

BARTLETT PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING MINUTES
November 18, 2024

7:00 p.m.

Location: Meeting Room, Bartlett Public Library District
800 S. Bartlett Road, Bartlett, IL

The meeting was called to order at 7:00 p.m. by President Deyne.

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

STAFF PRESENT: Karolyn Wessel, Library Director; Mallory Knapp, Assistant Director; Sandra Sasal, Adult Services Manager; Mary Prohaska, Circulation Manager; Manny Garza, IT Manager; Larry Siegel, Facilities Manager; Jackie Rojas, PR Manager; Sonya Skibicki, Technical Services Manager; Phyllis Sadowski, Youth Services Manager.

PUBLIC PRESENT: Wendy Klausen, Bartlett Public Library Foundation Director and patron; John Falduto, Sawyer Falduto Asset Management, LLC.

TOWN HALL: Wendy Klausen - "I am on the Library Board Foundation and volunteer for the secretary position. Over the course of a couple meetings I've had some problems with Director DeSmidt in her talking over me, positioning her seat so her back was to me, and definitely not making any eye contact so it has been very hard for me and I think at some point she needs to apologize to everybody in the meeting and I would think if she was unable to talk to me, which I have reached out twice for her to talk to me, that maybe she should resign from her position on the Foundation."

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 October 21, 2024, Regular Board Meeting
 - c. Approval of Bill List: November 18, 2024
 - d. Approval of Transfer of Funds from NOW Savings to Checking Account: November 18, 2024 (\$367,200)
 - e. Review of Financial Report: October 31, 2024

- f. Designation of Two Trustees for December Monthly Bill Approval (Barry, Boyer)
- g. Travel Reimbursement Approval (None)
- 2. Consideration of items withheld for separate action (If any)

Trustee DeSmidt requested to remove item 1b from the consent agenda.

Trustee Olsen requested to remove items 1a, 1c, 1d, and 1e from the consent agenda.

1b. Trustee DeSmidt suggested a statement was quoted to an incorrect Trustee in the minutes, correcting it to have been said by herself. Assistant Director Mallory Knapp stated that she reviewed the minutes carefully and does not believe that to be true and that Trustee DeSmidt made a similar comment that is stated in the following paragraph of the minutes.

Trustee Olsen requested to add specific wording to the minutes regarding the comment about Trustee Boyer's absences from Board meetings and that Trustee Boyer called him a liar. Trustee Boyer requested to include that she asked for proof and confirmed that it states she called Trustee Olsen a liar.

Trustee Barry made a motion to approve the Minutes from the October 18, 2024 Regular Board Meeting with the suggested amendments. Seconded by Trustee DeSmidt.

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

1a. Trustee Olsen requested specific wording be added to the minutes to reflect comments made about the Board's input on the community survey for the Space Needs Assessment. Trustee Olsen also requested wording be added to note that potential building expansions.

Trustee Olsen made a motion to approve the Minutes from the September 16, 2024 Committee of the Whole Meeting with the suggested amendments. Seconded by Trustee DeSmidt.

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

1c. Trustee Olsen made a comment regarding staff travel reimbursement and stated that there needs to be a clear policy as he believes staff are using reimbursement for personal items such as beverages. Director Wessel stated that staff are

allotted the per diem rates for meals and staff can choose what items to consume and when within the per diem rate.

Trustee Olsen noted that K&J Painting billed \$115 per hour for their work and suggested the hourly rate be included in future contracts. Trustee DeSmidt inquired about prevailing wage. Director Wessel confirmed that is the prevailing wage.

Trustee Olsen noted a Johnson Controls invoice regarding a email sent by Director Wessel that included a schedule of expenses incurred for the Fire Sprinkler Project.

Trustee Olsen suggested that the total bill list amount be added to the Consent Agenda. Director Wessel stated she will add it going forward.

Trustee Olsen made a motion to approve Bill List: November 18, 2024. Seconded by Trustee Bucaro.

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

Motion carried.

1d. Trustee Olsen stated he believes the transfer amount suggested is too low and does not account for a second IMRF payment for the November 29, 2024 payroll. Trustee Barry noted that if more funds are needed then an additional transfer can be made.

Trustee Barry made a motion to approve the Transfer of Funds from NOW Savings to Checking Account: November 18, 2024 in the amount of \$367,200. Seconded by Trustee Bucaro.

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

1e. Trustee Olsen inquired why the Administration and Technical Services salary lines were higher than normal. Director Wessel stated that she distributed bonuses to employees who provided assistance outside their normal job duties during multiple leaves of absence by other employees.

Trustee Olsen stated he believes that is not a decision for the Library Director and that it should have been approved by the Board. Trustee Deyne stated that it was in the Director's purview to do so. Trustee Barry stated that was incorrect. Trustee Barry stated that the Boards only employee is the Library Director and the Director oversees all other staff.

Trustee Olsen inquired which employees received bonuses and in what amounts. Director Wessel stated that is not a question for open meeting and the Board would need to hold an executive session to discuss personnel.

Trustee DeSmidt stepped out of the meeting.

Trustee Barry made a motion to approve Financial Report: October 31, 2024. Seconded by Trustee Bucaro.

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

3. Consent Agenda Approval (Roll Call Vote)

Trustee Bucaro made a motion to approve the balance of the consent agenda. Seconded by Trustee Olsen.

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

Motion carried.

REPORTS, QUESTIONS, AND COMMENTS: Director and Staff

Director Wessel shared corrected information pertaining to comments or questions made at the October Board meeting. At the October meeting it was stated that the library sent a check without Board approval because it was over the budgeted amount. Director Wessel explained the amount over budget was small and felt it was within staff purview to approve.

Director Wessel stated that it was suggested that the Library Competitive Bid Requirements were lowered to \$20,000 after a Trustee saw that the Fire District recently revised their purchasing policy. The library confirmed that with Library Districts the requirement is still \$25,000.

At the October meeting it was claimed the financial report contained errors because the line for "Utilities - Electric" was listed as \$0.00. Director Wessel stated that this is not an error and stated that the library has not received an electric bill for the new fiscal year as of yet. The library spoke Vanguard and was told there have been issues with ComEd that has delayed billing.

Assistant Director Mallory Knapp stated that she found it to be disrespectful that a Trustee stated a department report was misleading stating that a marketing campaign was successful. Knapp stated that success can be measured in many ways beyond data.

Knapp asked Trustees to submit any questions or concerns to staff prior to the Board meeting so that staff can be prepared with data and documentation to answer questions on the record at the meeting. She stated misinformation is being shared when staff cannot correct questions or concerns on the record.

Knapp shared that Trustee Olsen stated both the September 16, 2024 Committee of the Whole and the Regular Board Meeting were incompliant with the Open Meetings Act. Knapp inquired why Trustee Olsen attended the Committee of the Whole Meeting but not the Regular Board Meeting, asking if OMA is being interpreted consistently by the Board.

REPORTS, QUESTIONS, AND COMMENTS: President and Trustees

Trustee Barry noted that he along with Director Wessel and Assistant Director Knapp had a meeting with the Library auditor. Trustee Barry stated the Library received a clean audit and a draft of the report will be sent to Trustees soon.

Trustee Barry stated that there are new statutory regulations lowering requirements for the Treasurer's Bond/Insurance.

Trustee Deyne stated that she does not believe it's necessary to establish a Finance Committee which is why the item is not on the Board agenda. Trustee DeSmidt inquired whether the Board used to have a committee. Director Wessel stated yes but most of the Trustees would attend and therefore a committee did not make sense.

Trustee Olsen stated that he attended the TIF District Meeting with the Village and inquired when the surplus would be filed and distributed to the taxing district. Director Wessel stated that she will be reaching out to the Village to receive the timeline.

Trustee Olsen noted on the Public Relations report that the Facebook reach was three times higher than previous months and inquired why this was. Assistant Director Knapp stated it was most likely due to the Library Card Sign Up month campaign. PR Manager Jackie Rojas concurred with Assistant Director Knapp and stated she was surprised by the number, as well.

Trustee Olsen inquired when damage to the new IT cabling occurred and if the party responsible for the damage would be responsible for all associated costs. IT Manager Manny Garza confirmed this.

Trustee Olsen noted that the Library was in the Examiner regarding the Museum Adventure Pass.

COMMITTEE REPORT UPDATES: None.

CORRESPONDENCE: The Library received a Tax Levy Ordinance Reminder from the attorney. The Library received a memorandum from Julie A. Tappendorf from Ancel Glink regarding changes decreasing the requirements for Treasurer Bond/Insurance.

ACTION ITEMS:

1. By-laws of the Board of Library Trustees of the Bartlett Public Library District (Roll Call Vote)

Director Wessel recommended tabling the by-laws in order for Trustees to have more time to review.

Trustee Barry made a motion to table the By-laws of the Board of Library Trustees of the Bartlett Public Library District.

Seconded by Trustee DeSmidt.

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

Motion carried.

2. Use of Information Systems Policy (Roll Call Vote)

The Use of Information Systems Policy was updated to integrate information from a separate Password Policy.

Trustee Olsen questioned the wording of a statement in the policy noting he believed an "or" should have been "for." IT Manager Manny Garza stated that "or" was correct.

Trustee Barry made a motion to approve the Use of Information Systems Policy. Seconded by Trustee Olsen.

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

Motion carried.

DISCUSSION ITEMS

1. Bartlett Public Library District Investment Update by John Falduto, Managing Partner at Sawyer Falduto Asset Management, LLC.

John Falduto presented an update on the Library's investments at the beginning of the meeting.

Trustee Sias thanked Falduto for creating a clear and concise report.

Trustee Olsen inquired whether Mr. Falduto had a sense of the Board intentions regarding what to do with funds reaching maturity. Mr. Falduto stated that the firm is in consistent communication with Director Wessel and ensure that decisions are made together and stated this is also a reason why he attends Board meetings on a regular basis.

Trustee Olsen stated that Director Wessel presented a Cash Flow for only 4 months and stated the Library may need funds beyond that point depending on when tax revenue would be received. Mr. Falduto reiterated that the open line of communication with the library and stated that his firm works with many municipalities and is very aware of the organization's dependence on tax revenue and his firm takes this into account.

Trustee Olsen inquired about the long-term rate ranges that were recently seen between the months of September and October. Mr. Falduto explained he could connect with one of his employees that is an expert in the content to provide further clarification of the reasoning behind the rates if needed. Mr. Falduto stated that their firm was not overwhelmingly surprised or concerned about the rates.

2. Cash Flow

Director Wessel presented a cash flow statement for the next 4 months of library expenditures. She stated that the Library can make transfers, as needed.

3. Per Capita Requirements Review

Director Wessel presented the Per Capita Requirements to the Board for review.

DIRECTOR'S REPORT (INFORMATIONAL ONLY)

1. Fire Sprinkler, IT Cabling, Ceiling Tile, Painting Project Updates
2. Space Needs Assessment Update

Director Wessel provided an update stating that she and Assistant Director Mallory Knapp had a meeting with the survey consultants and there should be a draft of the community survey to review at the December Board meeting.

3. Reminder Audit Date - Committee of the Whole Meeting
4. ILA Legislative Meetup
5. Rotary/Chamber Luncheon
6. Patron Appreciation Week

UNFINISHED BUSINESS

1. Responsible Bidder Ordinance and Purchasing Policy

Trustee Barry asked to table this item until the December board meeting.

NEW BUSINESS: Trustee Olsen inquired how many candidates were running for Library Trustee in the April 1, 2025 Consolidated Election. Director Wessel stated three.

TOWN HALL: None.

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

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

Motion carried.

Meeting adjourned at 8:11 p.m.