

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
MONDAY, JULY 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 7:05 P.M.

ROLL CALL: Peggy Deyne, President; Peggy Bucaro, Vice President; Dave Barry, Treasurer; Monica Boyer, Trustee; Joseph AJ Olsen, Trustee. Present via telephone: Lynn DeSmidt, Trustee. Absent: John Sias, Secretary.

STAFF PRESENT: Karolyn Wessel, Library Director; Mallory Knapp, Assistant Director/Public Relations Manager; Katie Converse, HR Generalist; Sandra Sasal, Adult Services Manager; Phyllis Sadowski, Youth Services Manager; Manny Garza, IT Manager; Larry Siegel, Facilities Manager; Sonya Skibicki, Technical Services Manager.

PUBLIC PRESENT: None.

TOWN HALL: None.

Trustee DeSmidt is attending the meeting via telephone as approved at the Committee of the Whole Meeting that took place just prior to this meeting.

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

CONSENT AGENDA:

1. Items to be included in Consent Agenda
 - a. Minutes from the June 17, 2024 Regular Board Meeting
 - b. Approval of Bill List: July 15, 2024
 - c. Approval of Transfer of Funds from NOW Savings Account to Checking Account: July 15, 2024 (\$220,200)
 - d. Approval of June 30, 2024 Financial Report
 - e. Designation of Two Trustees for August Monthly Bill Approval (Barry, Deyne)
 - f. Travel Reimbursement Approval (None)

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

Trustee Olsen requested to remove item 1A and 1C from the consent agenda; Seconded by Trustee DeSmidt.

1A. Trustee Olsen requested the wording on page 2 second to last paragraph line 11 be changed to state DuPage County taxes. President Deyne stated that two lines above the line he is referring to it states DuPage County. The line was left as is.

Trustee Olsen would like page 2 last paragraph line 4 to be changed from \$22,000 to \$2,200 in addition to page 8 paragraph 5 line 8 be changed from \$18,000 to \$1,800.

Treasurer Barry made a motion to approve the changes as stated by Trustee Olsen from \$22,000 to \$2,200 and \$18,000 to \$1,800; Seconded by Vice President Bucaro.

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

Treasurer Barry made a motion to approve the entirety of the minutes with the amendments; Seconded by Trustee Boyer.

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

1C. Trustee Olsen is recommending to add a transfer from the NOW Account to the Schwab General Fund of \$250,000. Trustee Olsen stated that the transfer authorization document provided in the board packet shows that after completing the transfer to the checking account there would still be \$361,000 in the NOW Account. Trustee Olsen stated there is a 4% difference between earnings on money in the Schwab account and the NOW Account and would earn additional \$833 per month if transferred to the Schwab general fund. Trustee Olsen stated that Cook County's second installment of taxes is due August 1, 2024 and the library can expect to receive an additional \$450,000 and can expect an additional \$250,000 in late August from the second installment of the DuPage County taxes. Trustee Olsen stated that at the board meeting in August, even if the current projects are not complete, the library would have enough funds in the account to meet the needs of the library.

Trustee Olsen made a motion to transfer an additional \$250,000 from the NOW Account to Schwab General Fund; Seconded by Trustee DeSmidt.

Director Wessel stated that she is being cautious and keeping the money in the savings account because it is not August 1st yet and is more comfortable leaving it in the savings account. Trustee DeSmidt asked how easy it is to transfer funds back to the savings account to which Director Wessel stated 24-48 hours. Trustee DeSmidt stated she would rather see the funds getting better interest.

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

3. Consent Agenda Approval (Roll Call Vote)

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

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

CORRESPONDENCE: Documentation regarding the TIF district meeting the Village is holding on July 18, 2024 at 2:00 P.M.

REPORTS, QUESTIONS, AND ANSWERS: PRESIDENT AND TRUSTEES

Trustee Olsen stated that at the 4th of July parade there were individuals other than employees and Trustees riding on the float and wanted to know if the library received signed releases from their parent or guardian releasing the library from any liability in case of injury. Trustee Olsen stated that in the past when he has used his vehicle as the library vehicle for the float he was required by the library to sign a release holding the library harmless in the event of any occurrence.

Director Wessel stated that they did not and she does not believe the float company asked the library to get releases but this is something that can be looked at in the future.

Trustee Olsen inquired how many participants there are in the summer reading program for both adult and youth. Adult Services Manager Sandra Sasal stated that this is in her board report and does not recall the exact number, however, there are well over 100 patrons that have completed the program with about 300

registered. Adult Services Manager Sandra Sasal stated that they do not keep track of the paper logs that are picked up and some choose to use the log in the newsletter but in the READsquared platform there are almost 300 adults registered and approximately 100 teens registered. Youth Services Manager Phyllis Sadowski stated that she does not have exact numbers, however, she approximates 400 children 3 years through 6th grade and 300 babies and toddlers. Trustee Olsen stated that he visited several other libraries and they were actively engaged in their summer reading programs and was astounded by the number of people participating in their summer reading programs.

Trustee Olsen stated that in the board packet he saw that the ILA conference registration was opening at the end of July and wanted to know if any of the library staff planned on going. Director Wessel stated she believes there are 3-4 staff members going. Director Wessel stated that there is an all staff meeting scheduled for August 22nd and she will make sure that everyone is aware as a reminder but that she already spoke with the employees about this.

Vice President Bucaro stated that she really enjoys Overdrive Digital. Get 10 items a month so it is great for travel and it also suggests other books based on what is currently being listened to.

Trustee Boyer commented on how much positive feedback the library received for going fine free. Trustee Boyer stated that the post card sent out regarding going fine free and explaining why was helpful.

Trustee Boyer stated that her son finished the summer reading program and thought that the activities were developmentally correct and easy to follow.

President Deyne made a statement regarding poor behavior from a fellow board member at the June 17, 2024 board meeting and suggested that the board try to be more loving, civil, and to respect Director Wessel and staff.

REGULAR AGENDA

ACTION ITEMS:

1. Space Needs Assessment Proposals (Approval)

Director Wessel stated that there were four firms that presented their bids at the July 15, 2024 Committee of the Whole Meeting and she does not know if the board is ready to vote on a firm or if the board would like to table it.

Trustee Olsen suggested that this be tabled because he believes that there needs to be more discussion as a board in terms of what the expectations are and how to go about the project. Trustee Olsen stated that the library needs more information from the public in order to complete this process.

Treasurer Barry stated that the board has a duty to pick the most responsible bidder.

Trustee Olsen made a motion to table the space needs assessment proposals; Seconded by Treasurer Barry.

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

2. Building and Maintenance Ordinance 2024-1 (Approval)

Director Wessel provided the board a copy of the ordinance, certificate, and publication that would be in the Daily Herald on Thursday, July 18th, 2024. Director Wessel is seeking approval for this ordinance.

Trustee Olsen made a motion to approve Building and Maintenance Ordinance 2024-1; Seconded by Vice President Bucaro.

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

3. Educator Loan Policy (Approval)

Director Wessel stated that there was confusion regarding the policy at the June 17, 2024 board meeting and was tabled. Director Wessel met with Youth Services Manager Phyllis Sadowski and Circulation Manager Mary Prohaska and provided a writeup for clarification of the policy.

Treasurer Barry made a motion to approve the Educator Loan Policy; Seconded by Trustee DeSmidt.

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

4. Approval of Resolution Authorizing Non-Resident Cards for the 2024-2025 Fiscal Year (Approval)

Director Wessel stated that this is a resolution done annually for non-resident cards and is seeking board approval to move forward with using the tax calculation rate.

Trustee Olsen made a motion to approve the resolution authorizing non-resident cards for the 2024-2025 fiscal year; Seconded by Treasurer Barry.

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

5. Designation of two Trustees for 6-month review of Library Regular Board Meeting Minutes (Deyne/Bucaro) (Approval)

No vote needed.

6. Family and Medical Leave Act (FMLA) Policy (Approval)

Treasurer Barry made a motion to approve the Family and Medical Leave Act (FMLA) Policy; Seconded by Trustee Olsen.

Trustee Olsen stated that he is unclear with the wording in the policy under the section of Basic Entitlement. Trustee Olsen stated that the first paragraph states the following:

"All regular full-time employees and regular part-time employees who are regularly scheduled to work at least 1000 hours in a 12 month period (19.25 hours per week average) may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12 month period and be restored to the same or an equivalent position upon return provided that the employee has worked for the Library for at least 12 months and worked at least 1250 hours in the last 12 months."

HR Generalist Katie Converse stated that the wording for 1000 hours is specifically Part-Time III employees and that there are three employees who are currently this level of part-time. HR Generalist Katie Converse stated that if the weekly hours for each employee were multiplied by 52 weeks it would

put them over the 1,250 hours and there is wording elsewhere throughout the employee handbook that references Part-Time III employees.

HR Generalist Katie Converse stated that there while public entities are covered employers no matter the employer size, the employee has to be eligible in which there are three criteria to meet: work for the employer for at least 12 months, work at least 1,250 hours in a 12-month lookback period, and the employer must have 50 employees within a 75-mile radius. Assistant Director/Public Relations Manager Mallory Knapp stated that Part-Time III is simply a way an employee is labeled as there are different levels of part-time.

Treasurer Barry made a motion to approve the Family and Medical Leave Act (FMLA) Policy; Seconded by Trustee Olsen.

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

DISCUSSION ITEMS:

1. Strategic Plan Update

Director Wessel stated that Technical Services Manager Sonya Skibicki made the applicable updates to the strategic plan and the tasks that have been accomplished within the last few months have been highlighted.

Trustee DeSmidt would like to see initiated dates and completed dates for each part of the strategic plan with the month, date, and year.

Trustee Olsen stated that in goals in progress for goal 1, Impactful Community Presence, the only thing listed is participation in the 4th of July parade. Trustee Olsen would like to know if the library is participating in other events moving forward such as National Night Out. Director Wessel stated that the library is participating in National Night Out, Fire Department Open House, and other events. Assistant Director/Public Relations Manager Mallory Knapp stated that she has just returned from a three month leave of absence leaving the marketing department with only one staff member in which that staff member attended the Police Open House.

Trustee Olsen stated the signage on the 4th of July parade float seemed vastly different than what the library was

billed for and was under the impression that it would be a large sign on the back of the float and not just a sign at the bottom of the float. Director Wessel stated that there was a sign on the back of the float but it was only facing frontwards and the sign facing backwards was missing. Director Wessel stated that she would contact the float company to inquire.

Vice President Bucaro stated that she is impressed with what the teens are doing as they are making a choice to participate. Vice President Bucaro also requested an adult book bag be brought to one of the meetings.

Vice President Bucaro is concerned about a liability issue regarding homebound delivery service as another organization recently had an employee who tripped and sustained severe injuries.

2. Food Trucks

Director Wessel stated that a food truck reached out inquiring if the library's parking lot could be used during the Bartlett 4th of July Festival but was denied as she believed it would be a conflict of interest due to being in close proximity to the fest.

Director Wessel stated that this spurred an idea of allowing food trucks to park in the library's parking lot to see if it increases foot traffic into the library. Director Wessel would like to gauge interest and get the board's thoughts about having food trucks. Director Wessel stated that this would be a trial for the remainder of the summer and if it was successful then implement a policy to have it as a summer event each year.

Trustee Olsen has several questions regarding the food truck such as where the truck would park, the operating hours, and what day of the week. Director Wessel stated that it would be Wednesday evenings for a few hours parked over by the bike repair station. Trustee Olsen has a concern that food will be brought into the library because there are no tables for people to sit and eat.

Trustee DeSmidt believes that there should be a monetary donation to the library as the food truck is promoting their own business while using library property. President Deyne

and Trustee Boyer stated that this is a community partnership.

DIRECTORS REPORT INFORMATIONAL ONLY:

1. Review of June 30, 2024 Financial Report
2. Fire Sprinkler Replacement Project Update
3. IT Cabling Project Update
4. Foundation Update
5. Friends Update
6. Foundation and Friends of the Bartlett Public Library Marketing
7. ILA 2024 Conference

NEW BUSINESS: None.

TOWN HALL: None.

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

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

Meeting adjourned at 8:02 P.M.