

BARTLETT PUBLIC LIBRARY DISTRICT
SPECIAL BOARD MEETING
MINUTES

Monday, September 16, 2024 6:15 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 6:15 P.M. by President Deyne.

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

PUBLIC PRESENT: None.

TOWN HALL: None.

ACTION ITEMS:

1. Consent Agenda from September 16, 2024 Regular Board Meeting (Roll Call Approval)
 - 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)

Trustee Olsen made a motion to remove items 1A, 1B, 1C, 1D, and 1G.

1A - Trustee Olsen requested the times be changed on page 6 under Executive Session from 7:20 and 7:26 and they should be 8:20 and 8:26 P.M. as the meeting adjourned immediately after Executive Session.

Trustee Olsen made a motion to make the suggested amendments to the August 19, 2024 Regular Board Meeting minutes; Seconded by Treasurer Barry.

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

1B - Trustee Olsen stated that on the Oak Brook Mechanical Services invoice it says "progress billing" and he would like to know if there are additional expenses that the library is incurring. Facilities Manager Larry Siegel stated that this is normal billing for Oak Brook Mechanical Services.

1C - Trustee Olsen questioned check 4691 dated September 16, 2024 for G-Cat Construction Company in the amount of \$3,500 that was for piers for two concrete pads. Trustee Olsen inquired why it would be so costly to install the two concrete pads. Facilities Manager Larry Siegel stated that other construction companies were more expensive, and that G-Cat Construction Company did not charge for the piers and only charged for the concrete pads themselves for added stability to the pad.

Trustee Olsen made a motion to approve the bill list from September 16, 2024; Seconded by Treasurer Barry.

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

Acting Director/Assistant Director Mallory Knapp stated that an invoice was received from the fire sprinkler company since the September 16, 2024 board meeting so she would like to change the transfer of funds amount from NOW savings account to checking account from \$115,100 to \$202,200.

Trustee Olsen made a motion to amend the transfer of funds from the NOW account to the checking account to amount of \$202,200 as specified by Acting Director/Assistant Director Mallory Knapp; Seconded by Trustee DeSmidt.

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

1D - Trustee Olsen requested to discuss the transfer of funds from NOW savings account to Schwab general fund. Trustee Olsen stated that with an additional \$90,000 being transferred from NOW savings account to the checking account, there would be just under half of a million dollars and the library can expect to receive an

additional \$200,000 in tax collections from the second installment of the DuPage County taxes. Trustee Olsen would like to consider transferring \$750,000 to Schwab general fund from the NOW savings account instead of \$500,000.

Acting Director/Assistant Director Mallory Knapp stated that she wanted to be conservative. Trustee Olsen made a motion to move \$750,000 instead of \$500,000 from NOW savings account to Schwab general fund; Seconded by Trustee DeSmidt.

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

Treasurer Barry made a motion to approve the transfer of funds from NOW savings account to Schwab general fund in the amount of \$500,000; Seconded by Vice President Bucaro.

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

1G - Trustee Olsen stated that this is not a travel reimbursement approval but a travel expense estimate approval. Trustee Olsen inquired as to why there is a difference in amounts the two estimates.

Acting Director/Assistant Director Mallory Knapp stated part of it pertains to registration, luncheons, workshops, and hotel stays for the various attendees. HR Generalist Katie Converse discussed the per diem rates for reimbursement and that employees and Trustees are reimbursed at those rates. Treasurer Barry stated that this has not been done in the past and per diem rates were not applied. HR Generalist Katie Converse stated that this will be confirmed, and an update will be provided later.

Acting Director/Assistant Director Mallory Knapp reviewed the Ordinance of the Bartlett Public Library District Regulating Reimbursement of Travel, Meal, and Lodging Expenses and stated that it shows that there is a maximum reimbursement limit for employees and not Trustees and that this will be confirmed.

Treasurer Barry made a motion to approve the travel reimbursement estimate for Treasurer Barry and Trustee Olsen; Seconded by Vice President Bucaro.

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

Trustee Olsen made a motion to approve items 1E and 1F on the consent agenda; Seconded by Vice President Bucaro.

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

2. Resolution to Determine Funds for FY 2024-2025 (Roll Call Approval)

Treasurer Barry made a motion to approve the Resolution to Determine Funds for FY 2024-2025; Seconded by Trustee DeSmidt.

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

3. 2025 Board Meeting Dates (Roll Call Approval)

Acting Director/Assistant Director Mallory Knapp stated that the meetings were kept on the third Monday of the month.

Vice President Bucaro made a motion to approve the 2025 Board Meeting Dates; Seconded by Trustee Olsen.

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

4. 2025 Library Closings (Roll Call Approval)

Trustee DeSmidt made a motion to approve the 2025 Library Closings; Seconded by Treasurer Barry.

Trustee Olsen inquired if the library would need to close when the sealing of the parking lot is completed. Facilities Manager Larry Siegel stated that this project has been postponed because of the dumpster for the fire sprinkler project and will potentially wait until the spring so that way a company can be found that can do it outside of library hours. Facilities Manager Larry Siegel explained that doing it at the same time as a library scheduled closing may require the company to pay their employees double time due to federal holidays.

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

5. Audit Presentation Date - December 16, 2024 at 6:00 P.M. (Roll Call Approval)

Acting Director/Assistant Director Mallory Knapp stated that there will be a Committee of the Whole meeting taking place December 16, 2024 for the audit presentation.

Trustee Olsen inquired why the date is so late as the reporting deadline is December 20, 2024. Acting Director/Assistant Director stated that fieldwork is being completed the week of September 30, 2024 and that December 16, 2024 is the date the auditing firm provided as they do not want to promise that it will be ready by the October 21, 2024 board meeting in case something comes up.

Treasurer Barry recommended that the date of December 16, 2024 be approved so that something is scheduled and that if it can be completed sooner then a special meeting can be held.

Vice President Bucaro made a motion to approve the Audit Presentation Date on December 16, 2024 at 6:00 P.M.; Seconded by Trustee DeSmidt.

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

NEW BUSINESS: None.

TOWN HALL: None.

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

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

Meeting adjourned at 6:42 P.M.