

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
MONDAY, MAY 20, 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 7:00 P.M.

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

Present via telephone: Monica Boyer, Trustee.

STAFF PRESENT: Karolyn Wessel, Library Director; Katie Converse, HR Generalist; Sam Magdziarz, Business Office Generalist; Sandra Sasal, Adult Services Manager; Mary Prohaska, Circulation Manager; Manny Garza, IT Manager; Larry Siegel, Facilities Manager; Sonya Skibicki, Technical Services Manager; Phyllis Sadowski, Youth Services Manager.

PUBLIC PRESENT: Marianne Kingsmill, patron.

TOWN HALL: None

Trustee Boyer is attending the meeting via telephone.

Vice President Bucaro made a motion to allow Trustee Boyer to attend the meeting via telephone; Seconded by Secretary Sias. Trustee Olsen requested the reason why Trustee Boyer is attending via telephone. President Deyne stated Trustee Boyer is not feeling well.

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

Abstain: Boyer. Motion carried.

CONSENT AGENDA:

1. Items to be included in Consent Agenda
 - a. Minutes from the April 15, 2024 Regular Board Meeting
 - b. Approval of Bill List: May 20, 2024
 - c. Approval of Transfer of Funds from Schwab General Fund to Now Savings Account: May 20, 2024 (\$450,000)
 - d. Approval of Transfer of Funds from Now Savings Account to Checking Account: May 20, 2024 (\$335,500)
 - e. Approval of April 30, 2024 Financial Report

- f. Designation of Two Trustees for June Monthly Bill Approval (Barry, Boyer)
- g. Travel Reimbursement Approval (None)

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

Trustee DeSmidt requested to remove item 1A from the consent agenda.

1A. Trustee DeSmidt requested page numbers be added to the April 15, 2024 Regular Board Meeting minutes. Trustee DeSmidt also requested that a note be added on page 5 that Assistant Director/PR Manager Untch was unaware of the Chamber breakfast. Trustee DeSmidt also requested that 1A on the May 20, 2024 Regular Board Meeting Agenda be changed from Special Board Meeting to Regular Board Meeting.

Trustee Olsen made a motion to approve item 1A with the suggested amendments; Seconded by Secretary Sias.
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: Director Wessel stated there was a memo regarding new rules on web content data and ADA accessibility. IT Manager Manny Garza and Director Wessel have already discussed this and the IT department is currently researching this. IT Manager Manny Garza stated that he will be attending a webinar on June 6, 2024 regarding this.

REPORTS, QUESTIONS, AND ANSWERS: PRESIDENT AND TRUSTEES

Vice President Bucaro stated that the Chamber/Village breakfast was very well attended and that it was interesting to hear what both villages are doing to keep moving forward.

Trustee Olsen stated he attended a program at the library on Microsoft PowerPoint. Trustee Olsen stated that Bradley Kane did an excellent job. Trustee Olsen stated that he was the only attendee. Trustee Olsen stated that because he was the only

attendee he could direct his questions and get specific answers. Trustee Olsen thought it was unfortunate that others were not in attendance because he thought the program was very well done.

Trustee DeSmidt asked Director Wessel where she is at in the process regarding policy reviews. Trustee DeSmidt stated that this is something that was discussed and that the library is behind on getting policies updated. President Deyne stated that this is in the action items that will be discussed. Director Wessel stated that this is a part of her yearly goals and as part of the evaluation process the library is reviewing which policies need to be assigned to which manager and is currently in the process assigning policies and creating a plan.

Trustee DeSmidt stated she had a question regarding an item that was presented at the April 15, 2024 board meeting on consortiums. Trustee DeSmidt stated that Director Wessel advised that research would be done regarding the cost, pros, and cons of joining a consortium and be presented at the May 20, 2024 board meeting but does not see it listed in the items to be discussed. Director Wessel stated that Technical Services Manager Sonya Skibicki did a deeper dive on this subject matter and it is discussed in the Technical Services departmental report. Director Wessel stated that the library is moving forward with joining a consortium for audiobooks called Digital Libraries. Director Wessel stated that when this was looked into initially it was thought that the library needed to join the book consortium as well as the digital consortium. Director Wessel stated that this discussed in the Technical Services departmental report. Director Wessel stated that the patron who presented this idea at the April 15, 2024 board meeting was contacted and advised of the changes.

Technical Services Manager Sonya Skibicki stated that the tentative start date for Digital Libraries to be accessible to patrons is July 1, 2024. Trustee DeSmidt inquired if this was what was presented at the Friends of the Bartlett Library meeting. Technical Services Manager Sonya Skibicki advised that this idea was presented at the April 15, 2024 board meeting and what was presented at the Friends of the Bartlett Library meeting was a different database offered by LinkedIn and it will be accessible to patrons sometime in July.

REGULAR AGENDA

ACTION ITEMS:

1. Budget Draft 2

Director Wessel stated that Budget Draft 2 is the same as Budget Draft 1, however, there were two different versions of Budget Draft 2 provided to the board. Director Wessel stated that Trustee Olsen sent an email on the evening of Sunday, May 19, 2024 with questions he had regarding personnel. In the email received, Trustee Olsen stated he had hoped that there would be more information in the board meeting packet providing further support for the proposed budget for personnel so that the board may fully understand the rationale.

Trustee Olsen requested the following information regarding personnel:

1. The annual budgeted salary.
2. The annual employer paid amount for FICA and Medicare expense.
3. The annual employer paid IMRF expense if applicable to the position based on hours worked.
4. The annual employer paid health, dental, vision and life insurance.

Trustee Olsen requested that a summary be included of each department of the above four categories. Trustee Olsen also requested that information be provided as to the function each position will serve in terms of the specific way in which they will contribute to the operation of the library. Trustee Olsen also requested in his email that it be outlined what, if any, cost savings have been reflected elsewhere in the budget.

Director Wessel stated that she worked with HR Generalist Katie Converse in addition to a few members of the management team, and a response to Trustee Olsen's email was sent shortly before the commencement of the board meeting.

Director Wessel stated that at the April 15, 2024 board meeting, it was discussed that a number of the new positions were positions that used to exist and remained vacant. Director Wessel stated that she was not sure what the reasoning was behind the vacancies, however, the philosophy was that the library was going with less positions to get by. Director Wessel stated that there are two new positions that are being budgeted for the 2024-2025 Budget. The two new positions are a full-time Facilities Assistant and a full-time Circulation Associate. Director Wessel provided a

spreadsheet with the breakdown of the information Trustee Olsen requested to the board.

Director Wessel advised that the full-time Facilities Assistant will help to cover the in-house cleaning of the building and other projects to allow Facilities Manager Larry Siegel to do more managerial duties. Director Wessel stated that once the library has all of the facilities staff in place the library will not need to hire an outside cleaning crew. Director Wessel has left the funds in the budget for the outside cleaning crew as she is unsure when the position will be filled but can be used for other facility needs once a Facilities Assistant is hired.

Director Wessel advised that the full-time Circulation Associate will help to fill a long-time staffing shortage in the Circulation Department. Director Wessel stated that the Circulation Department will work in conjunction with the Adult & Teen Services Department and the Youth Services Department to do a library-wide initiative to complete a collection inventory which will take time and staff.

Director Wessel also stated that rehiring the vacant positions will allow librarians to have more time to complete off-desk research and planning for programs, attend webinars and conferences, and allow more opportunities for outreach. Director Wessel stated that the Adult Services department is looking to enhance homebound delivery services and outreach services.

Treasurer Barry made a motion to approve Budget Draft 2 of the 2024-2025 Fiscal Year; Seconded by Vice President Bucaro.

President Deyne asked if there was any discussion. Trustee Olsen stated that he has questions. Trustee Olsen stated that when reviewing the budget that \$15,000 is being budgeted towards investment advisory services. Trustee Olsen stated that it was his understanding of the contract agreement with the investment advisors that the library is paying them 2 mils per year for the library's invested funds. Trustee Olsen stated that when he calculated based on the \$15,000 budgeted for investment advisory services that there would be an average balance of \$7,500,000 in invested funds.

Trustee Olsen stated that after the action taken this evening to reduce the library's investment by \$450,000 that the library is slightly over \$4,000,000 in invested funds.

Trustee Olsen stated that this year's total tax revenues are slightly over \$3,500,000. Trustee Olsen stated that if the library closed its doors that this would be the only way the library would be able to obtain \$7,500,000 in invested funds.

Director Wessel asked Trustee Olsen where he saw the \$15,000 figure regarding investment advisory fees. Director Wessel stated that the proposed budget for investment advisor fees is located on page 4 of 6 of the budget draft and \$7,500 is allocated towards this. A discrepancy was found between the budget draft that was sent out on Friday, May 17, 2024 in the board meeting packet versus an individual handout provided at the board meeting. As previously mentioned, two different versions of Budget Draft 2 were provided to the board. Trustee Olsen stated that he believes \$7,500 is low because this would suggest an average balance of \$5,000,000 in invested funds. Trustee Olsen suggested this amount be changed to at least \$10,000. Director Wessel stated that she will change this line item to \$10,000.

Trustee Olsen suggested that after a decision has been made regarding library accounting services that the budgeted amount for accounting services be adjusted to reflect the annual fee that is applicable to the accounting firm that is selected.

Trustee Olsen inquired what is happening with developer donations. Director Wessel stated that she spoke with President Deyne and Paula Schumacher, Village Administrator. Director Wessel stated that Paula Schumacher is looking into this further and will provide more information once it becomes available. Trustee Olsen stated he has concerns about when the Village Administrator provides a monetary amount and that the library will be reimbursed \$10,000 less than what was stated.

Trustee Olsen stated that he read in the newspaper that the Village is juggling developer donations in order to fund improvements for the golf course. Trustee Olsen stated he does not know if this is accurate information but that this is what was reported in the press. President Deyne stated that the press is not always accurate and tend to focus on the negative side as far as the Village budget goes. President Deyne stated that the Village Administrator would not take any action that would jeopardize the Village or her own reputation. President Deyne reiterated that when she had spoken with the Village Administrator, she was advised that

this is being looked into further on what the monetary figures are with the Village's accountant for the Village. President Deyne stated that whichever donations belong to the library will be provided to the library and the funds will not be withheld.

Trustee Olsen stated that he still believes that the per capita budget should be adjusted to reflect what has been received in the last two years instead of \$53,000. Trustee Olsen stated that this will be based off of the 2020 census. Trustee Olsen stated that while he is not in the loop and has not heard anything, he stated this suggests that the library will receive additional funding from the state of Illinois.

Trustee Olsen stated that in Director Wessel's report that Director Wessel made an adjustment in the amounts in electric and gas utility line items to reflect the new rates. Director Wessel stated that there is a discrepancy between the budget draft in the board meeting packet and the budget draft provided at the board meeting. Director Wessel stated that the electric line item should be \$50,000 and gas line item should be \$20,000 based on the rates.

Trustee Olsen stated that he is concerned about the current electric usage in the library. Trustee Olsen stated he expected a decrease in electric usage. Trustee Olsen referred to billing statements dated April 2024 and May 2024 respectively. Trustee Olsen stated there was a 29% reduction year over year in electric consumption in April 2024 and 28% in May 2024. Trustee Olsen stated he does not think that there has been a 30% increase in electric rates that a contract was signed for. Director Wessel requested rates from the electric vendor based on what the rates are for the average energy use and was advised this is what should be budgeted.

Treasurer Barry inquired if there are other charges being added onto the billing statement. Treasurer Barry stated that the rates may be low but the delivery charge and other items that may be raising the cost. Treasurer Barry suggested this be looked into. Trustee Olsen stated that the utilization consumption is the figure that should be looked at.

Trustee Olsen inquired if there are funds being budgeted for an appraisal for facilities and equipment. Trustee Olsen stated that he is aware this has been discussed over the past

several years and that this should be considered, as it has been five years since the last appraisal.

Trustee Olsen stated he did a quick analysis of the fund balance reserves and would like to bring it to the board's attention so that everyone is aware. Trustee Olsen stated that in the May 2023 board meeting it was agreed by the board and the policy was updated to reflect that the library would have a three to four-month balance at the end of the fiscal year in these specific reserves. Trustee Olsen stated in looking at building maintenance funds this does not concern him as there is an ongoing list of things that need to be addressed. Director Wessel stated that this was addressed in Budget Draft 1. Director Wessel stated that the opportunity was missed to get ahead of the game by working with Jamie Racklin on the tax levy and that she has already reached out to Jamie to address the issue. Trustee Olsen stated he is aware of this but wanted to make sure the board is aware of what funds are not available because this was not completed last fall.

Trustee Olsen stated his calculations show that at the end of June 2025, the library will have \$215,000 in excess funds in the FICA fund and an excess of approximately \$108,000 in the IMRF fund. Trustee Olsen stated that this is over \$300,000 in funds that could otherwise be available to the library for its current purposes and needs. Trustee Olsen emphasized that this is important, needs to be completed, and the library has missed the opportunity for another year. Trustee Olsen stated that when this comes up in September that this be completed.

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

2. Request for Proposals: Space Needs Study

Director Wessel stated that she worked with Facilities Manager Larry Siegel on the Request for Proposals for the space needs study. Director Wessel stated that all managers reviewed the RFP, in addition to Graphic Designer/PR Assistant Jackie Rojas, creating a cover page for the RFP. Director Wessel stated that she would like to get this approved so that it could be published Friday, May 24, 2024 and move forward with the process. Director Wessel stated that she is open to any suggestions the board may have.

Treasurer Barry made a motion to approve the Request for Proposals for the space needs study; Seconded by Trustee Olsen.

Trustee Olsen stated that the RFP was well done and thought that the importance of the space needs study was reflected in the draft. Trustee Olsen stated that the Trustees have an active role in giving input working with the consultant. President Deyne thanked Facilities Manager Larry Siegel for input and to Director Wessel for creating the RFP.

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

3. Accounting Firm Proposals

Director Wessel stated three accounting firm proposals were received. The three accounting firms that submitted to proposals were Governmental Accounting, Inc., Selden Fox, and Craib Accounting, LLC. Director Wessel stated that her and Business Office Generalist Sam Magdziarz were able to speak with Craib Accounting to complete a short interview. Director Wessel stated that Craib Accounting's bid was high and the firm has no governmental accounting experience. Director Wessel stated that her and Business Office Generalist Sam Magdziarz also contacted Selden Fox to complete a short interview, and that the firm's bid was very high and that there were several things in the firm's bid that were not requested in the RFP. Director Wessel stated that her and Business Office Generalist Sam Magdziarz recommend that the library remain with Governmental Accounting, Inc. Director Wessel stated that the reasoning behind remaining with the library's current accounting firm as they were the lowest bidder, are not increasing the fees for the next three years, and have a strong working relationship with the library.

Treasurer Barry made a motion to approve the proposal for Governmental Accounting, Inc; Seconded by Trustee DeSmidt.

Treasurer Barry stated that it is the board's duty to pick the most responsible bidder and is glad the board had an opportunity to review the bids received.

President Deyne stated that she has known Governmental Accounting, Inc for over 18 years and that they are very experienced with townships and other facilities. President

Deyne stated that she believes that Governmental Accounting, Inc is the right fit for the library.

Vice President Bucaro is pleased that Craib Accounting, LLC was not chosen as the library's accounting firm as there was a spelling error on the cover page of the proposal. Vice President Bucaro stated that that is not someone that the library wants to handle the library's finances.

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

4. Property/Casualty Insurance

Director Wessel stated that this was discussed in her Director's Report included in the board packet. Director Wessel stated that the library went out and brokeraged other firms in 2023 and chose not to do it again this year, but will complete this again in 2025. Director Wessel spoke with Estelle Markham from Kamm Insurance Group, and Estelle stated that the majority of insurance companies are automatically raising both property limits by 10% resulting in a premium increase. Director Wessel stated that the total increase from 2023 to 2024 is \$3,252 and that it is broken down in her Director's Report.

Vice President Bucaro made a motion to approve the property/casualty insurance; Seconded by Trustee DeSmidt.

Trustee Olsen requested that the budget be adjusted to reflect to the property insurance.

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

5. 2024 Library Trustees Commitment Statement

Director Wessel stated that the Library Trustees Commitment Statement is an annual occurrence. Director Wessel stated that this is a commitment to what the board's role is as Trustees and their responsibilities. President Deyne stated it is important to support the library's staff.

Vice President Bucaro made a motion to accept the 2024 Library Trustees Commitment Statement; Seconded by Secretary Sias.

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

6. Policy on Trustee Conduct and Ethics

Director Wessel stated that the policy reminds the Trustees of the conduct and ethics that they should follow. Director Wessel stated that this does not need to be signed, but a motion must be made.

Trustee DeSmidt made a motion to accept the policy on Trustee Conduct and Ethics; Seconded by Trustee Olsen.

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

DISCUSSION ITEMS:

1. Trustee Training Recap

Director Wessel stated that the training took place on May 4, 2024 but was unable to attend as she was at the unveiling of the library's bike repair station.

President Deyne stated that she attended the training and it was well done. President Deyne stated that the presenters were great, and it was stressed to attendees at the training that it is important for the board to be consistent and that the board makes sure that there is always ongoing communication between the board and the Director. President Deyne stated that the board is not the Director's supervisor and that the board and the Director need to work together for the good of the library.

Vice President Bucaro attended the training and stated it is always good to hear from the experts.

Trustee Boyer stated that she also attended the training. Trustee Boyer stated that it was very good, and that it was emphasized that if the Director does not reach a certain goal that the Trustees ask why the goal has not been met. Trustee Boyer stated that it was advised to find a different approach to reach that goal and not jump to conclusions.

2. LACONI Trustee Banquet

Treasurer Barry stated that he attended the banquet and that it was one of the best LACONI banquets he has ever attended. Treasurer Barry stated that conversations took place regarding issues currently taking place in libraries across the United States and is grateful to be in Illinois. Treasurer Barry stated that there was a bill in Louisiana that would criminalize membership in the ALA and the Trustees would be responsible. Trustee Barry stated he feels that libraries are being used across the United States as punching bags and is grateful Illinois' current Secretary of State is supportive of libraries.

Trustee Boyer stated she attended the banquet and agrees with Treasurer Barry that it was very educational. Trustee Boyer is also thankful to be located in Illinois, and is very happy that the library is doing what it can to educate others about why libraries are still needed in society.

Trustee Olsen stated he attended the banquet and finds these events informative because it gives the opportunity to interact with Trustees and Directors from other facilities.

3. Joint Taxing District Meeting Recap

Director Wessel stated that attending these meetings are very informative and beneficial to see what other governmental entities are doing. President Deyne agreed with Director Wessel.

Trustee DeSmidt stated it is nice to hear the development of different departments within the Village.

DIRECTORS REPORT INFORMATIONAL ONLY:

1. Fire Sprinkler Replacement Project Update
2. IT Cabling Project Update
3. Bartlett Memorial Walk and Remembrance
4. Participation in the July 6, 2024 4th of July Parade
5. Butterfly Garden Update

NEW BUSINESS: None.

TOWN HALL: None.

ADJOURNMENT: Vice President Bucaro made a motion to adjourn the meeting; Seconded by Trustee DeSmidt.

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

Meeting adjourned at 7:55 P.M.