

BARTLETT PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING MINUTES  
MONDAY, SEPTEMBER 18, 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; Secretary John Sias; Monica Boyer, Lynn DeSmidt, and Joe Olsen, Trustees.

STAFF PRESENT: Director Karolyn Wessel; IT Manager Manny Garza.

PUBLIC PRESENT: Vito Nitt, G-Cat Construction; Jason Muenster, Muenster Construction.

TOWN HALL:

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 August 21, 2023 Regular Board Meeting
  - c. Approval of Bill List: September 18, 2023
  - d. Approval of Transfer of Funds: September 18, 2023 (\$350,000)
  - e. Review of Financial Report
  - f. Designation of Two Trustees for October Monthly Bills Approval (Barry, Deyne)
  - g. Travel Reimbursement Approval (Barry - \$912.74, Olsen-)
  - h. Approval of Transfer of Funds: August 21, 2023 (\$345,000)
2. Consideration of item(s) withheld for separate action: Trustee Olsen asked to remove Item b, the Minutes of the August 21, 2023 Regular Board Meeting; and to add Item h, Approval of Transfer of Funds, August 21, 2023 that wasn't acted on at the August board meeting, in the amount of \$345,000. Item g, Travel Reimbursement Approval for Trustee Olsen will be tabled until the October meeting agenda. Trustee DeSmidt asked to remove Item a, Minutes from the June 19, 2023 Regular Board Meeting to make a revision.

Amendments were made as follows:

1a - June 19, 2023 Regular Board Meeting Minutes: Trustee DeSmidt read notes regarding slight clarification to update the June

Regular Minutes, including that Office Depot in Schaumburg donated a graphic banner and signs and that Library Foundation Director Jay Perkins arranged the Dine to Donate in June at Pilot Petes.

Ms. DeSmidt moved to amend the June Board Meeting Minutes; seconded by Trustee Olsen.

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

1b - August 21, 2023 Regular Board Meeting Minutes: Mr. Olsen moved the following changes to the minutes: Page 4, Paragraph 7, Line 3, strike the word "tentative." Trustee Olsen asked Director Wessel if the Library has a written conversation philosophy regarding job development and comparable wages. Director Wessel does not believe the Library has such procedure. Director Wessel asked to add Marianne Kingsmill's name public present. Motion seconded by Ms. DeSmidt.

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

1d - Approval of Transfer of Funds, September 18, 2023: Trustee Barry moved to approve the transfer of funds for September 18, 2023 in the amount of \$350,000; seconded by Trustee Olsen.

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

1h - Trustee Olsen moved to approve added Item h, Approval of Transfer of Funds, August 21, 2023 in the amount of \$345,000; seconded by Trustee Boyer.

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

3. Consent Agenda Approval (Roll call vote): Trustee Bucaro moved to approve the Consent Agenda Items 1c, e, and f; seconded by Trustee Barry.

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

#### REPORTS, QUESTIONS, AND ANSWERS:

Trustee Boyer spoke to Trustee Olsen's calling into question at the August 21, 2023 board meeting Trustee Boyer's volunteering and presenting a story time in English and Spanish and the statement by Trustee Olsen regarding background checks of adult volunteers. She also spoke to the reference to a poster advertising the story time to the public containing Trustee

Boyer's name; and that Trustee DeSmidt referred to the poster as political advertising.

Trustee Boyer assured the board that there was no political advertising in her presenting bilingual story time; that the story time is designed to introduce children and their caregivers to colors and music and the program featured kindness and inclusion in the community.

Trustee Boyer stated she became a degreed librarian in 2017 because of her passion to open access and resources for all in the community. Trustee Boyer urged Trustee Olsen and Trustee DeSmidt to ask themselves before raising a concern whether they were making an apples-to-apples comparison and whether they have all necessary details on the topic.

Trustee DeSmidt stated she had reached out to the director and asked her if it is okay to advertise a program with the presenter being identified as a "trustee." Trustee DeSmidt wanted to make sure it was okay. A staff member stated that they had created the poster and approved the wording. President Deyne stated it was not necessary to contact the Library's attorney regarding the word usage in the marketing materials.

Trustee Olsen stated the context in which he brought up the adult volunteers was that any public organization that has adult volunteers who are working with children is required to have a background check done by Illinois. Trustee Barry asked Trustee Olsen to provide a copy of the law Trustee Olsen is referring to so it can be read by the board.

President Deyne stated Trustee Boyer is well known to the board members; and she appreciates Trustee Boyer presenting the program.

Trustee Olsen asked about the status of scheduling staff EDI training; and Director Wessel stated Trustee Boyer provided some names of speakers who are being contacted. Trustee Olsen asked whether any of the Bartlett Library staff are attending the upcoming ILA conference; Director Nance stated they are not.

Trustee Olsen stated he reviewed the disbursement to ComEd against the usage rates, now two months after installation of the energy-efficient lighting, and usage has gone down, but the bills have stayed level or slightly gone up. Trustee Olsen is wondering

if the building is experiencing energy loss or inefficiencies. Director Wessel will contact the energy broker.

Trustee Olsen asked whether attendance at youth services programming can be broken down by total attendance and adults in order to determine family units statistics.

Discussion was had regarding the presence in the past of an air purification unit in the lobby and possible odor issues in the library. Further research will be necessary to determine the source and extent of the problem. Trustee Olsen asked whether the use of air cleaner in the lobby and the automatic air refresher units were not covering a larger problem causing air quality issues in the building that should be investigated.

CORRESPONDENCE: The Village sent out notice that the annual TIF Bartlett Taxing Districts meeting will be held September 28, 2023 at 10:00 a.m. at the Village Hall.

**ACTION ITEMS:**

1. Concrete and Curb Work: Vito Nitt from G-Cat Construction, and Jason Muenster from Muenster Construction provided separate presentations for their concrete and curb proposals. Discussion was had regarding the square footage of the concrete work, the type of fill and base used, and the anticipated psi.

The building permit is not included in the price of the G-Cat proposal. The company proposed to apply for the permit and take care of the paperwork; but any fees for the permit will be back-charged to the Library at cost. Broom finish to provide better traction is required by code for exterior concrete that is not under a roof.

Muenster Construction included the permit fees in its quote at \$350. This cost covers the contractor's work to apply for the construction permit with the plat of survey, but the permit fees will need to be reimbursed by the Library.

President Deyne stated she hopes the project can be completed before the concrete plants are closed for the season.

Trustee Barry moved to accept the G-Cat as the most responsible bidder for the concrete and curb work; seconded by Trustee Bucaro. Director Wessel stated she will call them on September 19, 2023.

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

2. Laptop Use Policy: Mr. Garza revised the Laptop Use policy with the assistance of the management team. Fines were removed; and Mr. Garza Manny stated the fines are not necessary because when the allotted time runs out, the machine is not useful to that patron, and the laptop does not connect to other Wi-Fi networks without the IT manager's explicit permissions.

Trustee Barry moved to approve the Library Laptop Policy; seconded by Trustee Bucaro.

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

3. Security Camera Policy: Trustee Barry moved to approve the Security Camera policy; seconded by Trustee Olsen.

Discussion was had regarding the policy verbiage that images of banned patrons may be shared with staff and/or posted in staff areas to assist with ban enforcement for the duration of the ban. The pictures would be obtained from security camera footage on the subject person to assist in identifying them. Director Wessel stated that typically when a person may be banned, information is obtained from the police. The Library's attorney stated patrons can be banned based on visual identification.

In the event of a person being considered for a ban enforcement, the director will confer with the Board President, and possibly the board would hold a special board meeting and the board would provide direction.

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

4. Set Date and Time for Truth in Taxation Hearing, Monday, October 16, 2023 at 6:30 p.m.: Director Wessel stated the Library has new auditors this year, and the Truth in Taxation hearing will be held a half hour prior to the Regular Board Meeting.

Trustee Sias moved to hold the Truth in Taxation Hearing on October 16, 2023, at 6:30 p.m.; seconded by Trustee Boyer.

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

5. Approval of Truth in Taxation Hearing Notice: The Notice was created by the Library's accountant and approved by the Library's attorney. Trustee Bucaro moved to approve the levy in the amount of \$4,013,000; seconded by Trustee Sias. The amount is a 14.3 % increase over the previous year extension.

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

6. Resolution to Determine Funds for the 2023-2024 Fiscal Year: Director Wessel stated the levy amount on the notice will be published in the newspaper, \$4,013,000. Trustee Barry moved to approve the Resolution to Determine funds for the 2023-2024 Fiscal Year; seconded by Trustee Bucaro.

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

7. Monthly Transfer: Director Wessel said Trustee Barry, the Library's accountant, and she have a handle on the monthly transfers. She has no problem bringing the transfer to the board to be transparent; but if something were to happen, she hopes that she would have the authority to make a transfer, if needed, with the Board President and the Treasurer's approval, because she does not believe any other action needs to be taken. Director Wessel stated that she had done a survey of other libraries to find out what their practices were regarding funds transfers. She stated that she found other libraries do ask their Boards to approve such transfers to make them part of the public record.

#### DISCUSSION ITEMS:

1. Budget Appropriation Hearing: The Budget and Appropriation hearing is set for 7:00 p.m., September 25, 2023. No changes were made from the Tentative Budget and Appropriation.

2. Annual Audit Review Date: The Annual Audit Review is set for December 4, 2023 at 6:00 p.m., which will be a Special Board Meeting. The filing deadline is the end of December.

3. Draft of Tax Levy Ordinance: The draft of the tax levy ordinance was provided the trustees in their board packets. The Notice will be published 7 to 14 days prior to the Truth in Taxation hearing.

4. Draft of Certification of Compliance with Truth in Taxation Law.

5. Draft of Certification of Authenticity.

DIRECTORS REPORT - INFORMATIONAL ONLY

1. 2023 Illinois Library Association Conference
2. Friends Update
3. Foundation Update
4. There was an incident in the parking lot on Monday, September 11, 2023 at 6:40 p.m. An individual lost control of his car, went over the bumper, through the smoke station, and took out the bench. Director Wessel filed an insurance claim. The Library has a \$1,000 deductible. The Library is in the process of finding out how much it is to repair the bench, if it is possible. Staff is gathering the documentation to send to the insurance company.

Director Wessel is going to start a new schedule for the person who does the checks with the treasurer on a monthly basis. Trustee DeSmidt will be first, and the other trustees will serve alphabetically.

NEW BUSINESS: None.

EXECUTIVE SESSION: Trustee Olsen asked whether the Library plans to move additional funds into its investment accounts, at least \$250,000 for a 60-day period. Director Wessel stated she will speak with Trustee Barry now that he is back from being out of town.

Trustee Barry moved to go into Executive Session as permitted by Section 2(c)21 of the Illinois Open Meetings Act to review Executive Session Minutes; seconded by Trustee Bucaro. Roll Call Vote - Yes: Barry, Boyer, Bucaro, DeSmidt, Deyne, Olsen, Sias. Motion carried.

Trustee Sias moved to go out of Regular Session; seconded by Trustee DeSmidt. Roll Call Vote - Yes: Barry, Boyer, Bucaro, DeSmidt, Deyne, Olsen, Sias. Motion carried.

The board recessed into executive session.

Return to Open Session:

Roll Call: Barry, Boyer, Bucaro, DeSmidt, Deyne, Olsen, Sias.

President Deyne stated the board is going to vote on tabling the Executive Session decisions until the October board meeting. Trustee Barry moved to table the Executive Session decisions until the October meeting; seconded by Trustee DeSmidt. Roll Call Vote - Yes: Barry, Boyer, Bucaro, DeSmidt, Deyne, Olsen, Sias. Motion carried.

TOWN HALL: None.

ADJOURNMENT: Trustee Bucaro moved to adjourn from the Regular Board Meeting; seconded by Trustee Barry. Roll Call Vote - Yes: Barry, Boyer, Bucaro, DeSmidt, Deyne, Olsen, Sias. Adjourned at 8:30 p.m.