

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
MINUTES

Monday, September 16, 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 7:02 P.M. by
President Deyne.

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

STAFF PRESENT: Mallory Knapp, Acting Director/Assistant Director;
Katie Converse, HR Generalist; Mary Prohaska, Circulation Manager;
Sandra Sasal, Adult Services Manager. Sonya Skibicki, Technical
Services Manager; Manny Garza, IT Manager; Larry Siegel, Facilities
Manager; Jackie Rojas, Public Relations Manager.

PUBLIC PRESENT: James Howard, Governmental Accounting, Inc.

TOWN HALL: None.

CONSENT AGENDA:

1. Items to be included in Consent Agenda
 - a. Minutes from the August 19, 2024 Regular Board Meeting
 - b. Approval of Bill List: September 16, 2024
 - c. Approval of Transfer of Funds from NOW Savings Account to
Checking Account: September 16, 2024 (\$115,100)
 - d. Approval of Transfer of Funds from NOW Savings Account to
Schwab General Fund: September 16, 2024 (\$500,000)
 - e. Approval of August 30, 2024 Financial Report
 - f. Designation of Two Trustees for October Monthly Bills
Approval (Barry, DeSmidt)
 - g. Travel Reimbursement Approval (Barry \$1,557.39, Olsen
\$1,065.76)

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

Trustee Barry made a motion to table the entirety of the consent
agenda and all action items until the Special Board Meeting being
held Monday, September 23, 2024 at 6:15 P.M. due to a technology
glitch and the Board agenda not be available on the library
website; Seconded by Vice President Bucaro.

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

Trustee Sias entered the meeting at 7:20 P.M.

REPORTS, QUESTIONS, AND COMMENTS: Library Director and Staff

Acting Director/Assistant Director Mallory Knapp stated that the Butterfly Garden and Sensory Garden were highlighted on the front page of the Examiner newspaper and encouraged Trustees to read the article if they have not done so already.

Acting Director/Assistant Director Mallory Knapp provided an update on the fire sprinkler project: the fire sprinkler company has been working in multiple locations throughout the library as space allows while the library is open to the public. There have been no disruptions to library programming and services and have been minimally invasive, however, due to completing work while the library is open it has slowed down the work in some areas due to conflict in the use of the space. The company believes they will be done with everything including testing by the end of October as they are over 50% done and the hardest parts have already been completed.

Acting Director/Assistant Director Mallory Knapp reiterated from IT Manager Manny Garza's department report that the IT Cabling Project will continue, the cutover to the new lines has been completed, and the library is in the process of testing and decommissioning old lines.

Acting Director/Assistant Director Mallory Knapp stated that there were several questions at the August 19, 2024 regular board meeting for various department managers and that these have all been addressed via email but will state it for public record.

Acting Director/Assistant Director Mallory Knapp stated there was a question regarding the figure used for fiscal accumulations in the IPLAR questionnaire. Acting Director/Assistant Director Mallory Knapp stated that it was confirmed with the library's accountant that the number that was used is correct.

Acting Director/Assistant Director Mallory Knapp stated that a Trustee brought forward a concern regarding Kori's Koop food truck stating that they were on library premises Thursday, August 15, 2024 when they agreed to Wednesdays only. It was confirmed with several staff members working that even that Kori's Koop was not on the premises on Thursday, August 15, 2024. The Trustee mentioned that they were on their way to the fire district meeting when the food

truck was seen, however, it was confirmed that the fire district meeting occurred on Wednesday, August 14, 2024.

Acting Director/Assistant Director Mallory Knapp stated that there were questions about the Chief Fiscal Officer's Statement of Revenue posting requirements. It was confirmed with the library's attorney that per state statute the CFO Statement of Revenue needs to be filed in conjunction with the Budget and Appropriation Ordinance. Board approval and review before filing is best practice but not required, that it may be posted but is not required, and can be signed by the Board's treasurer at their convenience.

Acting Director/Assistant Director Mallory Knapp stated that on Monday, August 26, 2024, the circulation department receive a phone call from a Trustee that had a meeting with the administration department. The Trustee was at the Administration department door, but no one was answering and there seemed to have been some confusion as to where the meeting was being held. The Trustee was speaking on the phone in a very hostile, angry, and inappropriate manner to a staff member that was not involved with the meeting or the confusion. As stated at the previous regular board meeting with a similar incident, the library finds this behavior from a Trustee to a staff member concerning and uncalled for and asks that Trustees treat the library staff with respect.

REPORTS, QUESTIONS, AND COMMENTS: President and Trustees

Vice President Bucaro stated Acting Director/Assistant Director Mallory Knapp is doing an outstanding job and stepping in while Director Wessel is out, and it is greatly appreciated.

Trustee DeSmidt inquired about the invoice regarding the exhaust fan replacement costing \$16,685. Trustee DeSmidt is concerned as to why the cost is as much as it is. Facilities Manager Larry Siegel stated that according to the company it would have been the same cost elsewhere in addition to needing a ductwork company to come in and complete the necessary work. Facilities Manager Larry Siegel stated that the exhaust fan was replaced due to accessibility issues in addition to birds passing away in the fan and this fan should last for the next 40 years. Facilities Manager Larry Siegel stated that Oakbrook Mechanical provided other companies to do the bricklaying and other work for the project. Trustee DeSmidt confirmed that the cost on the invoice was to remove everything, complete ductwork, and wiring to which Facilities Manager Larry Siegel stated yes.

ACTION ITEMS:

1. Resolution to Determine Funds for FY 2024-2025 (Roll Call Approval)
2. 2025 Board Meeting Dates (Roll Call Approval)
3. 2025 Library Closings (Roll Call Approval)
4. Approval of Audit Presentation Date-December 16, 2024 at 6:00pm (Roll Call Approval)

As noted previously, Trustee Barry made a motion to table the entirety consent agenda and all action items until the Special Board Meeting being held Monday, September 23, 2024 at 6:15 P.M. due to technology glitch; Seconded by Vice President Bucaro.

DISCUSSION ITEMS:

1. Draft of Tax Levy Ordinance

James Howard from Governmental Accounting, Inc presented information detailing the tax levy to the Board.

2. Draft of Certification Policy
3. Draft of Certification of Authenticity Budget & Appropriation Hearing
4. Bike Trail Extension Letter of Support

Treasurer Barry stated there is going to be an extension of this bike trail along Stearns Rd and the county is seeking a letter of support from the library because the library has the bike path behind the building and the bike repair station. Treasurer Barry stated he thinks it will speak well for the community to provide a letter of support for the extension. Acting Director/Assistant Director Mallory Knapp stated that she will complete the form once the information is forwarded to her.

ACTING DIRECTOR'S REPORT INFORMATIONAL ONLY:

1. Confirmation of Budget & Appropriation Hearing: Monday, September 23, 2024 at 6:00pm
2. 2024 Illinois Library Association Conference - October 8-10, 2024, Peoria, IL
3. Illinois Attorney General - OMA and FOIA Webinars
4. HR Source - Harassment Training for Board Members

NEW BUSINESS: Trustee Boyer read a statement from the ALA Public Library Trustee Ethics Statement: "A trustee shall immediately disqualify him or herself whenever the appearance of a conflict or internal interest exists." Trustee Boyer stated that it continues to feel that there seems to be a conflict of interest with Trustee Olsen in the way he conducts himself at board meetings. Trustee

Boyer wants to remind the other Trustees as to why they are all there and it is to support the library, to follow a chain of command, and make the community proud of what is done at the library.

TOWN HALL: None.

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

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

Meeting adjourned at 7:38 P.M.