BARTLETT PUBLIC LIBRARY DISTRICT

REGULAR BOARD MEETING MINUTES

February 17, 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 5:30 p.m.

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

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

PUBLIC PRESENT: Will O’Rourke, Karen McCorkle, Library Patrons

TOWN HALL: None.

REPORTS, QUESTIONS, AND ANSWERS: President and Trustees

Trustee Olsen shared that he had the opportunity to visit libraries on a trip abroad.

REPORTS, QUESTIONS, AND ANSWERS: Director and Staff

Director Wessel shared an experience with a phone call from a Trustee that used offensive language when explaining an employee.

Assistant Director Mallory Knapp shared a statement on the respect and professionalism of the Trustees.

ACTION ITEMS:

1. Minutes from the January 20, 2025 Regular Board Meeting

Director Wessel corrected the date on the minutes.

Trustee Barry made a motion to approve the Minutes from the January 20, 2025 Regular Board Meeting. Seconded by Trustee Boyer.

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

1. Approval of the Bill List: February 17, 2025 ($57,334.98)

Trustee Olsen inquired about why the Electric and the Integrated Library Systems budget lines were higher than they should be at this point of the fiscal year. Director Wessel explained items may be misclassified as well as credits due to the library but will be looking further into it.

Trustee Barry made a motion to approve the Bill List: February 17, 2025. Seconded by Trustee Sias.

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

1. Approval of Funds: February 17, 2025, Schwab General Fund to Now Account($205,000)

Trustee Barry made a motion to approve the transfer of funds from the Schwab General Fund to the Now Account in the amount of $205,000. Seconded by Trustee Olsen.

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

1. Approval of Funds: February 17, 2025, Now Account to General Checking ($207,000)

Trustee DeSmidt made a motion to approve the transfer of funds from the Now Account to General Checking in the amount of $207,000. Seconded by Trustee Olsen.

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

1. Approval of Notice of Library Trustee Vacancy, Trustee Vacancy Policy, and the Application to Fill Vacancy on the Board of Trustees

Trustee Barry made a motion to approve the Notice of Library Trustee Vacancy, Trustee Vacancy Policy, and the Application to Fill Vacancy on the Board of Trustees. Seconded by Trustee DeSmidt.

Trustee Olsen made a motion to a change the wording of “…The board may publish notice of vacancy…” to “…will publish notice of vacancy…”. Seconded by Trustee DeSmidt. Roll Call Vote-Yes: Olsen, DeSmidt. No: Boyer, Deyne, Sias, Barry. Absent: Bucaro. Motion failed.

The Board voted on the original motion.

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

1. Approval of the Board of Trustees Expenditure Policy

Trustee Olsen made a motion to table the Expenditure Policy until the Board can review Ordinance No. 2016-07 Regulating Reimbursement of Travel, Meal and Lodging Expenses. Seconded by Trustee Barry.

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

1. Approval of Board of Trustees Email Policy

Trustee Sias made a motion to approve the Trustees Email Policy. Seconded by Trustee Olsen.

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

1. Ordinance 2025-1 Approval of the Transferring of Funds to the Special Reserve Fund

Director Wessel presented the Ordinance to ratify a transfer made to the Special Reserve Fund in December of 2024 and approve a transfer to made in June of 2025.

Trustee Olsen stated he believes the Library’s accountant did not have the authority to make a transfer and suggested the dismissal of the accountant.

Trustee Barry made a motion to approve Ordinance 2025-1 Approval of the Transferring of Funds to the Special Reserve Fund. Seconded by Trustee Sias. Roll Call Vote-Yes: Boyer, Deyne, Barry, Sias. No-Olsen, DeSmidt. Absent: Bucaro. Motion carried.

1. Ordinance 2025-2 Approval of Board of Trustees Investment Policy

Trustee Barry made a motion to approve Ordinance 2025-2 Approval of Board of Trustees Investment Policy. Seconded by Trustee DeSmidt.

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

1. Approval of Non-Discrimination and Anti-Harassment Policy

Trustee Barry made a motion to approve the Non-Discrimination and Anti-Harassment Policy. Seconded by Truste DeSmidt.

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

1. Director’s Evaluation Special Board Meeting (Monday, March 24, 2025 at 7:00 p.m.)

Not all Trustees are available on the suggested date.

Trustee Sias made a motion hold the Director’s Evaluation at a Special Board Meeting scheduled for Monday, April 7, 2025 at 7:00 p.m. Seconded by Trustee Barry.

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

DISCUSSION ITEMS

1. Approval of or Review of January 31, 2025 Financial Report

Director Wessel and Assistant Director Mallory Knapp inquired if the Board felt it necessary to have the Financial Report as an action item on board agendas or if it is informational only.

Discussion was had.

Trustee Sias made a motion to remove the Financial Report as an Action Item and list it as a Discussion Item on Board agendas. Seconded by Trustee Boyer.

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

1. Board Packet

Director Wessel presented options for changes to the Board packet information that was suggested at the January 20, 2025 Board meeting.

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

Assistant Director Mallory Knapp shared that she believes an amendment that was passed at the December 16, 2024 Committee of the Whole Meeting was misleading to what actually occurred at the meeting. She suggested perhaps tabling amendments in the future for more than one Trustee to review.

OLD BUSINESS

Trustee Olsen stated that the number of cumulative cardholders statistic in the Director’s Report is inaccurate.

Discussion was had.

NEW BUSINESS

President Deyne inquired about the library hosting a CPR class.

EXECUTIVE SESSION

Trustee Barry made a motion to enter Executive Session as permitted by section 2(c)21 and the Illinois Open Meetings Act to review the Executive Session minutes. Seconded by Trustee Sias.

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

The Board entered Executive Session at 8:23 p.m.

The Board returned to Regular Session at 8:43 p.m.

ADJOURNMENT

Trustee Barry made a motion to adjourn the meeting. Seconded by Trustee Sias.

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