BARTLETT PUBLIC LIBRARY DISTRICT

COMMITTEE OF THE WHOLE BOARD MEETING MINUTES

December 16, 2024

5:30 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 5:30 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; Larry Siegel, Facilities Manager; Sonya Skibicki, Technical Services Manager.

PUBLIC PRESENT: Ed Sullivan, Rich Carter, EOSullivan Consulting; Monika Adamski, Lauterbach & Amen, LLP.

TOWN HALL: None.

AGENDA

1. Space Needs Assessment Survey

Ed Sullivan and Rich Carter presented information regarding the community survey that will be conducted relating to the Space Needs Assessment. Mr. Sullivan and Mr. Carter reviewed the survey menu for a phone survey. They stated a phone survey provides the most successful and scientific data that will be weighted to reflect the demographics of the library district.

Trustees presented questions regarding the survey.

Trustees expressed concern about a phone survey. Mr. Sullivan assured Trustees that their company has a high success rate and that this method provides the highest quality and most scientific data to use.

Trustees inquired about reaching non-users and schools. Mr. Sullivan stated that they reach everyone in the library district using voter registration information. The firm will continuously reach out to the community until they have sufficient data. Mr. Sullivan stated the firm could provide the Library with resources and the Library could put together a team to go in to schools if they wanted to collect data but stated it would not be scientific data.

Assistant Director Knapp stated that Product Architecture would lead a community meeting to gather input, as well.

1. FY 2023-2024 Audit Review

Monika Adamski presented the final audit report for the fiscal year 2023-2024. The library received an unmodified opinion. Ms. Adamski stated the audit shows the library has sound control over its financials and there were positive net changes across the revenue and fund balances. She stated there are new GASB pronouncements and the firm will work with the library to put them in place. Ms. Adamski noted that she had a conversation with President Deyne regarding a matter arising during the audit that she felt President Deyne should share with the whole Board.

1. Board By-Laws Review

Trustees reviewed the Board By-Laws. Trustees expressed concern regarding the officer nomination process and discussed whether a nominating committee was necessary. Director Wessel read through the Board By-Laws.

ADJOURNMENT: Trustee Bucaro made a motion to adjourn the meeting at 7:00 p.m. Seconded by Trustee Barry.

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