BARTLETT PUBLIC LIBRARY DISTRICT

REGULAR BOARD MEETING MINUTES

December 16, 2024

7:00 p.m.

Location: Meeting Room, Bartlett Public Library District

800 S. Bartlett Road, Bartlett, IL

CALL TO ORDER: President Deyne called the meeting to order at 7:08 p.m.

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.

PUBLIC PRESENT: Thomas J. Perkins, Library Foundation Board President.

TOWN HALL: Thomas J. Perkins - ”Bartlett Library Board President and Trustees, It has come to my attention that one of our Bartlett Public Library Foundation board members came to your meeting to complain about another Foundation board member. This action was uncalled for and had no business being brought to you in any case, as obviously this is a matter for the Foundation Board to solve, not the Library Board. The two people in question are members of the Foundation Board, so I feel that there is no reason for the Library Board to be involved in our internal discussions. It is our opinion that this is our matter only, The Foundation will resolve this complaint when we take up the issue at our January Library Foundation Board meeting. Thank you.”

REPORTS, QUESTIONS, AND ANSWERS: Director and staff

Director Wessel shared the success of the Village Cocoa Crawl and the Library’s storytime at the Village Tree Lighting Ceremony. Director Wessel congratulated President Deyne and her husband Ray on being awarded the Ralph Tovar Community Service Award.

Assistant Director Knapp corrected a statistic in the Public Relations report and thanked staff for work during the Polaris migration. Knapp also shared a patron compliment to the Library.

REPORTS, QUESTIONS, AND ANSWERS: President and Trustees

President Deyne complimented the staff on the storytime at the Village Tree Lighting Ceremony.

Trustee Olsen inquired about the new state law regarding salaried employees making under $60,000 being awarded overtime. Director Wessel stated the law still has regulations that have not been clarified and implementation has been delayed though the Library is in compliance with any current state laws.

Trustee DeSmidt complimented the Village Cocoa Crawl.

ACTION ITEMS:

1. Minutes from the November 18, 2024 Regular Board Meeting

Trustee DeSmidt requested a change to the town hall in the November 18, 2024 Regular Board Meeting minutes.

Trustee Barry made a motion to table the November 18, 2024 Regular Board Meeting minutes; Seconded by Trustee Boyer.

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

1. Approval of Bill List: December 16, 2024 ($183,200)

Trustee Olsen inquired about lien waiver for the Fire Sprinkler and IT Cabling projects. The Library is in possession of lien waivers. Trustee Olsen also inquired about the boiler that needs repair and a cost to HR Source regarding the Employee Handbook.

Trustee Olsen made a motion to approve the bill list in the amount of $227,059.45 to account for the bills paid prior to the Board meeting; Seconded by Trustee Barry.

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

1. Approval of Funds: December 16, 2024, Schwab General Fund to Now Account ($449,000)

Trustee Olsen suggested changing the transfer of funds from the Schwab General Fund to Now Account to $250,000 to maintain a higher interest rate on the cash in the Schwab account. Trustee Olsen suggested changing the transfer amount for item 4: The transfer of funds from the Now account to the Checking account to $287,000 because stating the amount is too high as it reflects a payroll that was larger than normal due to a third payroll distribution.

Director Wessel stated that she was told that there should be minimum amounts of $100,000 in the Checking account and $300,000 in the Now Account and that is what she strives to maintain when suggesting transfer amounts. Director Wessel also stated that the library should be receiving funds from the TIF district.

Trustee Barry made a motion to approve transfer of funds from the Schwab General Fund to Now Account in the amount of $449,000; Seconded by Trustee Bucaro.

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

1. Approval of Funds: December 16, 2024 Now Account to Checking Account ($312,000)

Trustee Barry made a motion to approve the transfer of funds form the Now Account to the Checking Account in the amount of $312,000; Seconded by Trustee Bucaro.

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

1. Approval of the November 30, 2024 Financial Report

Trustee Olsen suggested reclassifying the excess Per Capita finds to a separate line item. Trustee Olsen inquired about adjustment of the audit entries now that it has been completed. Director Wessel confirmed this. Trustee Olsen inquired about discrepancies with the Fines budget line. Assistant Director Knapp stated the Library is working to correct the Fines line and it will take some time to complete. Trustee Olsen suggested adjusting the salaries budget lines to reflect the change in the Assistant Director’s salary distribution. Director Wessel did not have concerns with the salary distribution.

Trustee Barry made a motion to approve the November 30, 2024 Financial Report; Seconded by Trustee DeSmidt.

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

1. Designation of Two Trustees for January Monthly Bill Approval (Barry, Bucaro)

No action needed.

1. Approval of the FY 2023-2024 Audit

Monika Adamski from Lauterbach and Amen presented the annual audit report at the Committee of the Whole meeting prior to the Regular Meeting.

Trustee Barry made a motion to approve the FY 2023-2024 Audit; Seconded by Trustee DeSmidt.

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

1. Serving Our Standards Chapter Review and Per Capita Application

Trustee Olsen expressed concern that the library was not making progress sharing an example that the Library did not have clear signage facing the main road. The Library stated this is incorrect.

Trustee Barry made a motion to approve the Per Capita Application; Seconded by Trustee Sias.

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

1. Trustee Vacancy Policy

Trustee Olsen suggested changing the wording of “may fill a vacancy” to “must” to comply with state statue. Trustee Barry disagreed and stated if it conflicted with state law, the state statute would supersede the by-law.

Trustee Barry made a motion to approve the Trustee Vacancy Policy; Seconded by Trustee Boyer.

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

1. Board By-Laws Policy

A discussion of the Board By-Laws Policy occurred at the Committee of the Whole meeting prior to the Regular Board Meeting.

Trustee DeSmidt made a motion to approve the Board By-Laws Policy; Seconded by Trustee Bucaro.

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

1. Designation of Two Trustees to review the past six months of Library Board Meeting Minutes

No action needed.

DISCUSSION ITEMS: None.

NEW BUSINESS: Trustee Olsen requested an agenda item for Old Business. Director Wessel stated it was a mistake and it should be listed next month.

TOWN HALL: None.

ADJOURNMENT: Trustee Barry made a motion to adjourn the meeting at 8:09 p.m.; Seconded by Trustee Bucaro.

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