

BARTLETT PUBLIC LIBRARY DISTRICT
 REGULAR BOARD MEETING MINUTES
 MONDAY, DECEMBER 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 7:03 p.m. by President Deyne.

ROLL CALL: President Peggy Deyne; Vice President Peggy Bucaro, Treasurer Dave Barry; Lynn DeSmidt, and Joe Olsen, Trustees. Present via telephone: Monica Boyer, Trustee. ABSENT: John Sias

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; Youth Services Manager, Phyllis Sadowski.

PUBLIC PRESENT: Marianne Kingsmill, Tony Passaro, patrons.

TOWN HALL: None.

Trustee Boyer is attending the meeting via telephone.

Trustee Barry made a motion to allow Trustee Boyer to attend the meeting via telephone; Seconded by Trustee DeSmidt.
 Roll Call Vote - Yes: Olsen, DeSmidt, Barry, Bucaro, Deyne.
 Abstain: Boyer; Absent: Sias. Motion carried.

CONSENT AGENDA

1. Items to be included in Consent Agenda
 - a. Minutes from the November 20, 2023 Regular Board Meeting
 - b. Approval of Bill List: December 18, 2023
 - c. Approval of Transfer of Funds: December 18, 2023 NOW to Checking (\$36,523.06)
 - d. Approval of Transfer of Funds: December 18, 2023 NOW to Schwab General Fund (\$250,000.00)
 - e. Approval of November 30, 2023 Financial Report
 - f. Designation of Two Trustees for January Monthly Bill Approval (Barry, Bucaro)
 - g. Travel Reimbursement Approval (None)

2. Consideration of item(s) withheld for separate action (If Any)

Trustee Olsen asked for item a to be removed for consideration. Trustee Olsen asked for an additional item h to be added to the consent agenda to reflect the Transfer of Funds that was tabled at the November Board Meeting and occurred on or about November 21, 2023.

1a - Trustee Olsen requested changes to the wording relating to the Open Meetings Act Officer and the Decennial Committee to be clearer in "New Business."

Trustee Barry made a motion to approve item 1a as amended; Seconded by Trustee DeSmidt.
Roll Call Vote - Yes: Olsen, DeSmidt, Barry, Bucaro, Deyne. Abstain: Boyer; Absent: Sias. Motion carried.

1h - Approval of the Transfer of Funds (\$100,000) from the NOW Account to the General Checking which occurred on or about November 21, 2023.

Trustee Bucaro made a motion to accept item h; Seconded by Trustee Olsen.
Roll Call Vote- Yes: Olsen, DeSmidt, Boyer, Barry, Bucaro, Deyne; Absent: Sias. Motion carried.

3. Consent Agenda Approval (Roll Call Vote)

Trustee Bucaro made a motion to approve items b through g of the Consent Agenda; Seconded by Trustee DeSmidt.
Roll Call Vote - Yes: Olsen, DeSmidt, Barry, Boyer, Bucaro, Deyne. Absent: Sias. Motion carried.

CORRESPONDENCE: None

REPORTS, QUESTIONS AND ANSWERS: President and Trustees

Trustee Olsen thanks Technical Services Manager, Sonya Skibicki for including the number of withdrawn items on her board report. Trustee Olsen thanked Facility Manager, Larry Siegel for his in-depth research into the KWH usage. Trustee Olsen suggested the library adopts an Energy Efficiency Policy.

REGULAR AGENDA

1. Approval of the 2022-2023 Audit: Monika Adamski from Lauterbach and Amen presented the 2022-2023 Audit to the

Board of Library Trustees at the Committee of the Whole Meeting that was held prior to this meeting.

Amendments were as follows: updating an incorrectly listed date and providing a more accurate description of property taxes sepcific to the Bartlett Public Library District.

Trustee Barry made a motion to approve the 2022-2023 Audit with the suggested amendments; Seconded by Trustee Bucaro. Roll Call Vote-Yes: Olsen, DeSmidt, Barry, Boyer, Bucaro, Deyne; Absent: Sias. Motion carried.

2. Serving Our Standards Chapter Review

No questions or concerns were presented for the Serving Our Standards Chapter Review. No vote necessary for this item.

3. Per Capita Application

The library must submit the Per Capita Grant Application. Discussion was had regarding the application.

Trustee Barry made a motion to approve the Per Capita Application with suggested amendments; Seconded by Trustee Bucaro.

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

4. Strategic Diversity Initiatives Proposal

Director Wessel and Assistant Director Untch presented a proposal for a day long workshop from Strategic Diversity Initiatives for staff DEI training. Discussion was had regarding the proposal and Trustee DEI training. Director Wessel mentioned that the Village of Bartlett other contacts we can reach out to, as well. Trustee Bucaro mentioned that the cost of the training falls within Director Wessel's discretion to expend without Board approval.

Trustee Barry made a motion to table the Strategic Diversity Initiatives Proposal; Seconded by Trustee DeSmidt.

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

5. Collection Development Policy

Assistant Director/Public Relations Manager Mallory Untch presented changes to the Collection Development Policy that were discussed at the November Board Meeting.

Trustee Olsen made a motion to approve the Collection Development Policy; Seconded by Trustee Barry.

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

6. Loans, Renewals, and Fines Policy

A statement was added to this policy that expressed staff had the authority and discretion to determine loan periods for certain items. This was not included on the policy approved at last month's meeting but we have since added the statement to the policy.

Trustee Olsen made a motion to approve the Loan, Renewals, and Fines Policy; Seconded by Trustee DeSmidt.

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

7. Holiday and Scheduled Closings Policy

The policy was updated under "Other Scheduled Library Closings" to reflect the new day for the Village 4th of July parade and removed the Wednesday before Thanksgiving for full-time employees to receive to be paid for a full workday.

8. 2024 Closings

The Village 4th of July parade has been moved to a new date which must be reflected on the 2024 Closings. Discussion was had regarding closing the day of the 4th of July parade.

Trustee Bucaro made a motion to approve the items 7 and 8, the Holiday and Scheduled Closing Policy and the 2024 Closings; Seconded by Trustee Barry.

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

9. Paid Leave Workers Act Policy

Director Wessel presented a new policy provided pursuant of Illinois' Paid Leave for All Workers Act (820 ILCS 192). This policy applies to all part-time employees that work average weekly schedules under 20 hours per week. All eligible employees are qualified to earn one (1) hour of paid leave for every forty (40) hours worked with a rolling 12-month maximum benefit of forty (40) hours of paid leave.

Trustee Bucaro made a motion to approve the Paid Leave for All Workers Act Policy; Seconded by Trustee DeSmidt. Roll Call Vote- Yes: Olsen, DeSmidt, Barry, Boyer, Bucaro, Deyne. Absent: Sias. Motion carried.

10. Designation of two Trustees to review the past 6 months of Library Board Meetings (DeSmidt/Olsen)

Director Wessel presented the list of the designation of two Trustees to review Library Board Meetings. No vote necessary for this item.

DISCUSSION ITEMS: NONE

DIRECTORS REPORT INFORMATIONAL ONLY

1. Merry and Bright Celebration and Cocoa Crawl
2. IMRF Rate
3. KWH Usage
4. Friends Update
5. Foundation Update

NEW BUSINESS: Trustee DeSmidt shared plans for the upcoming Foundation fundraiser.

Director Wessel shared that the library has a new HR Generalist starting and that the library Graphic Designer, Felicia, has submitted their resignation.

TOWN HALL: NONE

ADJOURNMENT: Trustee Barry made a motion to adjourn the meeting; Seconded by Trustee DeSmidt.

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

Meeting adjourned at 7:52 PM.