

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
MONDAY, OCTOBER 16, 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; Facility Manager Larry Siegel; Assistant Director/Public Relations Manager Mallory Untch; Technical Services Manager Sonya Skibicki; Circulation Manager Mary Prohaska; IT Manager Manny Garza.

PUBLIC PRESENT: Marianne Kingsmill, Edward Lavin, Sawyer and Falduto Asset Management, LLC.

TOWN HALL: None.

CONSENT AGENDA:

1. Items to be included in Consent Agenda:
 - a. Minutes from the June 19, 2023 Regular Board Meeting
 - b. Minutes from the September 18, 2023 Regular Board Meeting
 - c. Minutes from the September 25, 2023 Public Hearing
 - d. Approval of Bill List: October 16, 2023
 - e. Approval of Transfer of Funds: October 16, 2023 (\$300,000)
 - f. Review of Financial Report: September 30, 2023
 - g. Designation of Two Trustees for November Monthly Bill Approval (Barry, Olsen)
 - h. Travel Reimbursement Approval (Trustee Olsen \$1004.79)

2. Consideration of item(s) withheld for separate action: Trustee Olsen asked that Items b, e, and h be removed for consideration; and Trustee Bucaro asked to remove Item a for consideration.

Amendments were made as follows:

- 1a - June 19, 2023 Regular Board Meeting Minutes: Trustee Bucaro stated Item 1e on Page 2, the number \$208,000 should be \$280,000.
- 1b - September 18, 2023 Regular Board Meeting Minutes: Trustee

Olsen asked to amend the Minutes as follows: Page 1, Consent Agenda, Item e, change the word "reporter" to "report"; Page 4, insert after paragraph 2, the following: 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; Page 6, Item 7, insert the following: Director Wessel has done a survey of other libraries to find out what their practices were regarding funds transfers. She found that other libraries do ask their Boards to approve such transfers to make them part of the public record.

Trustee DeSmidt moved to amend the September Minutes as indicated; seconded by Trustee Olsen.
Roll Call Vote - Yes: Barry, Boyer, Bucaro, DeSmidt, Deyne, Olsen, Sias. Motion carried.

1e -Trustee Olsen moved to amend the Transfer of Funds amount to \$60,000 and not \$300,000; seconded by Trustee Barry. Discussion was had.
Roll Call Vote - No: Barry, Boyer, Bucaro, DeSmidt, Deyne, Sias. Yes: Olsen. Motion failed.

Trustee Olsen moved to transfer \$500,000 from the Fifth Third NOW account to the general investment account at Schwab to maximize investment earnings; seconded by Trustee DeSmidt.
Roll Call - Yes: Barry, Boyer, Bucaro, DeSmidt, Deyne, Olsen, Sias. Motion carried.

1h-Travel Reimbursement: Trustee Barry's travel reimbursement for the month of September did not include his \$390 registration fee to attend the ILA conference.
Trustee Barry moved to approve the travel reimbursement of \$390 for the ILA registration fee; seconded by Trustee Bucaro.
Trustee Olsen had requested that the registration fee reimbursement be added to the previously approved travel expense amount identified at the September meeting.
Roll Call Vote - Yes: Barry, Bucaro, Boyer, DeSmidt, Deyne, Sias. No: Olsen. Motion carried.

Trustee Barry moved to approve Trustee Olsen's travel reimbursement for the ILA conference in the amount of \$1,004.79; seconded by Trustee Bucaro.
Roll Call Vote - Yes: Barry, Boyer, Bucaro, DeSmidt, Deyne, Sias. Abstain: Olsen. Motion carried.

3. Consent Agenda Approval (Roll call vote): Trustee Barry moved

to approve the balance of the Consent Agenda, Items c, d, f, and g; seconded by Trustee Sias.

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

CORRESPONDENCE: A memo regarding real estate tax assessment appeals was received from the Library's attorney.

REPORTS, QUESTIONS, AND ANSWERS:

The following topics were discussed as initiated by Trustee Olsen:

- Trustee Olsen reviewed with staff the cardholder statistics and is comfortable with the numbers as reported. He stated that based on the September 2023 statistics, active cardholders are less than 25% of the number of district residents as identified through the 2020 Census. The number of unique users in September was 1,771, which represents 18.5% of the cardholders, or 4.6% of the district population used the library wifi during the month. Trustee Olsen would like to see the number of unique users over 6 or 12 months.
- Regarding the bid specifications on the sprinkler system, John Shales, Shales McNutt Construction, has received the preliminary engineering information and should receive the notes of the scope of the work this week. Director Wessel expects to hear from Shales McNutt by the end of October.

(Action Item 1, Mr. Lavin, was taken out of order at this time.)

-The change in the heating and cooling system in the administrative offices had been postponed because of the heat in the attic during the summer months. The contractor is waiting for cooler weather to enter the attic without posing a health risk.

- Vito from G-Cat was at the Library the week of September 9, 2023 to drop off a parking lot curb that was damaged. He said he would contact the Library the week of the September 16, 2023 regarding the concrete repair/replacement.

- HR Source was considered for doing evaluation and benchmarking of three staff positions. Director Wessel stated HR Source was engaged in order to determine the HR generalist salary. The benchmarking of the other two positions has been tabled until further notice.

- Staff has not yet been in contact with the Library's liability carrier regarding scheduling a site visit for potential liability exposures.

- Trustee Olsen saw the response received from the energy provider. Noting that the energy consumption in August was up

12% over the prior year, and in September was up 9% over the prior year, he questioned whether the new lighting has increased electricity consumption.

- Trustee Olsen stated he was in the library on Sunday at noon, and there was a long line of people at the doorway who were anxious to get in to the craft exchange.

Trustee Boyer stated Ms. Phyllis has been holding a Story Time for Babies and Tots on Monday and Saturday mornings, and she "hits it out of the park."

ACTION ITEMS:

1. Mr. Lavin reviewed the investment portfolio with the board: The general fund portfolio was funded over time with \$2.75 million. The portfolio fixed income asset classes allocations were listed in the report, including the cash equivalent, similar to a money market fund, which is currently earning approximately 5% interest. The net income earned by the portfolio in September totaled \$10,887. The interest rates are at a 10 or 15-year high.

The bond maturities over the next four quarters are going to generate \$897,000. The portfolio is laddered, and the investment diversification provides for less risk. Less than 20% of the portfolio is coming due in the remainder of 2023. The current yields in the 5.4, 5.5 range are anticipated for the beginning of 2024; money market yield at the end of September was 5% and earned almost \$4,915.

The capital needs account was initially funded with \$750,000 and has a current value of \$770,669 and is allocated across different asset classes. The money market fund that is used by Schwab is a government money market fund with daily liquidity, meaning if the Library would need money on 24-hour notice, that need would be met. The Library has a high-quality fixed income portfolio with the latest maturity date in 2025.

2. Tax Levy Ordinance 2023-5: Director Wessel stated copies of all of the levy documents were provided to the trustees in their packets.

Trustee Barry moved to approve Tax Levy Ordinance 2023-5, An Ordinance Levying Taxes for Corporate Purposes for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024 for the Bartlett Public Library District, DuPage and Cook Counties, Illinois, with the Total General Public Library Tax Levy of \$3,413,000, Special Tax Levies of \$600,000, and a Total Levy of \$4,013,000. Motion seconded by Trustee DeSmidt.

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

3. Certificate of Authenticity Tax Levy Ordinance 2023-5: President Deyne stated this certificate applies to the 2023 Tax Levy that was approved on October 16, 2023.

Trustee DeSmidt moved to approve the Certificate of Authenticity, Tax Levy Ordinance 2023-5; seconded by Trustee Olsen.

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

4. Truth in Taxation Certificate of Compliance 2023-5: The Certificate applies so the 2023 levy that was adopted at the regular meeting of the said board of library trustees held on the 16th day of October, 2023. Trustee Barry moved to approve the Truth in Taxation Certificate of Compliance 2023-5; seconded by Trustee DeSmidt.

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

5. 2024 Holiday Closing Calendar: Trustee Barry moved to approve the 2024 Holiday and Closing Calendar; seconded by Trustee DeSmidt. Discussion was had that the date of the 4th of July Parade has not yet been determined, whether it will be a Saturday or Sunday. Trustee Olsen would like to continue to be on record that he thinks that it is inappropriate for the Library to be closed on the day of the parade because it does not close any other public body. President Deyne stated that usually the parade is on a Sunday, and most public bodies are closed on Sundays.

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

6. 2024 Board Meeting Calendar for 2024: Trustee Barry moved to approve the 2024 Board Meeting Calendar; seconded by Trustee DeSmidt.

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

DISCUSSION ITEMS:

1. Strategic Plan Update: Assistant Director/Public Relations Manager Mallory Untch handed out materials to the trustees and provided an update on the Strategic Plan as of October 2023. Enhancing Library Communication with the Community: Staff have been reevaluating the newsletter. A concrete patio is planned to

be installed in the back of the library which can be used to hold outdoor events. Library staff are planning to have more impactful presence in the community by attending and participating in community events.

Staff are looking into partnering with community businesses to hold events and strengthen relationships; for example, holding a trivia contest. In September the Youth Services department worked with the DuPage County Farm Bureau to bring back an interactive agricultural learning display in Youth Services.

In September staff attended a Welcome Back Picnic at School District U46's Sycamore Trail Elementary School. Staff spoke about library services and programs. The teen librarian worked with the U46 Educational Pathways at the Explore Event which works with incoming freshmen to explore different electives and other opportunities they have at the schools.

The Library is looking into partnering with businesses that would provide discounts or incentives when patrons show their Bartlett Library card.

Create a Welcoming Space: The Library has installed security cameras and approved a security camera policy. The computer lab is now a quiet study space, and the room has been renamed "The Hub." The genealogy group still meets in the room, and they use the library's roaming laptops. Many people studying in the room bring their own computers and laptops.

Reevaluate the Size and Location of Various Library Collections: Youth services has withdrawn all the music CDs from the collection, freeing shelf space for the J. fiction collection. Consider Updating Furniture: Youth services recently added a cubby reading space for anyone to read in, including persons who have sensory sensitivities.

Pet Board for Community: A pet board has been hung in the cafe and pictures of some local pets added. The pet board will be marketed soon to invite people in the community to post pictures of their pet.

Promote Lifelong Learning: Staff will develop opportunities for patrons to provide consistent feedback and evaluation of library programs and services. Staff have reconfigured the story time schedule in the winter.

Create More Nontraditional Programming: The first bilingual

Spanish and English story time was held in September; and a craft supply exchange was held on October 15, 2023.

Utilize Technology: Technology classes will be offered at times to meet the needs of the patrons. Staff are establishing a new Library of Things, which will introduce new technology to the patrons.

Improve Statistics Tracking Across All Departments: The Adult Services department has begun hourly gate counts in the study area. Many people who may not have a library card, or may not check out books nor check into a study room, use the library by sitting at department tables or sitting in the cafe. Staff have started tracking those numbers to see where the traffic is.

Train Staff on the Translation App: The Circulation department has completed its training on the translation app. Adult Services will be the next department to be trained on the app. Use of the app facilitates communication between staff and patrons whose first language is other than English.

DIRECTORS REPORT - INFORMATIONAL ONLY

1. Friends Update
2. Foundation Update
3. Electricity Update
4. Illinois Library Association Conference
5. Decennial Committee Update
6. Per Capita Requirements

EXECUTIVE SESSION:

Trustee DeSmidt moved to go into Executive Session as permitted by 5 ILCS A Section 2(c)1 and 5 ILCS Section 2(c)21; seconded by Trustee Boyer.

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

(Executive Session was held.)

(Return to Regular Session at 8:44 p.m.)

TOWN HALL: None.

ADJOURNMENT:

Trustee DeSmidt moved to adjourn the October regular board meeting at 8:45 p.m.; seconded by Trustee Olsen.

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