

BARTLETT PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING MINUTES  
MONDAY, NOVEMBER 20, 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; Lynn DeSmidt, and Joe Olsen, Trustees. Absent: Monica Boyer.

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

PUBLIC PRESENT: John Shales, Shales McNutt Construction; Brittney Kirby, Round Lake Area Library Trustee; Steve Henricksen, President of the Friends of the Bartlett Library; Marianne Kingsmill, Patron.

TOWN HALL: Brittany Kirby stated she is in library school and also a trustee at Round Lake Area Library.

CONSENT AGENDA:

1. Items to be included in Consent Agenda:
  - a. Minutes from the May 8, 2023 Committee of the Whole Meeting (Decennial Meeting)
  - b. Minutes from the November 14, 2023 Special Board Meeting (Bid Opening)
  - c. Minutes from the October 16, 2023 Public Hearing Truth in Taxation Meeting
  - d. Minutes from the October 16, 2023 Regular Board Meeting
  - e. Approval of Bill List: November 20, 2023
  - f. Approval of Transfer of Funds: November 20, 2023 (\$280,000)
  - g. Review of Financial Report: October 31, 2023
  - h. Designation of Two Trustees for December Monthly Bill Approval  
(Barry, Boyer)
  - i. Travel Reimbursement Approval (Barry-\$1,071.81) and (Olsen-\$936.05)

2. Consideration of item(s) withheld for separate action:  
Trustees requested to remove Items 1b, c, d, e, f, and i.  
Amendments were as follows:

1b - Trustee Bucaro stated at the November 14, 2023 Special Board Meeting there were two contractors at the meeting whose names were not in the minutes, one was S. J. Carlson. Director Wessel stated staff is trying to track down their names. Trustee Olsen moved to make the correction to the Minutes of the November 14, 2023 Special Board Meeting; seconded by Trustee Bucaro.

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

Absent: Boyer. Motion carried.

1c - Trustee Olsen stated he had mistakenly asked for the Minutes of the October 16 Public Hearing to be removed from the Consent Agenda. Trustee Barry moved to approve Item C of the Consent Agenda; seconded by Trustee Sias.

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

1d - Trustee Olsen asked for changes to the Minutes from October 16, 2023, Regular Board Meeting. Trustee DeSmidt moved to approve the changes to item C of the Consent Agenda: No second was made, and the motion failed.

1e - Approval of Bill List: November 20, 2023: Trustee Olsen stated that the Bill List is incomplete, that there is a check missing from the order, and it is difficult to discern because they are listed in alphabetical order rather than check number order.

Trustee DeSmidt asked if the checks could be listed in check number order versus alphabetical.

Trustee Barry moved to approve the Bill List of November 20, 2023; seconded by Trustee Bucaro.

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

1f - Approval of Transfer of Funds: November 20, 2023 (\$280,000): Trustee Olsen stated the proposed transfer of \$280,000 exceeds the available funds in the NOW account. Discussion was had regarding the board's desired minimum balance to maintain in the bank account is \$100,000, not \$300,000. Director Wessel stated she will work with Trustee Barry and

President Deyne to determine the appropriate amount to transfer based on a \$100,000 balance, and they will make the transfer tomorrow, November 21, 2023.

Trustee Olsen moved to table the item until the December board meeting; seconded by Trustee Barry.

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

1i - Trustee Barry stated that he attended the Illinois Library Association conference from Monday evening through Thursday afternoon, and drove back Friday morning. Trustee Sias moved to approve the travel reimbursements for the ILA conference; seconded by Trustee Bucaro.

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

3. Consent Agenda Approval (Roll call vote): Trustee Bucaro moved to approve Consent Agenda items a, g, and h; seconded by Trustee Barry.

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

CORRESPONDENCE: The Library received a levy ordinance reminder from Attorney Ritzman; and the Library's levy paperwork has been filed. An anonymous note was received which complimented the staff; Director Wessel read aloud a complimentary note from a patron regarding an audio book the Library purchased for the collection; and a note was received which complimented the Library staff for organizing the puzzle tournament.

#### REPORTS, QUESTIONS, AND ANSWERS:

Trustee Bucaro attended an open house at the fire station which was held after the remodeling work has been completed.

Trustee DeSmidt complimented the Library staff on being receptive to input on audio book titles to add to the collection.

Trustee Barry attended the Illinois State Library Advisory Committee meeting. They committee will be going out to bid for the databases in the State of Illinois Library. The Open Education Resources program, which helps rein in the cost of college education for students in 13 states, will now be instituted in Illinois as well.

Trustee Olsen spoke on several items:

- He asked if there are State grant funds available for life

safety that the Bartlett Library should be applying for to provide supplementary funding for the sprinkler system. Director Wessel stated a construction grant was available last in January for renovation or new construction, she has not found a grant for safety.

- Discussion was had regarding the life safety issue with the sprinkler system a week and a half ago when the fire marshal was onsite. The Library staff contact persons and telephone numbers have been updated and provided to the fire department, which also has access to the building through the black box.

- Trustee Olsen noted the ComEd bill was up on usage again this month, this time by 13%. He believes the cause of this consistent increase in energy costs needs to be investigated.

- Upon review of the October invoices Trustee Olsen noticed an expense of \$1,530 for publication of the tax levy, approximately twice the cost from prior years. Director Wessel stated there was an error and the Library is going to get a credit.

- Trustee Olsen stated he would like to be informed of the number of items withdrawn from the collection so that he has a sense whether the collection is static as far as total number of units, whether it is increasing, or decreasing. The Technical Services Manager will provide that number to the board.

Trustee DeSmidt is on the ILA Fundraising Committee, which meets monthly. Bios are being written on the persons who have won luminary awards, these bios will be published throughout the calendar year.

President Deyne stated the staff are doing an outstanding job. She asked that the trustees please contact the Director or the Assistant Director/Public Relations Manager if they have questions of a particular department.

#### REGULAR AGENDA:

#### ACTION ITEMS:

1. Fire Sprinkler Replacement Project Bid: John Shales stated that Shales McNutt Construction received two acoustic ceiling bids, three painting bids, and three sprinkler bids. Mr. Shales spoke with all the low bidders and the second low bidders for each of the projects.

The two low bidders for the sprinkler system bid it in virtually

identical ways, proposing to go back in with what is a majority wet system, and with a dry system in some attic spaces which are cold so that they don't freeze. The low bidder is Automatic Fire Systems. It is not anticipated that the project would require the closing of the library.

Mr. Shales is recommending that the Library go with the bid of K & J Painting for the painting project.

The sprinkler system contractor is responsible by code for providing to the Village and the Library as-built drawings of the system.

(Mr. Shales exited.)

Trustee Bucaro moved to accept K & J Painting for the painting work, Just Right Acoustics for the ceiling tiles, and Automatic Fire Systems for the sprinkler system; seconded by Trustee Barry, who seconded the motion because these contractors are the lowest responsible bidders.

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

2. Ceiling Tile Replacement and Reinstallation Bid (See No. 1).

3. Painting Bid (See No. 1).

4. Resolution 2023-2 Honoring the Friends of the Library for 40 Years of Service: Director Wessel read aloud the Resolution and thanked Steve Henrickson for being present at the meeting to accept the Resolution, and thanked Marianne Kingsmill for being present. Mr. Hendrickson said a few words in accepting the recognition for the Friends.

Trustee Barry moved to adopt the Resolution 2023-2 Honoring the Friends of the Library; seconded by Trustee DeSmidt.

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

5. Collection Development Policy: Staff reported on the Collection Development Policy which includes language from the new Illinois House Bill 2789 that the library will not "prescribe or remove [materials] because of partisan or doctrinal disapproval" and prohibits the practice of banning books and other materials. At the end of the Collection Development Policy is a Statement of Concern, which is a form that patrons could fill out if they have a statement of concern about an item. Staff is establishing the Library of Things and have included a section in the Collection Development Policy to acknowledge that.

The selection process includes a liability statement for the borrowers in which they agree that the Bartlett Public Library District is not responsible for any injury, loss, or damage that may occur as a result of one of the Library of Things items. Trustee Barry would like to have the Library check with the Library's attorney to confirm whether the waiver is legally sufficient.

Trustee Olsen made some suggestions on edits to the Collection Development document. Discussion was had regarding the Library not accepting any donations to support of the Library of Things except a monetary grant or corporate donations.

Trustee Barry moved to table voting on the Collection Development Policy; seconded by Trustee Olsen.

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

6. Loan Periods, Renewals, and Fines Policy: The Library of Things policy states that the items are not eligible for renewals, the loan period is for one week, fines would be \$1 a day, items need to be loaned out only to Bartlett Public Library District cardholders, and they must be checked out on an adult library card.

Trustee Bucaro moved to accept the Loan Periods, Renewals, and Fines policy; seconded by Trustee Sias.

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

7. Holidays and Scheduled Closing Policy: Staff presented the prospect of full-time employees being paid for the Sunday they would have worked but for the library being closed prior to the Monday holiday of Memorial Day or Labor Day, or the 4th of July Sunday. Those Sundays the employees do not get paid for that time because it is not an official holiday. Many employees have expressed they think it is unfair that the library is closed beyond their control and they have to either use personal benefits, or the time is unpaid.

Staff want to amend the Holidays and Scheduled Closing Policy to be able to pay people who are scheduled to work on days when the Library is closed beyond their control. A statement is included to say if the employee is scheduled to work on the Sunday before Memorial Day, the Sunday of the 4th of July parade, the Sunday 7 before Labor Day, or the night before Thanksgiving when the

library closes at 5:00, regular full-time employees will receive their scheduled hours at the regular rate of pay. If they're not scheduled to work, then the employees will not be paid. This would not impact the exempt employees.

Trustee Bucaro moved to approve the Holidays and Scheduled Closing Policy; seconded by Trustee Barry.

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

8. Use of Information Systems Policy: The IT Manager stated he is updating the policy into a more readable format. He has made changes regarding emails and added a section on multifactorial authentication, which is something he would like to implement.

Trustee Barry moved to approve the Use of Information Systems Policy; seconded by Trustee DeSmidt.

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

9. Set Committee of the Whole Meeting Audit Date: The Committee of the Whole meeting for the review of the audit will be held the night of the December Regular Board Meeting. The auditor stated that she would be finished with her report in 10 to 20 minutes. Once the trustees receive their copy of the audit, they are asked to put their questions together and submit them in advance.

Trustee Bucaro moved to hold the Committee of the Whole meeting at 6:30 p.m. on December 18, 2023; seconded by Trustee DeSmidt.

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

#### DISCUSSION ITEMS:

1. Per Capita Requirements: Serving Our Standards Chapter 1 through 6 and Appendices: A, B, C, D, E, F, G and K.

Director Wessel stated everything was pretty much the same as last year. The board meeting in January is the deadline for the Per Capita Grant application.

Director Wessel stated that the Library administration has four interviews set up with DEI consultants next week.

#### DIRECTORS REPORT - INFORMATIONAL ONLY

1. Friends Update
2. Foundation Update
3. Patron Appreciation Week

4. Decennial Committee Update
5. Legislative Meet Up
6. Rotary/Chamber Holiday Luncheon
7. DEI Training Update
8. Liability Exposure Update

NEW BUSINESS: Director Wessel stated Ms. Untch is going to create a version of the Minutes for November, and Efficiency Reporting will prepare their version of the November Minutes, and the Director indicated discussion can be had regarding the two versions.

The Library's attorney said that an Open Meetings Act officer is not required; however, the trustees do need to complete the Open Meetings Act training.

TOWN HALL: None.

ADJOURNMENT:

Trustee Bucaro moved to adjourn at 8:45 p.m.; seconded by Trustee Barry.

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