

BARTLETT PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING MINUTES  
MONDAY, MARCH 18, 2024  
7:00 p.m.

Location: The Hub, Bartlett Public Library District  
800 S. Bartlett Road, Bartlett, IL

CALL TO ORDER: The meeting was called to order by President Deyne at 7:01 P.M.

ROLL CALL: Peggy Deyne, President, Peggy Bucaro, Vice President, John Sias, Secretary, Dave Barry, Treasurer, Monica Boyer Lynn DeSmidt, Joseph Olsen, Trustees.

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

PUBLIC PRESENT: Paul Kalis, Vanguard Energy Services; Marianne Kingsmill, Tony Passaro, patron.

TOWN HALL: None.

CONSENT AGENDA:

1. Items to be included in Consent Agenda
  - a. Minutes from the March 20, 2023 Special Board Meeting
  - b. Minutes from the May 8, 2023 Committee of the Whole Meeting
  - c. Minutes from the November 13, 2023 Committee of the Whole Meeting
  - d. Minutes from the February 12, 2024 Committee of the Whole Meeting
  - e. Minutes from the February 19, 2024 Regular Board Meeting
  - f. Minutes from the March 4, 2024 Special Board Meeting
  - g. Approval of Bill List: March 18, 2024
  - h. Approval of Transfer of Funds: March 18, 2024 (\$288,705.51)
  - i. Approval of February 29, 2024 Financial Report
  - j. Designation of Two Trustees for April Monthly Bill Approval (Barry, DeSmidt)
  - k. Travel Reimbursement (None)

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

Trustee Olsen requested to removed items F and G from the consent agenda.

1F. - Trustee Olsen explained that the Board did return to regular session at the end of the March 4<sup>th</sup> Special Board Meeting. It was discussed that a Trustee would listen to the Executive Session minutes to add to the minutes who made a motion to return and adjourn the meeting.

Trustee Barry made a motion to table item 1F of the consent agenda; Seconded by Trustee Bucaro.

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

1G. - Trustee Olsen explained the voided check made out to Michelle Peterson should have been included the previous month's bill list.

Trustee Olsen made a motion to not approve the March 18, 2024 Bill List; No second. Motion failed.

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; No: Olsen; Abstain: Bucaro. Motion carried.

Correspondence:

1. Memo Regarding Real Estate Assessment Appeals from Library Attorney
2. Chronology for Annual Financial Ordinances from Library Attorney

Trustee Olsen inquired whether the library receives appeals. Director Wessel and President Deyne explained the library does receive a few but nothing that is notable.

REPORTS, QUESTIONS, AND ANSWERS: PRESIDENT AND TRUSTEES

Trustee Bucaro inquired when the library would receive developer donations from Grasslands. Director Wessel will reach out to the Village to find out.

Trustee Olsen inquired about the IT Phone System Project and asked about the costs of the project and why the capital expenditure was not brought to the Board for approval. IT Manager Manny Garza explained that the cost is below the threshold to need Board Approval and the phones are provided free of charge and the service cost is comparable to what the library is already paying for phone services. Trustee Olsen inquired whether the phones were being leased to purchase and whether there were fees we were not aware of in the contract with accounting changes. Mr. Garza explained he did not see any fees and did not believe the phones were being leased to owned.

Trustee Olsen asked that the Circulation Report provide corrected times for the Friends Summer Concerts on the Lawn.

Trustee Olsen stated that the Public Notice Board did not list the upcoming March 22 library closing.

Trustee Olsen inquired about the significant drop in followers on the Facebook platform. Adult Services Manager Sandra Sasal pointed out that Facebook is going through the process of eliminating robot accounts and that could be a cause of the change.

Trustee Olsen inquired as to why there was a large jump in programming statistics on the Youth Services Report. Assistant Director/Public Relations Manager Mallory Untch explained that the Youth Services Department is now keeping count of the Art Room and Play Area usage and incorporating these numbers as passive programs. Trustee Olsen requested that a footnote be added to reports to note the drastic change in number.

Trustee Olsen stated that the minutes from the August 18, 2022 Board Meeting were added to the library website although the minutes were never approved by the Board. Director Wessel explained she would look into it.

REGULAR AGENDA

ACTION ITEMS:

1. Gas and Electricity Rates from Vanguard Energy Services

Paul Kalis from Vanguard Energy Services presented gas and electricity rates for the Board to choose a plan.

Trustee Barry inquired whether the rates would change by the Summer. Mr. Kalis went into detail about the many things that can affect the gas and electricity rates.

Trustee Olsen inquired how Vanguard is compensated as an energy broker. Mr. Kalis presented the compensation rate Vanguard receives but explained this is not affected by the energy rates.

Trustee DeSmidt suggested to discuss the possible plans as a Board to decide rather than direct the decision to the Library Director.

Trustee Olsen suggested to sign a 1-year contract for both the gas and electricity rates presented.

The Board discussed looking into other brokers for the library energy services. Director Wessel explained we would need to end the contract with Vanguard before the library could receive quotes from other brokers and suggests a 1-year agreement, as well.

Trustee Bucaro made a motion to delegate the authority to Director Wessel with the suggestion to sign a 1-year agreement; Seconded by Trustee Barry.

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

Trustee Barry requested to take a recess.

Recess: 7:49 P.M. - 7:55 P.M.

2. Limit the Length of Reports, Questions, and Answers to Five Minutes

Trustee Barry explained a 5-minute limit allows other members of the Board to speak and those making reports can be prepared and concise.

Trustee DeSmidt suggested there be no official guidelines but rather make sure that members of the Board are respectful of time.

Trustee Olsen pointed out that no other Village entities limit the time a Trustee can speak. He indicated that this was contrary to what Trustee Deyne had stated at a board Meeting in which she stated that the Village of Bartlett Board limited the Village Trustees to 10 minutes. Trustee Deyne responded by stating that she had misspoke. Trustee Olsen expressed that if a limit were to be enacted it would have to be in writing and consistently applied.

Trustee Barry expressed that he would like to the Board to police themselves with time limits but does not believe it is possible.

It was suggested to table the item to see if Board members could better manage time of reports in the upcoming meetings.

Trustee Sias expressed that he does not believe the Board is able to police themselves due to the history of reporting from the Board.

Trustee Sias made a motion to limit the length of reports, questions, and answers of President and Trustees to five minutes; Seconded by Trustee Bucaro.

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

DISUCSSION ITEMS:

1. Accounting Firm RFP

Director Wessel explained the contract with the library's current accounting firm is coming to an end and inquired whether the Board would like the library to renew the contract or send a Request for Proposals for a new accounting firm.

The Board agreed to keep options open and go forward with an RFP for a new accounting firm and the library's current firm is welcome to submit.

## 2. 2024-2025 Budget Process

Direction Wessel explained the first draft of the 2024-2025 Budget will be ready for the April Board Meeting.

Trustee Olsen stated he would like to see a formal capital needs budget line.

### DIRECTORS REPORT INFORMATIONAL ONLY;

1. Fire Sprinkler Replacement Project Update
2. IT Cabling Project Update
3. Statement of Economic Interest Forms
4. Major Contract Vendor List
5. Summer Reading Update
6. Friends Update
7. Foundation Update

### EXECUTIVE SESSION:

Trustee Bucaro made a motion to go in to Executive Session as permitted by 5ILCSA Section 2(c)1 for the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body; Seconded by Trustee DeSmidt.

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

The Board entered Executive Session.

Trustee Barry made a motion to adjourn the meeting; Seconded by Trustee Bucaro.

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