an engineer on staff.

Mr. Shales stated that the reasonable lifetime of wet pipe systems should be 30 to 40 years.

Trustee Olsen moved to go accept the second SMC proposal, with the engineering performed by the bidding subcontractor, at a cost of \$19,400; seconded by Trustee Sias.

Roll Call Vote - Yes: Barry, DeSmidt, Deyne, Olsen, Sias.

Absent: Bucaro, Boyer. Motion carried.

(Mr. Shales left.)

2. Review of July 31, 2023 Financial Report and Monthly

Transfers: Mr. Howard reviewed the financial statements as of the first month of the new fiscal year. The Library has a strong cash balance and its investments are performing very well at a return of approximately 5%, and Illinois Funds currently higher than 5%.

Total current assets are \$4.4 million. Additional tax income will be received in the next month. Liabilities and expenditures are at 8% one month into the new fiscal year. Property tax receipts are at approximately 46%, 15% higher than the previous year. Property tax income from Cook County is anticipated to come in around December 1 this year.

Interest earned is at 23% or approximately \$23,000, up from \$1,100 the previous year at this time. The Per Capita Grant came in at \$53,000. Personnel and salaries are at 6% on the budget, approximately \$98,000 expended. Total expenditures at \$266,000 for operations, or 7.6% of budget.

A TIF will be ending, and the taxing districts will need to capture the new growth of the TIF coming onto the tax rolls. Property taxes make up 96% of income and the Per Capita Grant about 3% of income.

The Library has seen two consecutive years of CPI above 5%. The

FINAL MINUTES

maximum the district can capture under the tax cap is the lesser of the CPI, or 5%.

The maintenance wages in building operations are to be reclassified to general administrative expense. Trustee Olsen asked to have the investment income of \$23,000 moved to be adjacent to the unrealized gain or loss. He also noted that under Foundation income, a \$964 check reconciliation was to move money from the general fund to the Patty Perkins fund and was not income.

Discussion was had regarding the upcoming levy reflecting 15.5%, which is not an increase in the tax rate. The tax rate is capped at 5% based on the CPI plus the new growth. The new growth is spread out across the tax bill, and residents can compare their tax liability based on their household tax bill from year to year and their EAV, which will likely decrease.

Discussion was had regarding the process of transferring funds from the money market account to the operating account. Mr. Howard stated that other districts he works with the transfer amounts are not set up to require the approval by the board, the finance person has the authority to make those internal transfers, and alerts are in place if the accounts have low balances. This allows for emergency purchases, as necessary, which may be approved then basically after the fact.

Director Wessel recommended the board change the transfer procedure to provide the ability to transfer funds as needed. The plan would be to determine a transfer amount among the accountant, the director, and the treasurer, and a monthly transfer occur the day after the board meeting; alerts are on the accounts if they hit below \$50,000, and another \$100,000 transfer would be made, or a larger amount if payment on a large project was due. Trustee Olsen stated that the board had previously made the decision that the bank accounts have a \$100,000 minimum balance.

3. Approval of Tentative Budget & Appropriations Ordinance 2023-2: Discussion was had regarding the footnote which refers to the property tax extension from DuPage County and not Cook County. Language will be added to indicate that the Cook County values are unavailable at this time.

Trustee DeSmidt moved to approve the Tentative Budget & Appropriations Ordinance 2023-2 with the added line of Cook County figures are not available; seconded by Trustee Barry.

FINAL MINUTES

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

4. Establish Date and Time for Public Hearing Concerning the Budget and Appropriation Ordinance 2023-2: Director Wessel will publish the Public Notice on August 24, 2023.

Trustee Sias moved to hold the Public Hearing on September 25, 2023, at 7:00 p.m; seconded by Trustee Olsen. Roll Call Vote - Yes: Barry, DeSmidt, Deyne, Olsen, Sias. Absent: Boyer, Bucaro. Motion carried.

5. Approval of Chief Fiscal Officer's Statement of Estimated Revenue: Trustee Barry moved to approve the Chief Fiscal Officer's Estimated Revenue; seconded by Trustee DeSmidt. Roll Call Vote - Yes: Barry, DeSmidt, Deyne, Olsen, Sias. Absent: Boyer, Bucaro. Motion carried.

6. Approval of Statement of Cash Receipts and Disbursements: Mr. Howard stated this document is basically the Library's treasurer's report to be filed with the County each year. Trustee Barry moved to approve the Statement of Cash Receipts and Disbursements; seconded by Trustee Sias. Roll Call Vote - Yes: Barry, DeSmidt, Deyne, Olsen, Sias. Absent: Boyer, Bucaro. Motion carried.
(Mr. Howard left.)

7. Approval of Annual Report (IPLAR): Assistant Director Untch completed the Annual Report. Trustee Olsen asked what were the source documents for a number of dollar amounts listed for capital needs. Director Wessel stated she had reviewed the spreadsheets from the Capital Needs Assessment and pulled the figures from there.

Trustee Olsen noted that trustees are required to sign off on the secretary's audit of Minutes every six months.

Trustee Barry moved to approve the IPLAR Annual Report; seconded by Trustee Sias. Discussion was had regarding the number of computers available for the public, which is currently 29. Roll Call Vote - Yes: Barry, DeSmidt, Deyne, Olsen, Sias. Absent: Boyer, Bucaro. Motion carried.

8. Market Benchmarking Analysis to Structure Development Project Through HR Source: Director Wessel contacted HR Source to review the Library's staff positions and confirm that the wages are

FINAL MINUTES

competitive. HR Source provided the Library a Market Benchmarking Analysis & Structure Development Project in a quote format. HR Source provided the Bartlett Library similar services in 2014.

HR Source is behind in scheduling, so the project would not be completed until sometime in early December. Trustee Olsen moved to approve the topic for discussion; seconded by Trustee Sias.

The number of positions under review needs to be confirmed at either 24 or 28, preferably 28. The proposal cost for the project is \$6,960, and requested changes after the document is finalized will be subject to an hourly cost of \$200 an hour.

Discussion was had regarding HR Source's experience working with libraries the company's existing industry-specific database. The Bartlett Library has purchased a LACONI survey in the past which includes industry-specific data. HR Source will be asked about their existing database and confirm the number of positions to be included in the project.

Trustee Olsen asked if according to what the contract calls for the library has a written compensation philosophy. Director Wessel did not believe that the library had one. Trust Olsen stated that this was a key component that needed to be reduced to writing and agreed to by the Board.

Trustee Olsen moved to table this item; seconded by Trustee DeSmidt. Roll Call Vote - Yes: Barry, DeSmidt, Deyne, Olsen, Sias. Absent: Boyer, Bucaro. Motion carried.

9. Job Description Revision Project through HR Source: Director Wessel did not receive a full job description revision and will contact HR Source for a response and add this item to the September Agenda.

Trustee Olsen moved to table this item; seconded by Trustee DeSmidt. Roll Call Vote - Yes: Barry, DeSmidt, Deyne, Olsen, Sias. Absent: Boyer, Bucaro. Motion carried.

10. Concrete Repair Quotes: Facilities Manager Larry Siegel met with three companies and received three different quotes. Trustee Olsen moved, for the purpose of discussion, to accept the bid from Muenster Construction in the amount of \$17,590; seconded Trustee Deyne.

FINAL MINUTES

Discussion was had regarding the cost of permit fees; an attempt to hire local contractors when possible; contractors mixing fiber in with the concrete; and broom brushing the curbs. The bid from G-Cat is \$16,720; and the total bid from Twin Brothers is \$21,399.00.

Staff discussed whether a staging area would be needed for the project and whether to extend the concrete from the staff lounge door out to the middle of the courtyard. Both considerations were determined by staff as not to be necessary.

Trustee DeSmidt suggested that viewing the contractors' individual websites is advantageous to see the way they advertise, and view the type of work they do and the jobs that they have completed.

Roll Call Vote to approve the bid of Muenster - Yes: Olsen. No: Barry, Deyne, DeSmidt. Abstain: Sias. Absent: Bucaro, Boyer. Motion failed.

Trustee DeSmidt suggested tabling the item until the September board meeting or to convene a special meeting. Trustee Barry moved, for discussion purposes, to accept the bid of G-Cat; seconded by Trustee Deyne. Facilities Manager Larry Siegel noted that all contractors had received the same job specifications. Roll Call Vote - Yes: Barry, Deyne. No: DeSmidt, Olsen. Abstain: Sias. Absent: Boyer Bucaro. Motion failed.

President Deyne tabled the item until the September board meeting when an additional trustee may be present.

11. Organizational Chart: Director Wessel stated that Trustee Olsen requested this be on the Agenda. Trustee Olsen moved, for discussion purposes, to accept the Organizational Chart; seconded by Trustee DeSmidt.

Trustee Olsen stated he would like to see on the organization chart a dotted line relationship between the Director and the Friends and between the Assistant Director and the Foundation; and he believes there is a missing position in marketing.

Director Wessel stated the Assistant Director position is now a generalist position which includes public relations, and the graphic designer is a separate position.

Trustee Barry stated that he understands the board should know

FINAL MINUTES

who and what positions comprise the staff, but suggested the organizational chart is something that should be left up to the director; that the organizational chart is not an official document of the board. Director Wessel will make the requested changes.

12. 7/18/22 Executive Session Minutes: Director Wessel stated that the July 18, 2022 Minutes were reviewed and she listened to the audio, and she has concerns that because of the positions that are listed, people could infer who the current or former employees were. As a result, Director Wessel is asking that the board keep those minutes closed.

Trustee Olsen recommended that this motion be tabled and that the discussion be taken back to executive session where the board members can have in front of them the Minutes in question. Trustee DeSmidt was absent from that executive session and would like to have some conversation.

DISCUSSION ITEMS:

1. HR Source Hiring Consultant: The Library has hired HR Source to act as a hiring consultant. The first position to seek candidates for will be the HR generalist position. Staff are drafting a job description to provide HR Source. Another position the Library is seeking to fill is the Business Office Specialist.

After these positions are filled, staff will map out a plan for the remaining open positions, whether with the help of HR Source or rely on the new HR generalist after they are comfortably in place.

Director Wessel described the process for seeking and vetting personnel through the use of HR Source. HR Source will be paid hourly, and some additional services are charged at an extra fee.

With regard to the Adult Services Manager position, Director Wessel stated the Library will use HR Source until positions are filled to a point where staff feel the HR generalist can be utilized.

2. Adult Volunteers: Discussion was had regarding when to require background checks on adult volunteers. Director Wessel stated since she has been at the Bartlett Library there have been no adult volunteers. The volunteer experiences should be

FINAL MINUTES

meaningful for the patrons, the community members, and for the Library.

Recently an adult volunteer who is a librarian oversaw a program in a foreign language in the Children's Services department. Discussion was had regarding how such an adult volunteer is identified in program promotional materials and if there are any legal implications to how such a volunteer is identified.

3. Library Director and Assistant Director/Public Relations Manager Job Descriptions: While only the Director's job description is the direct responsibility of the board, Trustee Olsen wanted to understand the relationship between the Director and the Assistant Director positions. Director Wessel explained that the Assistant Director position is a support role to the Director and will act like the director if the Director is not here. The Assistant Director/Public Relations Manager will be initially spending a majority of their time in public relations, and then Director Wessel will start training them in all of the fiscal documents and have them learn about the duties related to those documents.

DIRECTORS REPORT - INFORMATIONAL ONLY

1. 2023 Illinois Library Association Conference
2. Memo from Roger Ritzman Library Attorney Regarding B&A Deadlines
3. Friends Update
4. Foundation Update

NEW BUSINESS: None.

TOWN HALL: None.

ADJOURNMENT: Trustee Barry moved to adjourn at 9:21 p.m.; seconded by Trustee Sias.

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