

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
MINUTES

Monday, October 21, 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 7:00 P.M. by President Deyne.

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

STAFF PRESENT: Karolyn Wessel, Library Director; Mallory Knapp, Assistant Director; Mary Prohaska, Circulation Manager; Sandra Sasal, Adult Services Manager; Sonya Skibicki, Technical Services Manager; Manny Garza, IT Manager; Jackie Rojas, Public Relations Manager.

TOWN HALL: None.

CONSENT AGENDA:

1. Items to be included in Consent Agenda
 - a. Minutes from the September 16, 2024 Committee of the Whole Meeting
 - b. Minutes from the September 16, 2024 Regular Board Meeting
 - c. Minutes from the September 23, 2024 Public Hearing
 - d. Minutes from the September 23, 2024 Special Board Meeting
 - e. Approval of Bill List: October 21, 2024
 - f. Approval of the Transfer of Funds from the NOW Savings Account to Checking Account: October 15, 2024 (\$200,000)
 - g. Approval of Transfer of Funds from NOW Savings Account to Checking Account: October 21, 2024 (\$142,200)
 - h. Approval of Financial Report: September 30, 2024
 - i. Designation of Two Trustees for October Monthly Bills Approval (Barry, Olsen)
 - j. Travel Reimbursement Approval (Barry \$1,017.24, Olsen \$581.78)
2. Consideration of item(s) withheld for separate action (If Any)

Trustee Olsen requested to remove the following items from the consent agenda: 1a, 1e, 1f, 1h, and 1j.

1a. Trustee Olsen made a motion to table the Minutes from the September 16, 2024 Committee of the Whole Meeting. Seconded by Trustee DeSmidt.

Trustee Olsen stated that the minutes did not reflect the Trustee's input at the meeting for the Space Needs Assessment.

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

1e. Trustee Olsen stated that check no. 4722 was paid but did not include a lien waiver and requested that the library obtains the lien waiver. Trustee Olsen also stated that this disbursement exceeded the budget and that he believes it should have been brought to the Board for approval prior to being released.

Trustee Olsen noted that hotspots in the library collection are charged to the IT budget rather than the materials budget and believes it should be allotted to the latter. Assistant Director Mallory Knapp stated that the hotspots services are allotted to the IT budget because it is providing an IT service outside of the library comparing it to the library's internal Wifi.

Trustee Olsen noted GROOT increased the price of their services and requested the Library look out for other vendors noting that businesses can work with commercial trash and recycling services.

Trustee Olsen made a motion to approve the Bill List: October 21, 2024. Seconded by Trustee Barry.
Roll Call Vote-Yes: Olsen, Boyer, DeSmidt, Deyne, Barry. Absent: Sias, Bucaro. Motion carried.

1f. Trustee Olsen expressed concern that the library will not be receiving substantial cash flow and inquired whether the library has conducted a cash flow analysis. Director Wessel stated the investment advisor will be attending the November Board Meeting and that she will look into it with the Library accountant.

Trustee Olsen inquired about the Board of Trustee Finance Committee forming. President Deyne stated she will put it on the November agenda.

Trustee Olsen inquired about why the transfer on October 15 was needed. Assistant Director Knapp stated that an invoice came through for the IT Cabling project that was not taken into account when preparing the transfer amounts in October.

Trustee Olsen made a motion to approve the transfer of funds in the amount of \$200,000 from the NOW Account to the Checking account on October 15, 2024. Seconded by Trustee Barry.

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

1h. Trustee Olsen made a motion to approve the exception to the budget to cover the cost of the IT Cabling project that exceeded the budgeted amount. Seconded by Trustee DeSmidt.

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

Trustee Olsen noted that the telephone budget exceeded where he believes it should be at this point of the fiscal year and inquired whether this aligns with the annual budget. IT Manager Manny Garza stated there was a credit issued from AT&T that should account for the change.

Trustee DeSmidt inquired about when the library would end AT&T services. IT Manager Manny Garza stated one bill will remain as an internet service but once IT has completed work with the POTS line, all phone servicing will cease from AT&T. Trustee DeSmidt inquired whether there was a way to work with AT&T to negotiate the service. IT Manager Manny Garza stated that until there is a replacement solution it will need to remain as is to remain in compliance with elevator emergency services and security systems.

Trustee Olsen stated he believes there is an error in the spreadsheet that is provided by the library accountant specifically noting an example with the electric line.

Trustee Olsen made a motion to approve the Financial Report: September 30, 2024 with the noted errors and for the Library to refer to the accountant for clarification or corrections.

Seconded by Trustee DeSmidt.

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

1j. Trustee Olsen inquired about the amounts and practices of trustee travel reimbursement. Director Wessel explained that the

library will review and improve policy to clarify what and how expenses should be reimbursed. The reimbursements on the agenda are presented to be approved as is.

Director Wessel stated that the library would not approve anything that did not align with the purpose or extent of the trustee event. Director Wessel stated all supporting documentation and receipts were provided by both Trustees requesting reimbursement.

Trustee Barry made a motion to approve the Trustee Travel Reimbursement for Trustee Barry for \$1,017.24 and for Trustee Olsen for \$581.78. Seconded by Trustee Boyer.
Roll Call Vote-Yes: Deyne, Boyer, DeSmidt, Barry. No: Olsen.
Absent: Sias, Bucaro. Motion Carried.

Trustee DeSmidt requested item 1b be removed from the consent agenda.

1b. Trustee DeSmidt requested that it be noted in the September 16, 2024 minutes that during work for the replacement of the bathroom exhaust fan it was stated that work was subcontracted for the project.

Trustee DeSmidt made a motion to amend the minutes for the September 16, 2024 Regular Board Meeting. Seconded by Trustee Olsen.
Roll Call Vote-Yes: Olsen, Boyer, DeSmidt, Deyne, Barry. Absent: Sias, Bucaro. Motion carried.

3. Consent Agenda Approval (Roll Call Vote)

Trustee Barry made a motion to approve the balance of the consent agenda. Seconded by Trustee Olsen.
Roll Call Vote-Yes: Olsen, Boyer, DeSmidt, Deyne, Barry. Absent: Sias, Bucaro. Motion carried.

REPORTS, QUESTIONS, AND COMMENTS: Library Director and Staff

Director Wessel noted to the Trustees the new book bike on display at the meeting.

REPORTS, QUESTIONS, AND COMMENTS: President and Trustees

Trustee Olsen thanked Liesel Metz for her work at the library and thanked staff for hiring a new Teen Librarian.

Trustee Olsen expressed concern that the Marketing Department report stated that the library card sign up month was a success despite having a lower card sign up rate than the year prior and stated that he believes it is misleading.

Trustee Olsen stated he does not have a conflict of interest despite statements made at the prior month's board meeting. Trustee Olsen inquired whether Trustee Boyer has a commitment to serve on the Board stating she has been absent from 19 board meetings, special board meetings, and committee of the whole meetings in the time she has served on the Board. Trustee Boyer stated she does not believe this to be true and called Trustee Olsen a liar. Trustee Olsen repeated that is what the record shows.

Trustee Barry shared feedback and praised speakers from his trip to the ILA Annual Conference recommending the speakers for Staff In-Service Day.

Assistant Director Knapp stated she was thankful that Director Wessel has returned to work. Assistant Director Knapp thanked the library staff for all the work they do.

Director Wessel thanked the library staff and stated she knew the library was in good hands during her leave of absence.

Trustee DeSmidt stated that the Library Foundation raised \$300 from the fundraiser with Atlas Chicken for the Patti Perkins Fund and that Atlas Chicken is interested in partnering again in the future.

CORRESPONDENCE: None.

ACTION ITEMS:

1. Tax Levy Ordinance 2024-4 (Roll Call Vote)

Director Wessel presented the Tax Levy Ordinance 2024-4 for Board approval.

Trustee Barry made a motion to approve the Tax Levy Ordinance 2024-4, as well as action item 2. The Certification of Authenticity Tax Levy Ordinance 2024-4, and action item 3. The Truth in Taxation Certification of Compliance. Seconded by Trustee DeSmidt.

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

2. Certification of Authenticity Tax Levy Ordinance 2024-4 (Roll Call Vote)

3. Truth in Taxation Certification of Compliance (Roll Call Vote)

4. Selling and Soliciting on Library Property Policy (Roll Call Vote)

Assistant Director Mallory Knapp presented the Selling and Soliciting on Library Property Policy for Board approval. Assistant Director Knapp explained that this policy consolidates and centralizes other Library policies that currently stand as well as adding information regarding soliciting petitions on Library property.

Trustee Barry made a motion to approve the Selling and Soliciting on Library Property Policy. Seconded by Trustee Boyer.

Trustee Olsen noted the policy states the library donation bin is located in the library lobby and that is not always the case. Assistant Director Knapp stated they can remove any information about specific locations of donations.

Trustee Olsen requested that the policy be amended to exclude the Library Friends and Foundation organizations from the policy. Assistant Director Knapp stated they can add the note.

Trustee Barry withdrew his motion.

Trustee Olsen made a motion to approve the Selling and Soliciting on Library Property Policy with the addition of a

note that excludes the Friends and Foundation organizations.
Seconded by Trustee DeSmidt.

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

5. Check Signing Policy (Roll Call Vote)

Assistant Director Knapp presented the Check Signing Policy for Board approval stating that the content of the policy did not change but staff titles listed in the policy were changed to be more ambiguous as specific titles can often change.

Trustee Olsen inquired about the internal controls of keys to the check signing machine that was discussed during the Library auditing process. Director Wessel stated that this has been addressed. Assistant Director Knapp stated one key is locked in the Director's desk and the other key is locked in a combination box. She stated personnel that have access to the Director's desk do not have the combination code to the lock box and vice versa.

Trustee Barry made a motion to approve the Check Signing Policy.
Seconded by Trustee Boyer.

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

6. Collection Development Policy (Roll Call Vote)

7. Interlibrary Loan Policy (Roll Call Vote)

Assistant Director Knapp explained that the Interlibrary Loan Policy was an appendix of the Collection Development Policy and is requesting it be approved to separate the two so the Interlibrary Loan Policy can standalone. She noted that no content has been changed in the policies.

Trustee Barry made a motion to approve the Collection Development Policy and the Interlibrary Loan Policy. Seconded by Trustee Boyer.

Trustee Olsen noted that the Collection Development Policy contains vague language and suggested it be more specific regarding the governing policies that are stated to apply to the policy. Director Wessel explained the policy states that the Director has the authority to delegate responsibility and that this policy is a guide for staff.

Trustee Olsen noted the plurality of the word policy and stated it was vague as to what those policies were. Assistant Director Knapp explained the referenced policies are the appendices listed in the Collection Development Policy. Trustee Barry spoke in favor of the vagueness.

Trustee Olsen requested to see a copy of the income statement form that is noted in the policy and believes it should be included as an addendum.

Trustee Olsen inquired why the library does not fulfill Interlibrary Loan requests with associated costs and suggests the Library should consider this at the expense of the requester. Technical Services Manager Sonya Skibicki stated that the Library seldom receives requests that have associated costs and that patrons are satisfied with the services and materials offered.

Trustee Olsen suggested including the Suggestion for Purchase form as an addendum to the Interlibrary Loan Policy. Assistant Director Knapp stated they can include the form. Trustee DeSmidt noted that forms may change. Director Wessel recommended not including the form and suggested also removing the donation form from the Collection Development Policy. Adult Manager Sandra Sasal noted that there are also many ways to suggest an item for purchase beyond the specific form.

Trustee Barry noted that the Board operates on a macro level and that Trustees should not have interference with the day-to-day procedure of these policies.

Trustee Olsen made a motion to amend the Interlibrary Loan Policy to include the Suggestion for Purchase form. Seconded by Trustee Deyne.

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

Trustee Barry called to question his motion to approve the Collection Development Policy and Interlibrary Loan Policy with the addition of removing the donation form from the Collection Development Policy. Seconded by Trustee Boyer.

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

The Board took a five-minute recess.

DISCUSSION ITEMS:

1. Strategic Plan Update

Assistant Director Knapp presented a review of the Strategic Plan for the Board highlighting a newly acquired book bike that was provided from another area library that was getting rid of it. They thanked Lake Bluff Public Library for the acquisition. Trustee Olsen inquired about the weight capacity of the book bike and the difficulty of driving with the weight of books. Assistant Director Knapp stated she did not think it would be an issue.

Trustee Olsen inquired about partnering with community businesses and noted he was surprised to see the Arts in Bartlett listed as he does not consider that to be a business and interpreted the goal to pertain to for-profit businesses. Assistant Director Knapp stated that is still part of the goal but this update shows what has been done thus far.

Trustee Olsen inquired about the responses from community businesses on partnering for incentives by showing a library card. Assistant Director Knapp stated that the Library attempted this campaign in relation to library card sign up month. She stated that the library was facing deadlines with the Fall newsletter and did not have ample time to do outreach with businesses. She stated that while the Library received some response, it was not enough for a full campaign and will try again when there is more time for outreach.

2. Food Trucks

Director Wessel provided an update on the Kori's Koop food truck that was visiting the library on a weekly basis. Director Wessel requested direction from the Trustees as to what they would like to see in the future with food trucks on library property.

Trustee Barry suggested reviewing the idea of food trucks on property at a later date.

Trustee Olsen inquired whether Library has a certificate of insurance on file specifically naming the Library as an additional insured. Assistant Director Knapp stated yes.

Trustee Olsen stated he believes that by allowing a business to operate on Library property, the Library is endorsing the business above others. President Deyne stated she disagreed.

Trustee Barry suggested having food trucks at Library events and stated the Library can reach out to see who responds to a call. Director Wessel explained that hosting a truck at an event is difficult because there are minimum purchase requirements set by the business and the Library would be required to pay additional costs in these cases.

Trustee DeSmidt stated that other public facilities do not have food trucks on a regular basis but rather for specific events. Trustee DeSmidt stated she believes that the Library should support all local businesses, that hosting a business at the library can appear as favoritism, and believes the Library should take a break and revisit the idea next year. Trustee DeSmidt stated she does not believe that trucks should be visiting the Library on a regular basis.

3. Responsible Bidder Ordinance and Purchasing Policy

Trustee Barry stated he received and reviewed the Ordinance from a local township and requested the Board to review and compare this to the Library Purchasing Policy to determine if any changes to the Library policy may be necessary.

Trustee Olsen inquired if the Library Purchasing Policy was in compliance with state law stating that the Fire District recently revised their purchasing policy for a change in state law. Director Wessel stated that she believes the Library is in compliance and that Fire Districts differ from Library Districts. Trustee Olsen requested the Library confirm this.

Trustee Olsen inquired why the Library generally uses one vendor for materials purchasing stating information he received at the ILA conference regarding independent publishers. President Deyne suggested that Library staff have the knowledge and ability to make those decisions.

Director Wessel shared information about the upcoming TIF meeting joint review meeting for Trustees.

Trustee Barry made a motion to move into Executive Session as permitted by 5 ILCS 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: Olsen, Boyer, DeSmidt, Deyne, Barry. Absent: Sias, Bucaro. Motion carried.

The Board entered Executive Session at 8:42 P.M.

The Board returned from Executive Session at 8:56 P.M.

Trustee Olsen made a motion to resume the regular session of the board meeting. Seconded by Trustee Barry.

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

Trustee Olsen made a motion to adjourn the meeting. Seconded by Trustee DeSmidt.

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