

BARTLETT PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING MINUTES  
MONDAY, February 19, 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; Secretary John Sias; Treasurer Dave Barry; Monica Boyer, Lynn DeSmidt, and Joe Olsen, Trustees. Absent: Peggy Bucaro.

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

PUBLIC PRESENT: Marianne Kingsmill, patron.

TOWN HALL: None.

CONSENT AGENDA

1. Items to be included in Consent Agenda
  - a. Minutes from the January 15, 2023 Regular Board Meeting
  - b. Minutes from the November 13, 2023 Committee of the Whole Meeting
  - c. Minutes from the February 12, 2024 Committee of the Whole Meeting
  - d. Approval of Bill List: February 19, 2024
  - e. Approval of Transfer of Funds: February 19, 2024 NOW to Checking (\$138,169.80)
  - f. Approval of January 31, 2024 Financial Report
  - g. Designation of Two Trustees for January Monthly Bill Approval (Olsen, Sias)
  - h. Travel Reimbursement Approval (None)
  
2. Consideration of item(s) withheld for separate action (If Any)

Trustee Olsen requested items c, d, and g be removed from the consent agenda.

1c. - Trustee Olsen requested that the minutes from the February 12, 2024 Committee of the Whole Meeting include Trustees who were absent at that meeting under Roll Call. Discussion was had regarding the necessity to list absent Trustees since the roll call accurately reflects who was present at the meeting. Discussion was had about who the participants at the Decennial Committee meetings were and the accuracy of the title of the meeting as "Committee of the Whole." The minutes were compared to the previous Decennial Committee minutes which did list absent Trustees.

Trustee Olsen made a motion to amend the minutes of the February 12, 2024 Committee of the Whole Meeting to include absent Trustees. Seconded by Trustee DeSmidt.  
Roll Call Vote - Yes: DeSmidt, Olsen; No: Barry, Boyer, Sias, Deyne; Absent: Bucaro. Motion failed.

Trustee Olsen stated that Trustees present at the Decennial Committee Meetings were actively engaged in discussion and recommendations. President Deyne explained that should not have occurred and that the role of the Board Members was to be witness to the meetings.

1d. - Trustee Olsen expressed that the Bill List was not complete as there was a check issued on the 15<sup>th</sup> of the February that was not included. Director Wessel explained the check issued for the Staff In-Service Day presenter was dated for after the Board Meeting and therefore be included on next month's Bill List. No action needed.

Trustee Barry made a motion to approve items 1c. and 1d. of the Consent Agenda as submitted; Seconded by Trustee Sias.  
Roll Call Vote - Yes: Barry, DeSmidt, Sias, Boyer, Deyne; No: Olsen; Absent: Bucaro. Motion carried.

1g. - Trustee Olsen requested to change Designation of Two Trustees for January Monthly Bill Approval from Olsen and Sias to Barry and Sias as the designation should be the Board Treasurer and one other Board Member.

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

3. Consent Agenda Approval (Roll Call Vote)

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

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

CORRESPONDENCE: None.

REPORTS, QUESTIONS AND ANSWERS: President and Trustees

Trustee Olsen inquired about an item he placed on hold that is available and has still not been retrieved by the Circulation department. Trustee Olsen asked if it was a glitch in the system or a process problem of the department. Circulation Manager Mary Prohaska explained she would have to look into why the item is not showing on the holds report to be pulled and get back to him.

Trustee Olsen asked why the IT cabling project was not included on the IT monthly report and whether IT Manager Manny Garza was aware of the project. Director Wessel explained that Mr. Garza is jointly involved in the project. Assistant Director/Public Relations Manager, Mallory Untch explained the project was in the Director's report so there was no reason to have it listed in two places of the board packet. Trustee Olsen inquired whether the project timing is due to the ceiling tiles being removed for the Fire Sprinkler Project and whether the new phone system is compatible. Mr. Garza said yes.

Trustee Olsen inquired why the number of ILLs in the Technical Services (TS) monthly report does not match the number of ILLs in the Circulation monthly report and whether there is anyone who checks the board packet before distribution. Technical Services Manager Sonya Skibicki explained the number in the TS report reflects ILLs actually received and processed whereas the ILLs in the Circulation report reflect the number of ILLs requested by patrons. Trustee Olsen argued the data should match. Assistant Director/Public Relations Manager, Mallory Untch said we can change the labeling of the two items but the data should not match as they are two different pieces of data.

Trustee Olsen inquired as to why the Adult Services monthly report did not include the breakdown of attendance per program. Assistant Director/Public Relations Manager Mallory Untch explained that attendance numbers per program is used internally

by the professional librarians and Department Managers to monitor and evaluate programming. The purpose of the monthly reports to the Board is to provide a summary of services offered by each department and by including too many statistics this convolutes the purpose of the reports and the library does not feel it is necessary to include in the board packet. Trustee Olsen inquired about how many programs in the Adult department had zero attendance. Ms. Untch reported no programs had zero attendance.

Trustee Olsen expressed concerns about the average number of attendees per program and whether the library provides enough funds in the budget for programming. Trustee DeSmidt inquired whether programs get over-booked. Staff explained this is not the case.

Trustee Boyer expressed the need to use key performance indicators and data to assess programming and statistics but does not believe that this is the role of Board members.

Trustee Olsen expressed concern that the library staff do not have adequate funds for capital equipment. Trustee Olsen expressed concern for staff input on the budget. Director Wessel and Ms. Untch explained that the management team ensures ideas and opinions by staff are taken into consideration when it comes to the library budget.

Trustee Olsen expressed concern about where the management fees for investments were being reported on the financial report and claimed it was being buried in an incorrect budget line. Trustee Olsen explained the fees should be included in the consulting line item. Director Wessel said she would work with the account to have it moved.

Trustee Barry requested that in future meetings there be a rule to limit Trustee "Reports, Questions, and Answers" to 10-minutes per individual and requested this be added to the next month's Board agenda. President Deyne said at the next meeting Trustee reports and questions will have a 10-minute time limit to allow other Trustees the opportunity to share or ask questions.

REGULAR AGENDA

1. Approval of the Bartlett Public Library District Report for Compliance with Decennial Committees on Local Government Efficiency Act

Director Wessel presented the final Decennial Committee Report that will be submitted to the state.

Trustee DeSmidt inquired whether the report can include a description of the progress the library has made. President Deyne explained that is not the purpose of the report but rather to include community input reflecting on library services.

Trustee Olsen expressed concern that the report was not sufficient and suggested the report be brought back to the committee to add more substance.

Trustee Olsen made a motion to table the approval of the Bartlett Public Library District Report for Compliance with Decennial Committees on Local Government Efficiency Act; Seconded by Trustee DeSmidt.

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

Trustee Barry made a motion to approve the Bartlett Public Library District Report for Compliance with Decennial Committees on Local Government Efficiency Act; Seconded by Trustee Boyer.

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

2. Approval of the Expectations of Library Users Policy

Revisions were made to the Expectations of Library Users policy to reflect the distance allowed for smoking from a library entrance.

Trustee Barry made a motion to approve the Expectations of Library Users Policy; Seconded by Trustee DeSmidt.

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

3. Director's Evaluation Special Board Meeting (Monday, March 4, 2024 at 7:00 PM)

To avoid a long Board Meeting in March, it was suggested to hold a Special Board Meeting for the Director's Evaluation. President Deyne reminded the Trustees that she needs evaluation forms to be submitted and this item is to just make everyone aware of the date. No action was needed.

4. Approval to Close the Library on Friday, March 22, 2024 for Staff DEI Training.

Trustee Olsen made a motion to amend the action with the condition that the library is open on July 6, 2024. No second. Motion failed.

Trustee DeSmidt inquired about the DEI presenter and whether this was a mandatory training for staff. Director Wessel explained all staff that are able to attend will attend but it cannot be made mandatory as many employees have other full-time jobs or commitments.

Trustee Sias questioned if this training is a one-time session and not an annual occurrence. Director Wessel confirmed it will be a one-time training.

Trustee Barry made a motion to approve the closing of the library on Friday, March 22, 2024 for staff DEI training; Seconded by Trustee Boyer.

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

DISCUSSION ITEMS: None

DIRECTORS REPORT INFORMATIONAL ONLY

1. 2024-2025 Budget Process
2. President and Trustee Reports
3. Illinois Library Association Trustee Forum Training Sessions
4. Trustee DEI Training
5. IT Cable Replacement Project
6. Staff In-Service Day
7. Strategic Plan Update
8. Electricity/Gas Rates Update

9. Laconi Trustee Banquet, May 3, 2024 6pm to 9pm (Location TBD)
10. FOIA/OMA Training
11. RAILS Certification
12. Major Vendor Contract List
13. Friends Update
14. Foundation Update

NEW BUSINESS:

Director Wessel explained the library staff are always willing to answer any of Trustee Olsen's inquiries but feels that he presents them aggressively rather than working as a team with the library.

Trustee Boyer expressed her thanks and gratitude to the library staff for the work they do.

Trustee DeSmidt also expressed thanks to the staff for their work and coming prepared to answer questions that the Trustee's do have.

TOWN HALL: NONE

ADJOURNMENT: Trustee Sias made a motion to adjourn the meeting; Seconded by Trustee Boyer.

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

Absent: Bucaro Motion carried.

Meeting adjourned at 7:47 PM.