BARTLETT PUBLIC LIBRARY DISTRICT

REGULAR BOARD MEETING MINUTES

January 20, 2025

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 7:00 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; Sandra Sasal, Adult Services Manager; Mary Prohaska, Circulation Manager; Manny Garza, IT Manager; Larry Siegel, Facilities Manager; Jackie Rojas, PR Manager.

PUBLIC PRESENT:

TOWN HALL: None.

REPORTS, QUESTIONS, AND ANSWERS: Director and Staff

Director Wessel acknowledged a new format for the Director’s Report in the Board Packet noting it was a team effort.

REPORTS, QUESTIONS, AND ANSWERS: President and Trustees

Trustee Olsen inquired if Director Wessel completed the 2025 FOIA and OMA training from the Attorney General and questioned her on 2025 updates and library compliance with the law. Director Wessel stated that the library is in compliance with the regulations and will work to update anything that needs to be for 2025.

Trustee Bucaro shared a story of a young patron’s excitement at visiting the library.

Trustee DeSmidt inquired about the waitlist protocol for program registration and when people on the waitlist are notified of open seats. Adult Services Manager Sandra Sasal stated that waitlister get notified the minute that a cancellation occurs, and it automatically completed by the registration system.

Trustee Olsen requested that text notifications for holds ready for pick up can include the title of the specific items. IT Manager Manny Garza stated that there are SMS limitations that do not allow this.

Trustee Olsen stated that per OMA any consent agenda item must be stated for approval which was not in practice in the past.

ACTION ITEMS:

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

Trustee Barry made a motion to approve the Minutes from the November 18, 2024 Regular Board Meeting. Seconded by Trustee Olsen.

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

1. Minutes from the December 16, 2024 Committee of the Whole Meeting

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

Trustee Olsen requested wording be added to the minutes regarding the presentation of the annual audit by Monika Adamski.

Trustee DeSmidt made a motion to amend the minutes to include Trustee Olsen’s suggestion. Seconded by Trustee Bucaro.

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

The Board voted on the original motion made by Trustee Olsen.

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

1. Minutes from the December 16, 2024 Regular Board Meeting

Trustee Bucaro made a motion to approve the Minutes from the December 16, 2024 Regular Board Meeting. Seconded by Trustee Barry.

Trustee Olsen requested correcting wording regarding the passage of state law on exempt employees.

Trustee Bucaro made a motion to amend the minutes to include Trustee Olsen’s suggestion. Seconded by Trustee DeSmidt.

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

The Board voted on the original motion made by Trustee Bucaro.

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

1. Approval of the Bill List: January 20, 2025 ($111,224.27)

Trustee Olsen made a motion to approve the Bill List from January 20, 2025 in the amount of $111,224.27. Seconded by Trustee Bucaro.

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

1. Approval of Funds: January 20, 2025, Schwab General Fund to Now Account ($237,000)

Trustee Olsen made a motion to approve the transfer of funds from the Schwab General Fund to the Now Account in the amount of $237,000. Seconded by Trustee DeSmidt.

President Deyne inquired if the library can transfer funds directly between the Schwab Account to the General Checking. Director Wessel will look into it.

Trustee Olsen stated $100,000 balance should be maintained in the Now Account. Discussion was had on the processes of transferring funds between the various library accounts.

Trustee Olsen made a motion to amend the transfer amount from the Schwab Account to the Now Account to $37,000. Seconded by Trustee DeSmidt.

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

The Board voted on the original motion to transfer funds.

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

1. Approval of Funds: January 20, 2025, Now Account to General Checking ($238,000)

Trustee Bucaro made a motion to approve the transfer of funds from the Now Account to the General Checking account in the amount of $238,000. Seconded by Trustee Sias.

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

1. Approval of the December 31, 2024 Financial Report

Trustee Barry made a motion to approve the December 31, 2024 Financial Report. Seconded by Trustee Olsen.

Trustee Olsen inquired about funds related to the Bartlett Public Library Foundation that were listed on the financial report despite the accounts being separated from the library as well as a transfer of $12,500 to the Special Reserve Fund made without Board action. Director Wessel stated she would investigate and follow up on these items.

Trustee Olsen made a motion to not approve the December 31, 2024 Financial Report until Director Wessel provided answers to the inquires. Seconded by Trustee DeSmidt.

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

The Board voted on the original motion by Trustee Barry.

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

1. Designation of Two Trustees for February Monthly Bill Approval (Barry, Deyne)

No action necessary.

DISCUSSION ITEMS:

1. Board Packet Format

Director Wessel presented a new format for the Director’s report that provides library updates and statistics to reduce redundancy and present a holistic approach. Director Wessel stated that all the same information is included though presented in a different format.

The Board shared feedback on what they would like to see out of the board packet.

OLD BUSINESS:

President Deyne stated that in May the Board will entertain nominations from the floor for officer positions.

Trustee Olsen is concerned that the strategic planning process is being completed in house. Trustee DeSmidt believes it should be outsourced. Director Wessel confirmed that the final plan would be brought to the Board for final approval. Director Wessel stated that she believes the staff have the capacity and skill to complete this.

Trustee Olsen inquired about the status of the Space Needs Assessment and potential productions from the architects.

NEW BUSINESS:

Trustee Boyer apologized for behavior in the board meeting regarding her responses to other Trustees language.

Youth Services Manager Phyllis Sadowski made a statement about Trustees choosing kindness in their feedback.

PR Manager Jackie Rojas made a statement to Trustee Olsen regarding the way he harshly presents critiques and that she has taken offense to the way he presented information at this meeting.

President Deyne apologized to the staff for some of the discourse at the Board meeting and stated most of the Board supports the staff.

TOWN HALL: None.

ADJOURNMENT: Trustee Bucaro made a motion to adjourn. Seconded by Trustee Barry.

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