

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
MONDAY, APRIL 15, 2024

7:00 p.m.

Location: Meeting Room, 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; Katie Converse, HR Generalist; 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: Diana Sparks, Marianne Kingsmill, Tracy Leiser patrons.

TOWN HALL: Patron, Diana Sparks, encouraged the library to consider joining a consortium to provide more materials to the public.

CONSENT AGENDA:

1. Items to be included in Consent Agenda
 - a. Minutes from the March 4, 2024 Special Board Meeting
 - b. Minutes from the March 18, 2024 Committee of the Whole Meeting
 - c. Minutes from the March 18, 2024 Regular Board Meeting
 - d. Minutes from the March 23, 2024 Committee of the Whole Meeting
 - e. Minutes from the April 1, 2024 Special Board Meeting
 - f. Approval of Bill List: April 15, 2024
 - g. Approval of Transfer of Funds: April 15, 2024 (\$219,380.74)
 - h. Approval of March 31, 2024 Financial Report
 - i. Designation of Two Trustees for May Monthly Bill Approval (Barry, Olsen)
 - j. Travel Reimbursement (None)
2. Consideration of item(s) withheld for separate action

Trustee Olsen requested to remove items B, C, and E from the Consent Agenda.

1B. Trustee Olsen requested to change the word potion to portion on page one of the minutes from the March 18, 2024 Committee of the Whole Meeting.

1C. Trustee Olsen requested to change wording in a paragraph on page five of the minutes from the March 18, 2024 Regular Board Meeting regarding the limit of Trustee reports.

1E. Trustee Olsen requested to remove a comma between the name Monica Boyer in the Roll Call of the minutes of the April 1, 2024 Special Board Meeting.

Trustee Bucaro made a motion to approve items B, C, and E with the suggested amendments; Seconded by Trustee DeSmidt. Roll Call Vote-Yes: Barry, DeSmidt, Sias, Bucaro, Olsen, Boyer, Deyne. 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: Barry, DeSmidt, Sias, Bucaro, Olsen, Boyer, Deyne. Motion carried.

CORRESPONDENCE: None.

REPORTS, QUESTIONS, AND ANSWERS: PRESIDENT AND TRUSTEES

Trustee Sias commended the Board on a recent email correspondence between the Board stating how well the Board communicated and had questions asked and answered in an efficient manner. He hopes this can continue.

Trustee Olsen commented on a recent visit to the Helen Plum Public Library. He also gave recognition to Anastasiya Olkanetskaya for her contributions to Teen Services.

Trustee Olsen pointed out an error in the January 2024 circulation statistics.

Trustee Olsen asked for an update about the Request for Proposals for the new Accounting Firm. Director Wessel explained

she was working on the RFP and hopes to have it out by the end of the week.

REGULAR AGENDA

ACTION ITEMS:

1. Budget Draft 1

Director Wessel presented the Board with Draft 1 of the 2024-2025 Budget.

Trustee Olsen noted that the non-resident library card revenue and the developer donations figure was low. Director Wessel explained the non-resident library card figure was incorrect and the library has since looked into it, corrected it and that she is still in communication with the Village about developer donations.

Trustee Olsen inquired about the syncing of the Tax Levy and the Special Fund Balances and whether this occurred. Director Wessel is going to work with Jamie Rachlin to best project the fund balances prior to the B&A and Levy this year. Director Wessel explained that this may have been overlooked this year due to staffing and trustee officer transitions.

Trustee Olsen inquired whether the positions added to personnel were completely new positions or if they were positions that existed but are now being filled.

Trustee Olsen inquired whether hiring more maintenance staff meant the library was moving all maintenance duties in-house. He suggested if that is the case to reduce the budget for contract services.

Trustee Olsen inquired about the necessity of increasing circulation staff if circulation rates are going down. Director Wessel explained that more staffing allows for cushioning when there are sick employees or employees out on vacation. Assistant Director/PR Manager Mallory Untch explained that much, if not all, of the reference transactions from the casual computing area are managed by the circulation staff and that these interactions are often more lengthy tutorials and staff often have to leave the circulation desk so additional staffing can help support this need.

Trustee Olsen inquired whether the library considered the rate increases of postage that is proposed by the United States Postal Service. Director Wessel explained that she was not aware of the rate increases and would look into this budget line.

Trustee Olsen suggested to reduce the Per Capita Grant to reflect actual anticipated expenditures. Director Wessel explained the library would be receiving a more accurate number from the state soon.

Trustee Olsen inquired whether money was budgeted in the Furniture line item to include a new Adult Reference Desk. Director Wessel and Adult Services Manager, Sandra Sasal, explained that the library did not make a specific adjustment for a reference desk because the anticipated space needs assessment may better inform on the type of reference desk the library should be looking into. Trustee Olsen inquired about budgeting for the facility and equipment appraisal.

Trustee Boyer appreciated that funds were added to the continuing education and programming budget lines to support the education of both our staff and community.

Trustee DeSmidt stated she would like to see money budgeted for the library joining a consortium. Director Wessel said the library would do research on the costs, pros, and cons and present information on this at the next Board meeting.

Trustee Olsen expressed concern that with an increase in fund balances, there is an increase in expenditures.

Trustee Barry made a motion to approve Draft 1 of the 2024-2025 Budget; Seconded by Trustee Sias.

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

DISCUSSION ITEMS:

1. DEI Next Steps

Trustee Olsen requested this be on the agenda because he believes the library does not address the needs of the community through programming and materials.

Assistant Director/PR Manager Mallory Untch asked Trustee Olsen if he could provide an example of program or materials

so that staff have a better understanding of what it is he is looking for out of the library.

Trustee Olsen reiterated he does not believe the library represents or addresses the needs of the community based on the number of active library cardholders.

Trustee Boyer suggested that Trustee Olsen send examples to Director Wessel.

Trustee Sias stated that Trustee Olsen did not answer Ms. Untch's initial question. President Deyne explained that it will take time to build the community and that people do not have to have a library card in order to use our library.

Trustee DeSmidt inquired whether the library had a suggestion box and Director Wessel explained we have multiple areas for people to submit suggestions or concerns.

2. Space Needs Assessment

Director Wessel is currently working on a Request for Proposals for the Space Needs Assessment that she will bring to the Board in May.

Trustee Olsen suggested that the library consider input from our community regarding the library space and implied a larger renovation may be necessary to meet the needs of the growing community.

Trustee DeSmidt inquired whether the board should discuss what is included in the RFP. Director Wessel explained the RFP was for hiring a consultant who would then perform the needs assessment and provide suggestions to the library and Board.

3. Strategic Plan Update

A strategic plan update was included in the Board packet.

Trustee DeSmidt inquired whether the Marketing Manager was aware of a recent Chamber breakfast. Assistant Director/PR Manager Untch stated she did not go to the Chamber breakfast and was unaware of the event.

Trustee Olsen inquired consideration refocusing some of the plan to put more emphasis community engagement. President

Deyne explained the strategic plan is showing that the staff are working towards the goals. Assistant Director/PR Manager Mallory Untch explained that goals are not accomplished immediately and progress takes time.

Trustee Bucaro thanked the staff on working together to better the library.

Trustee Boyer reminded the board that the library did ask for community input when developing the strategic plan and the library can do so again when the next plan is developed.

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. Hanover Insurance Group Risk Management Letter
6. Future Registrations
7. LACONI Trustee Dinner
8. Joint Taxing District Meeting, Thursday, April 25, 2024
7:00pm Bartlett Park District
9. Bartlett Area Chamber Breakfast with the Villages,
Wednesday, May 8, 2024 Bartlett Hills Golf Club
10. Friends Update
11. Foundation Update

EXECUTIVE SESSION:

Trustee Barry 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 Bucaro.

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

The Board entered Executive Session at 8:00 PM.

The Board returned from Executive Session at 8:30 PM.

Roll Call - Barry, DeSmidt, Sias, Bucaro, Boyer, Deyne, Olsen.

ACTION ITEM 2: Director Goals and Compensation

Trustee Barry made a motion to approve the Director's goals as presented; Seconded by Bucaro.

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

Trustee Barry made a motion to approved a 3% increase of the Director's salary starting July 1; Seconded by Boyer.

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

ADJOURNMENT:

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

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