

BARTLETT PUBLIC LIBRARY DISTRICT
COMMITTEE OF THE WHOLE MEETING MINUTES
DECENNIAL COMMITTEES ON LOCAL GOVERNMENTAL
EFFICIENCY ACT

MONDAY, November 13, 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 7:04 p.m. by John Sias.

ROLL CALL: John Sias, Lynn DeSmidt, Joseph Olsen, and Peggy Deyne, Trustees; Aiden Marhofke, Citizen Representative Committee Member; Absent: Stephanie Hopkins, Citizen Representative Committee Member; Dave Barry, Monica Boyer, and Peggy Bucaro, Trustees.

Staff Present: Karolyn Wessel, Library Director.

TOWN HALL: None.

AGENDA:

1. Approval of the May 8, 2023 Committee of the Whole Decennial Committees on Local Governmental Efficiency Act Minutes

Trustee Olsen made a motion to approve the minutes of the May 8, 2023 Committee of the Whole Minutes; Seconded by Trustee Deyne.

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

The motion was approved with one correction which was to remove the strike through the August 14, 2023 meeting date as it had not been canceled when the minutes were recorded.

2. Review of the Laws, Policies, Rules, Procedures, Training Materials and other Documents

The committee members reviewed the following non-exhaustive list of laws, policies, training materials, and other documents applicable to the Library in order to evaluate compliance and to determine if any of the forgoing should be amended.

- A. State Laws Applicable to Libraries
- B. Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*)
- C. Policy on Public Comment
- D. Designation of OMA Officer (5 ILCS 120/1.05 (a))
- E. All Board Members Have Completed OMA Training (5 ILCS 120/1.05 (b))
- F. Schedule of Regular Meetings of the Library Board (5 ILCS 120/2.03)
- G. Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*)
- H. Designation of FOIA Officer (5 ILCS 140/3.5 (a))
- I. FOIA Officer Training (5 ILCS 140/3.5 (B))
- J. Computation and Retention of FOIA Requests (§ ILCS 140/3.5(a))
- K. Posting Other Required FOIA Information (5 ILCS 140/4 (a); 5 ILCS 140/4 (B))

The Library is compliant in all of areas except having an Open Meetings Act Officer. Director Wessel will reach out to the Library Attorney to see if this is required. If it is, Director Wessel will add it to the November Board Meeting agenda so that we will be compliant.

It was also suggested to list the Director as a FOIA Officer along with Trustee DeSmidt so this addition was updated.

Trustee DeSmidt made a motion to approve items A through K under the list of Laws, Policies, Rules, Procedures, Training Materials and other Documents. Seconded by Trustee Olsen.

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

3. Future Meeting Dates

Third Meeting: Monday, February 12, 2024

Fourth Meeting: Monday, March 4, 2024

TOWN HALL: None.

ADJOURNMENT: Trustee Olsen made a motion to adjourn; Seconded by Trustee Deyne.

Ayes: Marhofke, Hopkins, Sias, DeSmidt, Olsen, Deyne, Wessel.

Motion carried.

Meeting adjourned at 7:16 PM.