BARTLETT PUBLIC LIBRARY DISTRICT

REGULAR MEETING MINUTES

April 21, 2025

7:00 p.m.

Location: Meeting Room, Bartlett Public Library District

800 S. Bartlett Road, Bartlett, IL

CALL TO ORDER: Vice President Bucaro called the meeting to order at 7:00 p.m.

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

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

PUBLIC PRESENT: John Falduto, Sawyer Falduto Asset Management; David T. Ludec, NextEra Energy; Jason Maloney, Danielle Roller, Kyra Carino, Cindy Belliveau, Christianne Lewis, Angel Lewis, patrons.

TOWN HALL: None.

CORRESPONDENCE: Memo from the Library Attorney regarding the 2025-2026 Consolidated Chronology for Annual Financial Ordinances.

REPORTS, QUESTIONS, AND ANSWERS: PRESIDENT & TRUSTEES

Trustee DeSmidt shared that she attended two library programs that were very well done. Trustee DeSmidt congratulated staff on receiving a grant from RAILS.

Trustee Boyer commented on the small updates in the youth play area and thanked the staff for receiving the RAILS grant.

Trustee Olsen commented on what he believes is an OMA violation with Executive Session minutes stating that the Library Director is not addressing the solution in an appropriate time period. Director Wessel stated that she spoke with the Library Attorney and because the amount of material there is to review and because the library is doing the best they can to resolve review of the minutes, that is sufficient.

Trustee Sias commented that Trustee Olsen’s statements are obfuscation. Director Wessel stated that the disrespect from Trustees is bullying.

Trustee Olsen stated he submitted a FOIA request for OMA and FOIA training certificates of the Trustees and Director and complimented Trustees on completing the trainings. Trustee Olsen suggested the Secretary position of the board assume duties as an OMA officer for the Board.

REPORTS, QUESTIONS, AND ANSWERS: DIRECTOR & STAFF

Assistant Director Mallory Knapp shared an update from the library attorney regarding the perceived OMA violation clarifying that there is no legal violation.

Director Wessel stated that a Trustee contacted ILA about a library policy and reminded the Board that Trustees and staff are the ones who create, review, and enforce policy. She stated outside entities do not have any part of this.

IT Manager Manny Garza shared a statement regarding the ADA compliance of the library website.

ACTION ITEMS:

1. Investment update from John Falduto, Sawyer Falduto Asset Management, LLC.

John Falduto provided a quarterly update on the library investment accounts and activities. Trustees presented questions and discussion was had.

1. Electricity/Gas update from David Ludec, NextEra Energy Services. Approval of Director moving forward to lock in reasonable rates for one, two, or three years before the end of the contracts in June 2025 and August 2025.

David Ludec presented a report on energy rates and current trends in the market. Trustees presented questions and discussion was had.

Trustee Barry made a motion to approve the Director moving forward in working with David Ludec to lock in reasonable energy rates for a one, two, or three year contract. Seconded by Trustee Sias.

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

1. Minutes from the March 17, 2025 Committee of the Whole Meeting

Trustee Barry made a motion to approve the Minutes from the March 17, 2025 Committee of the Whole Meeting. Seconded by Trustee DeSmidt.

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

1. Minutes from the March 17, 2025 Regular Board Meeting

Trustee Olsen corrected roll calls that listed Trustee Bucaro as absent. Trustee Barry made a motion to accept the Minutes from the March 17, 2025 Regular Board Meeting with the suggested amendment. Seconded by Trustee Boyer.

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

1. Approval of the Bill List: April 21, 2025 ($372,939.41)

Trustee Olsen inquired about check number 5082 regarding the Integrated Library System and its movement to the cloud as well as the use of the server that held the ILS. IT Manager explained the server was repurposed and the ILS has been integrated to the cloud.

Trustee DeSmidt made a motion to approve the Bill List for April 21, 2025 in the amount of $372,939.41. Seconded by Trustee Olsen.

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

1. Approval of the Transfer of Funds from the NOW Savings to the Checking Account ($151,000.00)

Trustee Olsen made a motion to approve the Transfer of Funds from the NOW Savings to the Checking Account in the amount of $151,000.00. Seconded by Trustee Barry.

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

1. Approval of the Transfer of Funds from the General Investment Fund to the Checking Account ($60,000.00)

Trustee Olsen made a motion to approve the Transfer of Funds from the General Investment Fund to the Checking Account in the amount of $60,000.00. Seconded by Trustee DeSmidt.

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

1. Approval of the Travel, Meal, and Lodging Reimbursement Policy

The library presented the Travel, Meal, and Lodging Reimbursement Policy to the Board. The library explained the policy outlines what items are able to be reimbursed and to what extent. It applies to both staff and trustees.

Trustee Boyer made a motion to approve the Travel, Meal, and Lodging Reimbursement Policy. Seconded by Trustee Sias.

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

1. Approval of the Board of Trustees Expenditure Policy

The library presented the Board of Trustees Expenditure Policy. The library recommended limiting reimbursement of Trustees for only the Trustee Day of an annual conference. Discussion was had.

Trustee Sias made a motion to approve the Board of Trustees Expenditure Policy. Seconded by Trustee Bucaro.

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

1. Approval of the Use of Information Systems Policy

The library presented the Use of Information Systems Policy. The library explained that this policy has been separated from the Employee Handbook and consolidated information from the Handbook regarding Identity Protection.

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

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

1. Approval of the Hub Policy and Guidelines

The library presented the Hub Policy and Guidelines outlining that the room can be reserved by community meetings of 16-20 people. Discussion was had.

Trustee DeSmidt made a motion to approve the Hub Policy and Guidelines. Seconded by Trustee Boyer.

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

1. Approval of Draft #1 of the 2025-2026 Budget

The library presented a draft of the proposed 2025-2026 budget. Trustees expressed concern about the amount budgeted for employee medical insurance and suggested the library explore other options.

Trustee Barry made a motion to approve Draft #1 of the 2025-2026 Budget. Seconded by Trustee Sias.

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

1. Approval of the Employee Handbook

Trustee Olsen made a motion to table the approval of the Employee Handbook. Seconded by Trustee DeSmidt.

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

DISCUSSION ITEMS: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

TOWN HALL: None.

ADJOURNMENT:

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

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

Meeting adjourned at 8:53 p.m.