BARTLETT PUBLIC LIBRARY DISTRICT

REGULAR BOARD MEETING MINUTES

May 19, 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

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

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; Larry Siegel, Facilities Manager; Phyllis Sadowski, Youth Services Manager.

PUBLIC PRESENT: Dan Porhte, Tiffany Nash, Product Architecture; Rich Carter, EOSullivan; Stephanie Gandsey, Luke Maloney, Valerie Maloney, John Pearson, and Jan Devlin, patrons.

TOWN HALL: None.

SWEARING IN OF NEW TRUSTEES

Joseph A.J. Olsen, Dave Barry, and Jason Maloney were sworn in to the Bartlett Public Library District Board of Trustees for a 4 year term.

Trustee Maloney joined the Board at the table.

ELECTION OF OFFICER POSITIONS

Trustee DeSmidt made a motion to nominate Trustee Olsen as President. No second. Motion failed.

Trustee Barry made a motion to nominate Trustee Deyne as President. Seconded by Trustee Bucaro.   
Roll Call Vote-Yes: Boyer, Bucaro, Deyne, Maloney, Barry, DeSmidt. No: Olsen. Motion carried.

Trustee Olsen made a motion to nominate Lynn DeSmidt as Vice President. No second. Motion failed.

President Deyne made a motion to nominate Trustee Barry as Vice President. Seconded by Trustee Bucaro.

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

President Deyne made a motion to nominate Trustee Olsen as Treasurer. Seconded by Trustee Bucaro.

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

Trustee Barry made a motion to nominate Trustee Bucaro as Secretary. Seconded by President Deyne.

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

Trustee Barry made a motion to nominate Trustee Boyer as Ethics Officer. Seconded by Trustee Bucaro.

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

Trustee Bucaro made a motion to nominate Trustee DeSmidt as FOIA Officer. Seconded by Trustee Maloney.

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

REPORTS, QUESTIONS, AND ANSWERS: President & Trustees

Trustee Olsen thanked employees, Saleem Malik and Richard Felau for their time with the library and congratulation Youth Services Librarian Jessica Tarnowski on her contribution to the ALSC blog. Trustee Olsen commended Samantha Magdziarz and Mallory Knapp on taking a Budgeting course and praised the appearance of the parking lot after the repaving. Trustee Olsen also reported on a recent visit to the Rockford Public Library.

REPORTS, QUESTIONS, AND ANSWERS: Director & Staff

None.

ACTION ITEMS:

Trustee Olsen made a motion for the Board to give authority to the Director and the Treasurer to transfer money to appropriate accounts as needed based on the anticipated tax deposit. Seconded by Trustee Barry.

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

Trustee Barry made a motion to merge and approve items 1. Approval of the Minutes from the April 21, 2025 Committee of the Whole Meeting, 2. Approval of the Minutes from the April 21, 2025 Regular Board Meeting, 3. Approval of the Minutes from the April 29, 2025 Special Board Meeting, 4. Approval of the Minutes from the May 5, 2025 Special Board Meeting, 5. Approval of Bill List: May 19, 2025 ($254,637.36), 6. Approval of the Transfer of Funds: May 19, 2025 Schwab General Account to Checking Account ($220,000), 7. Approval of the Transfer of Funds: May 19, 2025 NOW Savings Account to General Checking Account ($10,000), 8. Trustee Expenditure Policy, 9. Employee Handbook, 11. 2025 Library Trustee Commitment Statement, 12. Policy on Trustee Conduct and Ethics, and 13. Budget Draft #2 2025-2026 FY of the Action Item Agenda. Seconded by Trustee Boyer.

Discussion was had regarding the parental leave policy in the Employee Handbook.

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

10. Property/Casualty Insurance

Trustee Bucaro made a motion to table the Property/Casualty Insurance. Seconded by Trustee Olsen.

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

DISCUSSION ITEMS:

1. Presentation from Product Architecture regarding Space Needs Assessment

Dan Porhte and Tiffany Nash from Product Architecture will be at the meeting to present their proposed schemes for the library spaces based on their Space Needs Assessment.

1. 2025-2028 Strategic Plan Update

The library presented the progress on the 2025-2028 Strategic Plan. They shared proposed activities for the strategic plan.

Trustee Olsen expressed concern that the proposed budget does not align with the proposed activities. Assistant Director Knapp noted that the strategic plan is a 3-year plan and not all activities will need to be accomplished in the upcoming fiscal year.

1. Financial Report: April 30, 2025

Director Wessel reviewed the Financial Report from April 30, 2025.

OLD BUSINESS: Trustee Olsen noted he had suggestions for improvements to the budget. Director Wessel stated they can set up a meeting.

NEW BUSINESS: Trustee Maloney thanked the Board for welcoming him and stated he looks forward to being involved.

TOWN HALL: None.

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

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

Meeting adjourned at 9:03 PM.