

BARTLETT PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING  
MINUTES

Monday, August 19, 2024 7:00 p.m.

Location: Meeting Room, Bartlett Public Library District  
800 S. Bartlett Road, Bartlett, IL 630-837-2855

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

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

STAFF PRESENT: Karolyn Wessel, Library Director; Mallory Knapp, Assistant Director/PR Manager; Katie Converse, HR Generalist; Mary Prohaska, Circulation Manager; Sandra Sasal, Adult Services Manager. Sonya Skibicki, Technical Services Manager; Manny Garza, IT Manager.

PUBLIC PRESENT: Monika Schuttie, Chris Gozdecki, patrons.

TOWN HALL: None.

CONSENT AGENDA:

1. Items to be included in Consent Agenda
  - a. Minutes from the July 15, 2024 Committee of the Whole Meeting
  - b. Minutes from the July 15, 2024 Regular Board Meeting
  - c. Minutes from the August 5, 2024 Special Board Meeting
  - d. Approval of Bill List: August 19, 2024
  - e. Approval of Transfer of Funds from NOW Savings Account to Checking Account: August 19, 2024 (\$471,800)
  - f. Approval of Transfer of Funds from NOW Savings Account to Schwab General Fund: August 19, 2024 (\$250,000)
  - g. Approval of July 31, 2024 Financial Report
  - h. Designation of Two Trustees for September Monthly Bills Approval (Barry, Sias)
  - i. Travel Reimbursement Approval (None)

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

Trustee Olsen requested items 1a, 1b, 1c, 1e, and 1f be removed from the consent agenda.

1a. Trustee Olsen made a motion to approve the following change to the minutes from the July 15, 2024 Committee of the Whole Meeting: Include the name of the representative from Ivy Group who attended

via telephone and add this name where appropriate throughout the minutes. Seconded by Trustee DeSmidt.

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

1b. Trustee Olsen made a motion to approve the following change to the minutes from the July 15, 2024 Regular Board Meeting: Change the word "employee" to "employer" during the discussion of the FMLA policy. Seconded by Trustee DeSmidt.

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

1c. Trustee Olsen made a motion to table the minutes from the August 5, 2024, Special Board Meeting suggesting they be redone by library staff to be more detailed. Seconded by Trustee DeSmidt.

Trustee Sias stated meeting minutes do not need to be verbatim and he believes that the minutes accurately summarize what occurred at the meeting.

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

Trustee Olsen made a motion to approve the minutes with the following changes: Include that Trustee Olsen asked Director Wessel and Paula Schumacher of the Village of Bartlett about specific state statute. Seconded by Trustee DeSmidt.

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

1e. Trustee Olsen made a motion to change the transfer of funds from the NOW Savings Account to Checking Account from \$471,800 to \$304,100 per an email correcting the number from Director Wessel sent before the meeting. Seconded by Trustee DeSmidt.

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

1f. Trustee Olsen made a motion to change the transfer of funds from NOW Savings Account to Schwab General Fund from \$250,000 to \$500,000 in order to reasonably invest when funds are available. Seconded by Trustee DeSmidt.

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

Trustee DeSmidt made a motion to approve the balance of the Consent Agenda. Seconded by Trustee Bucaro.

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

REPORTS, QUESTIONS, AND COMMENTS: Library Director and Staff

Director Wessel stated there was an event with a Trustee and staff member in which the Trustee inquired whether staff feel intimidated or scared of Trustees and then requested secrecy of the conversation that occurred. Director Wessel stated that the library views this as inappropriate and concerning behavior of a Trustee and that the library fosters a safe and trusting workplace.

#### REPORTS, QUESTIONS, AND COMMENTS: President and Trustees

Trustee Olsen thanked Kim Viager for her years of service. Trustee Olsen also inquired why Kori's Koop food truck was on library property on Thursday, August 15 and asked if the library is listed on their certificate of insurance. Director Wessel stated she would look into it.

Trustee Olsen stated there was a mistake in the statistical report in the Board packet. Trustee Olsen stated he was concerned with the way in which staff handle library mail.

Trustee Boyer made a statement as Ethics Officer that as Elected Officials and a representative of the library, Trustees do not have privacy and as a representative of the library should have no secrecy.

President Deyne and Trustee DeSmidt complimented the Butterfly Garden that has been planted by library staff.

President Deyne and Trustee Boyer complimented the End of Summer Reading Celebration that occurred on August 3, 2024.

#### ACTION ITEMS:

1. Approval of Amended Final Budget 2024-2025

Trustee Bucaro shared spelling and grammatical corrections. Trustee Olsen inquired about the increase and decrease of relative budget lines regarding the fiber optic and phone lines. IT Manager Manny Garza explained there is some overlap of services and the two lines work separately from one another. Mr. Garza explained that when one line increases it does not mean that the other will decrease and vice versa. There are still financial needs for each line and with new systems and services the library is being conservative with the budget lines to ensure they are covered. Mr. Garza explained in the new fiscal year they will re-evaluate the budget lines.

Trustee Bucaro made a motion to approve the final amended budget for fiscal year 2024-2025; Seconded by Trustee Sias.

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

## 2. Approval of Tentative Budget and Appropriation Ordinance 2024-2

Trustee Olsen inquired why there was a difference in the tax extension total and the corporate and special tax levies amounts in the Tentative Budget and Appropriation Ordinance. Director Wessel explained per an email from the attorney, the figure of corporate and special tax levies is an estimate considering the loss and cost given history of collections.

Trustee Olsen made a motion to approve the Tentative Budget and Appropriation Ordinance 2024-2; Seconded by Trustee Sias.  
Roll Call Vote - Yes: Sias, DeSmidt, Bucaro, Boyer, Deyne, Olsen.  
Absent: Barry. Motion carried.

## 3. Establish date and time of Public Hearing concerning Budget & Appropriation Ordinance 2024-2

Trustee Bucaro made a motion to approve the date and time of Monday, September 23, 2024 for the Public Hearing concerning the Budget and Appropriation Ordinance 2024-2; Seconded by Trustee Olsen.  
Roll Call Vote - Yes: Sias, DeSmidt, Bucaro, Boyer, Deyne, Olsen.  
Absent: Barry. Motion carried.

## 4. Approval of Chief Fiscal Officers Statement of Estimated Revenue

Trustee Olsen inquired about the posting requirements regarding the Chief Fiscal Officers Statement of Estimated Revenue and if Treasurer Barry not being present to sign the document causes a conflict with the posting requirements. Director Wessel consulted with the library attorney and stated the posting of this document was not required within a specific timeframe but would confirm again with the attorney.

Trustee Bucaro made a motion to approve the Chief Fiscal Officer Statement of Estimated Revenues so long as the Director follows up with the library attorney for posting requirements; Seconded by Trustee Sias.  
Roll Call Vote - Yes: Sias, DeSmidt, Bucaro, Boyer, Deyne. No: Olsen. Absent: Barry. Motion carried.

## 5. Approval of Statement of Cash Receipts and Disbursements

Trustee Olsen requested the Statement of Cash Receipts and Disbursements include a salary range of "\$100,000-\$120,000." Director Wessel pointed out that this range is included on the document.

Trustee Olsen made a motion to table the approval of Statement of Cash Receipts and Disbursement since Treasurer Barry was not present; Seconded by Trustee DeSmidt.  
Roll Call Vote - Yes: DeSmidt, Olsen. No: Bucaro, Sias, Deyne, Boyer. Absent: Barry. Motion failed.

Trustee Sias made a motion to approve of Statement of Cash Receipts and Disbursement; Seconded by Trustee Boyer.  
Roll Call Vote - Yes: Bucaro, Sias, DeSmidt, Deyne, Boyer. No: Olsen. Absent: Barry. Motion carried.

#### 6. Approval of Annual Report (IPLAR)

Trustees presented questions regarding the library annual report. Questions were answered by library staff.

Trustee Boyer made a motion to approve the Annual Report (IPLAR) with suggested changes; Seconded by Trustee Bucaro.  
Roll Call Vote - Yes: Sias, DeSmidt, Bucaro, Boyer, Deyne, Olsen. Absent: Barry. Motion carried.

#### 7. Programming Policy

Trustee Olsen made a motion to table the approval of the programming policy to first establish a DEI policy; No second. Motion failed.

Trustee Sias made a motion to approve the Programming Policy. Seconded by Trustee Bucaro.  
Roll Call Vote - Yes: Bucaro, Sias, DeSmidt, Deyne, Boyer. No: Olsen. Absent: Barry. Motion carried.

#### DISCUSSION ITEMS:

1. Butterfly Garden
2. Sensory Garden

#### DIRECTORS REPORT INFORMATIONAL ONLY:

1. 2024 Illinois Library Association Conference
2. Space Needs Assessment Update

Trustee Olsen requested to move the Space Needs Assessment Board Meeting to Monday, September 23 so there is more time for discussion. Director Wessel said the library would ask the firm if they were available on that date.

#### 3. Trustee Travel Reimbursement

Director Wessel asked that when trustees are submitting estimated and actual travel expenses to please submit all expenses at one time

using a single form so that there is one total for all expenses for each Trustee.

- 4. Friends Update
- 5. Foundation Update

EXECUTIVE SESSION:

Trustee Bucaro made a motion to enter Executive Session as permitted by 5 ILCSA Section 2(c)1) -- 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 Boyer.

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

The Board entered Executive Session at 8:20 P.M.

The Board returned from Executive Session at 8:26 P.M.

NEW BUSINESS: None.

TOWN HALL: None.

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

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

Meeting adjourned at 8:27 P.M.