

BARTLETT PUBLIC LIBRARY DISTRICT
 REGULAR BOARD MEETING MINUTES
 MONDAY, January 15, 2024
 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, Secretary John Sias; Treasurer Dave Barry; 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; Youth Services Manager, Phyllis Sadowski.

PUBLIC PRESENT: Marianne Kingsmill, T.J. Sias, patrons.

TOWN HALL: None.

CONSENT AGENDA

1. Items to be included in Consent Agenda
 - a. Minutes from the December 18, 2023 Committee of the Whole Meeting
 - b. Minutes from the December 18, 2023 Regular Board Meeting
 - c. Approval of Bill List: January 15, 2024
 - d. Approval of Transfer of Funds: January 11, 2024 NOW to Checking (\$80,788.49)
 - e. Approval of Transfer of Funds: January 15, 2024 NOW to Checking (\$228,578.32)
 - f. Approval of December 31, 2023 Financial Report
 - g. Designation of Two Trustees for January Monthly Bill Approval (Barry, Deyne)
 - h. Travel Reimbursement Approval (None)
2. Consideration of item(s) withheld for separate action (If Any)

Trustee DeSmidt asked for item a to be removed for consideration

1a - Trustee DeSmidt and Trustee Olsen requested changes to the December 18, 2023 Committee of the Whole Meeting regarding check signing policies and controls of the disbursements of funds.

Trustee DeSmidt made a motion to approve item 1a as amended; Seconded by Trustee Olsen.

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

3. Consent Agenda Approval (Roll Call Vote)

Trustee Barry made a motion to approve balance of the Consent Agenda; Seconded by Trustee Bucaro.

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

CORRESPONDENCE: Letter from the Secretary of State Regarding Board Member Vacancies.

REPORTS, QUESTIONS AND ANSWERS: President and Trustees

Trustee Olsen thanked Sue Gordon, Youth Services Librarian for her service to the library. Trustee Olsen requested information regarding the number of attendees at the SOUL Harbour Ranch Therapy Horse Visit program, Teen program attendance, Youth programming statistics, and Meeting Room use statistics. Trustee Olsen inquired about the Hanover Insurance walkthrough that recently occurred and an update of DEI training. Trustee Olsen expressed concern about circulation numbers dropping over the past 5 years and Trustee Olsen expressed concern about budget lines used at the library.

Trustee DeSmidt inquired about improvements made by Facilities Manager, Larry Seigel after the walkthrough with the Fire Department. Trustee DeSmidt expressed concern about the library's patron banning procedure and presented a state statute that outlined the Board's role in patron banning. Discussion was had regarding patron banning. Director Wessel spoke with the library attorney who advised her that Executive Session with the Board was not necessary for patron banning but Director Wessel will reach out again to get further clarification with regards to the statute presented.

REGULAR AGENDA

1. Execution of Natural Gas and Electric Energy Agreements

Director Wessel suggested to table this item in order for the library to do more research into comparable companies, verify gas rates, and look into solar paneling for the library.

Trustee Barry made a motion to table the Execution of Natural gas and Electric Energy Agreements; Seconded by Trustee DeSmidt.

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

2. Service Award Policy

Revisions were made to the Employee Service Award policy that outline the specific awards employees may receive for years of service to the library.

Discussion was had about types of awards employees may receive. Trustee DeSmidt suggested the removal of the sentence, "Service awards may consist of a certificate and gift of appreciation or other appropriate item, which is determined by the Board of Trustees."

Trustee Olsen made a motion to approve the Service Award Policy with the removal of the sentence, "Upon the retirement or resignation of an employee in good standing with ten or more years of service, the Library may provide a gift of appreciation." Seconded by Trustee DeSmidt.

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

Trustee Barry made a motion to approve the Service Award Policy as presented; Seconded by Trustee Bucaro.

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

3. Telephone/Mail/Fax/Photocopy Usage Policy

Information was added to the policy about employees using the library as a personal mailing address and other personal correspondence should never appear to be an official correspondence of the library. This information was removed from the Use of Information Systems Policy approved at the November Board Meeting and the library feels is better suited here.

Trustee Olsen made a motion to approve the Telephone/Mail/Fax/Photocopy Usage Policy; Seconded by Trustee Bucaro.

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

4. Expectation of Library User Policy

Information was added to prohibit adults unaccompanied by children from loitering in the Youth Services Department unless they are actively utilizing its services.

Trustee DeSmidt questioned the necessity of this policy and staff expressed it was for the safety of children and if needed to be applied, would prevent potential suspicious activity.

Trustee Barry made a motion to approve the Expectation of User Policy; Seconded by Trustee DeSmidt.

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

DISCUSSION ITEMS:

1. Strategic Plan Update

Assistant Director/Public Relations Manager Mallory Untch provided an update on 2022-2025 Strategic Plan.

Questions and concerns were presented by Trustees in regards to the information presented.

Trustee Boyer inquired about updating Youth Services play spaces and recommended rotating toys and activities; Trustee Boyer inquired about adult volunteering opportunities; Trustee Boyer inquired about planning

Heritage programming across the library, and lastly how the library chose ReadSquared as a digital platform for library reading platforms.

Trustee DeSmidt inquired about whether the library is pursuing a 3D-Printer.

Trustee Bucaro inquired about the percentage of goals completed of the Strategic Plan and suggested a felt board for the Youth Services department; Trustee Bucaro suggested bringing back the children's movie programming.

Trustee Olsen expressed concerned that because the library chose not to hire a Marketing Manager and rather combine this position with the Assistant Director position projects are not being completed at the library because the Assistant Director is assisting with other duties in the library. Trustee Olsen explained when the Board instructed Director Wessel to hire an Assistant Director this was not the Boards intent. Trustee Olsen suggested the library consider hiring a Marketing Manager to take duties from the Assistant Director in order to focus on other projects.

Assistant Director/Public Relations Manager Mallory Untch responded that part of her duties as Assistant Director is to assist with other duties as needed when the library is short staffed.

Trustee Olsen inquired about collection development in the Adult World Languages collection asking since the update only mentioned the Polish collection is that the sole focus of the collection.

Trustee DeSmidt stated that the Circulation Department is doing good work.

2. Going Fine Free

Director Wessel explained the library would like to move forward in the new fiscal year with going fine free for patrons.

Trustee Olsen asked if whether the new Library of Things collection will be fine free. Director Wessel said it would not be included because it is a specialized collection.

Trustee DeSmidt voiced concern about what incentive patrons would have to return items and waiting periods for items. Director Wessel explained if an item becomes overdue, there would be a block placed on the patron's account.

3. Financial Statement 6-Month Financial Review

Director Wessel presented a summary of the 6-month Financial Review to the Board.

Trustee Olsen suggested reaching out to the Village to learn more about incoming developer donations; Trustee Olsen inquired about projects listed in the General Fund that may be better suited for the Maintenance Fund. Director Wessel explained she would run a report to review the line items.

Trustee Olsen inquired the reason the library has spent most of the Downloadables and Databases budget and whether this is due to the timing of when these are paid. Technical Services Manager, Sonya confirmed this is correct and that these services are often prepaid for the year.

Trustee Olsen inquired about why the financial reports are not showing the expenses for financial investment advisors and suggested the library reach out to the accountant to clarify.

Director Wessel made a statement regarding her decisions to make unscheduled closings for the library. She explained she makes the decision very cautiously and takes many factors into consideration. She reminded the Board that the library is not a registered warming center.

DIRECTORS REPORT INFORMATIONAL ONLY

1. Committee on Local Government Efficiency Update
2. Director Evaluation
3. FOIA/OMA Training
4. Friends Update

5. Foundation Update

NEW BUSINESS: NONE

TOWN HALL: NONE

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

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

Meeting adjourned at 8:16 PM.