BARTLETT PUBLIC LIBRARY DISTRICT

REGULAR MEETING MINUTES

June 16, 2025

7:00 p.m.

Location: Meeting Room, Bartlett Public Library District

800 S. Bartlett Road, Bartlett, IL

CALL TO ORDER: The meeting was called to order by President Deyne at 7:00 p.m.

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

STAFF PRESENT: Karolyn Wessel, Library Director; Assistant Director, Mallory Knapp; Larry Siegel, Facility Manager; Sandra Sasal, Adult Services Manager; Sonya Skibicki, Technical Services Manager; Mary Prohaska, Circulation Manager; Phyllis Sadowski, Youth Services Manager; Sam Magdziarz, Business Office Generalist; Jackie Rojas, Public Relations Manager.

PUBLIC PRESENT: Ed Sullivan, EOSullivan Consulting; Estelle Markham, Relation Insurance Services; Danielle Roller, Marianne Iannarelli, patrons.

TOWN HALL: None.

CONSENT AGENDA

1. Items to be included in the Consent Agenda
   1. Minutes from May 19, 2025 Regular Board Meeting
   2. Minutes from June 7, 2025 Committee of the Whole Meeting
   3. Approval of Bill List: June 16, 2025 ($238,384.76)
   4. Approval of the Transfer of Funds from NOW Savings to Checking Account: June 16, 2025 ($300,000)
   5. Approval of May 31, 2025 Financial Report
   6. Designation of Two Trustees for July Monthly Bill Approval (Olsen, Maloney)
   7. Travel Reimbursement Approval (None)
2. Consideration of item(s) withheld for separate action (if any)
   1. Trustee Olsen requested to remove item 1a. Minutes from May 19, 2025 Regular Board Meeting from the consent agenda.

Trustee Olsen made a motion to amend the minutes from the May 19, 2025 Regular Board Meeting noting that a vote was incorrectly listed for the adjournment of the meeting. Seconded by Trustee Deyne.

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

1. Consent Agenda Approval

Trustee Bucaro made a motion to approve the balance of the consent agenda. Seconded by Trustee Olsen.

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

CORRESPONDENCE:

1. Memo Regarding Opioid Medication and Trained Library Staff

The Board discussed the potential of having opioid medication and trained staff at the library.

REPORTS, QUESTIONS, AND ANSWERS: PRESIDENT AND TRUSTEES

Trustee Barry provided an update on Institute of Museum and Library Services (IMLS) and state library funding.

Trustee DeSmidt shared that she had a positive experience at the LACONI Trustee Banquet.

Trustee Olsen made a statement that he believes the taxpayers are the library’s greatest resource.

Trustee Boyer commended the staff on the Summer Reading efforts and the hiring of a full-time Public Relations Assistant.

COMMENTS, QUESTIONS, AND ANSWERS: DIRECTOR AND STAFF

Assistant Director Mallory Knapp thanked the staff for their work towards Summer Reading.

ACTION ITEMS

1. Proposal from Product Architecture to Complete Drawings and Renderings for a New Building on the Existing Library Property.

Discussion was had that the Board should have a comprehensive understanding of all building options in order to make the most informed decisions regarding the future of the library space.

Trustee Olsen made a motion to approve the proposal from Product Architecture to Complete Drawings and Renderings for a New Building on the Existing Library Property. Seconded by Trustee DeSmidt.

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

1. Proposal from EOSullivan Consulting for Custom Engagement Program.

Ed Sullivan of EOSullivan presented a proposal for a custom community engagement education program to learn about the community’s interests with the future of the library space.

Discussion was had.

Trustee Olsen made a motion to accept the Proposal from EOSullivan Consulting for a Custom Engagement Program. Seconded by Trustee Maloney.

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

1. Property and Casualty Insurance

Estelle Markham of Relations Insurance Services presented a quote from Utica for full library insurance coverage.

Discussion was had.

Trustee Olsen made a motion to accept the quote from Utica for the library’s full insurance coverage. Seconded by Trustee Bucaro.

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

1. Grandfathering 8 Specific Employees into Previous Vacation/Personal Time Policy

Director Wessel explained that 8 employees lost paid time off benefits with the combination of personal and vacation time in the updated Employee Handbook approved at the May Board meeting. Director Wessel proposed to grant back those 8 employees the time they had already earned.

Discussion was had.

Trustee Olsen made a motion to amend the proposal to note that the 8 employees would be frozen at their current tier and not accumulate more paid time as years progressed. Seconded by Trustee Maloney.

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

Trustee Barry made a motion to approve the grandfathering in of the 8 employees to the previous vacation/personal time policy with the amendment of Trustee Olsen. Seconded by Trustee Maloney.

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

1. 2025-2026 Budget

Trustee Barry made a motion to approve the final 2025-2025 Budget. Seconded by Trustee Bucaro.

Trustee Olsen made a motion to amend the budget to consolidate multiple budget lines to be one line for capital needs projects. Seconded by Trustee Maloney.

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

Trustee Olsen made a motion to increase the budget for planning consultants from $80,000 to $100,000 and change the name to planning needs. Seconded by Trustee DeSmidt.

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

1. 2025-2028 Strategic Plan

Assistant Director Mallory Knapp presented the final draft of the 2025-2028 Strategic Plan.

Discussion was had.

Trustee Barry made a motion to approve the 2025-2028 Strategic Plan. Seconded by Trustee DeSmidt.

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

1. Fifth Third Banking Services Resolution

Director Wessel presented the Fifth Third Banking Services Resolution that would update the Trustee’s names on the banking accounts as well as update the officer positions.

Trustee DeSmidt made a motion to approve the Fifth Third Banking Services Resolution. Seconded by Trustee Bucaro.

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

DISCUSSION ITEMS: None.

NEW BUSINESS:

Trustee Olsen requested that President Deyne appoint a Finance Committee. President Deyne agreed a Finance Committee could be beneficial with the potential library projects. Trustee DeSmidt expressed interest in being appointed to the committee. Trustee Barry suggested Trustees express interest to President Deyne in email and the committee can be addressed at the next Board meeting.

Trustee Olsen stated he would like to see tax payments deposited directly into the library’s investment accounts. Trustee Barry stated that this should be an action item at the next Board meeting.

OLD BUSINESS: None.

TOWN HALL: None.

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

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

Meeting adjourned at 8:27 p.m.