BARTLETT PUBLIC LIBRARY DISTRICT

REGULAR MEETING MINUTES

August 18, 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, Jason Maloney, Monica Boyer (entered at 7:02 p.m.), Trustees.

STAFF PRESENT: Karolyn Wessel, Library Director; Mallory Knapp, Assistant Director; Larry Siegel, Facility Manager; Manny Garza, IT Manager; Sandra Sasal, Adult Services Manager; Sonya Skibicki, Technical Services Manager; Mary Prohaska, Circulation Manager; Sam Magdziarz, Business Office Generalist.

PUBLIC PRESENT: James Howard, Governmental Accounting (via telephone).

TOWN HALL: None.

CONSENT AGENDA:

1. Items to be included in the Consent Agenda
   1. Minutes from July 21, 2025, Committee of the Whole Meeting
   2. Minutes from July 21, 2025, Regular Board Meeting
   3. Minutes from August 11, 2025, Finance Committee Meeting
   4. Minutes from August 11, 2025, Special Board Meeting
   5. Approval of Bill List: August 18, 2025 ($279,986.30)
   6. Approval of Transfer of Funds from Schwab General Fund to the Checking Account ($285,000)
   7. Approval of July 31, 2025, Financial Report
   8. Designation of Two Trustees for September Monthly Bills Approval (Olsen, Barry)
   9. Travel Reimbursement Approval (Olsen ILA $306.158, Barry ILA 244.10 DeSmidt ILA $214.15, DeSmidt Laconi $41.70)
2. Consideration of item(s) withheld for separate action (if any)

Trustee Bucaro requested items 1b. Minutes from July 21, 2025 Regular Board Meeting and 1i. Travel Reimbursement Approval be removed from the Consent Agenda.

Trustee Olsen requested items 1c. Minutes from August 11, 2025, Finance Committee Meeting and 1d. Minutes from August 11, 2025, Special Board Meeting be removed from the Consent Agenda.

1b. - Trustee Bucaro requested to change the wording in the Day Off for Birthday Policy discussion from ”gaming” to “gaining.” Trustee Olsen explained that “gaming” is the correct wording.

Trustee Olsen made a motion to amend the minutes to change the wording regarding the Resolution for Non-Resident Card from “Bartlett residents who do not pay taxes” to “Individuals living outside the boundaries of any library district, living in areas adjacent to the Bartlett Library District.” Seconded by Trustee DeSmidt.

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

Trustee Deyne made a motion to discuss Trustee Olsen’s wording of the “gaming” in the July 21, 2025 Regular Board Minutes. Seconded by Trustee Maloney.

Trustee Deyne and Trustee Bucaro stated they were insulted by this interpretation. Discussion was had.

No vote needed.

1c. Trustee Olsen made a motion to add wording to the August 11, 2025 Finance Committee Minutes regarding the Cash Receipts and Disbursements to include questioning the library accountant on the accuracy of the figures listed to Blue Cross of Illinois and the listed salary ranges. Seconded by Trustee DeSmidt.

Trustee Olsen stated the disbursement amounts are incorrect and that the minutes should reflect that the accountant was asked about the accuracy on the record. Trustee Maloney inquired if Trustee Olsen had the corrected figure and if the Board would be presented with this. Trustee Barry requested the documentation. Trustee Olsen stated he does not have this document present.

James Howard of Governmental Accounting explained the source and the accuracy of the figures presented in the report. Mr. Howard stated that the amount listed excludes the employee share of the Blue Cross Blue Shield payment. Trustee DeSmidt inquired if this is indicated on the document. Mr. Howard explained that the document only lists one disbursement amount that reflects the district’s portion.

Trustee Olsen inquired if a reimbursement is made to the library for an expense should that also be reflected on a gross basis. Mr. Howard explained there is a difference between an employee deduction and receiving a cash reimbursement. Trustee Olsen stated he disagrees.

Trustee Olsen made a motion to table the approval of the August 11 2025, Finance Committee Minutes. Seconded by Trustee Maloney.

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

1d. Trustee Olsen made a motion to amend agenda item 2 to change to word “drawn” to “located.” No second. Motion failed.

1i. Trustee Bucaro pointed out Trustee Olsen’s reimbursement amount had an extra number and corrected what the actual reimbursement amount should be.

Trustee Bucaro made a motion to accept corrected reimbursement dollar amount of $306.15 for Trustee Olsen. Seconded by Trustee Deyne.

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

Trustee Olsen made a motion to add the statement “All Trustees may be reimbursed for up to 100 miles for mileage plus tolls for the specific purpose of visiting other new libraries, remodeled libraries or expanded libraries.” No second. Motion failed.

Discussion was had. Trustee Barry claimed it was a violation of OMA because this motion is not on the agenda and the motion on the agenda only states approval for travel to ILA and Laconi.

1. Consent Agenda Approval

Trustee Barry made a motion to approve the balance of the consent agenda in addition to the travel reimbursement estimates for Olsen, Barry, and DeSmidt. Seconded by Trustee Maloney.

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

CORRESPONDENCE

The library received a memo from the Library Attorney regarding the payment of non-resident fees. These payments can now be made bi-annually or quarterly.

The library received a memo from the Library Attorney regarding the requirement of public libraries to maintain opioid antagonist medication and have trained library staff.

ACTION ITEMS

1. Approval of the Tentative Budget & Appropriation Ordinance 2025-4

Director Wessel shared the Tentative Budget and Appropriation Ordinance 2025-4. James Howard of Governmental Accounting was present via telephone to answer questions from the Trustees. Director Wessel stated the Finance Committee reviewed the document and did not come to a recommendation at the time, pending calculation comparisons for potential growth from Mr. Howard on a 4.9% levy and a 6% levy.

Trustee Barry made a motion to approve the Tentative Budget & Appropriation Ordinance 2025-4. Seconded by Trustee Bucaro.

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

1. Establish date and time of Public Hearing concerning Budget and Appropriation Ordinance 2025-4

Trustee Barry made a motion to approve the date and time of the Public Hearing concerning Budget and Appropriation Ordinance 2025-4 for Monday, September 22, 2025 at 6:45 p.m. Seconded by Trustee DeSmidt.

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

1. Approval of Chief Fiscal Officer’s Statement of Estimated Revenue

Trustee Olsen inquired about the employee wages and whether the Director’s salary was noted in the correct range. Assistant Director Mallory Knapp presented a report from the library’s payroll listing the gross wages of the Library Director and stated the Director took unpaid time off which accounts for the discrepancy.

Trustee Barry made a motion to approve the Chief Fiscal Officer's Statement of Estimated Revenue. Seconded by Trustee Boyer.

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

Trustee Deyne requested a motion to approve the balance of the consent agenda: Items ia., ie., 1f., 1g., and 1h. Trustee Bucaro made a motion. Seconded by Trustee Olsen.

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

1. Approval of Statement of Cash Receipts and Disbursements (Treasurer’s Report)

Trustee Barry made a motion to approve the Statement of Cash Receipts and Disbursements (Treasurer's Report). Seconded by Trustee Bucaro.

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

1. Approval of Annual Report (IPLAR)

Trustee Olsen inquired about the figures reported on IPLAR questions 18.4 “Total number of physical materials loaned” and 18.10 “Physical Item Circulation” and why the numbers vary. Assistant Director Mallory Knapp explained that data is input to the report as it is reported throughout the year on the staff’s internal IPLAR tracking spreadsheet. Ms. Knapp stated staff will have to look into it because they cannot investigate spreadsheets during the meeting.

Trustee Olsen inquired why the number of reference transactions reported on IPLAR is different than what is included in the monthly Board report. Assistant Director Mallory Knapp stated that they calculate the number differently for IPLAR based on an average number of questions asked per week because there are many transactions that go undocumented throughout the day by staff who are not stationed at a service desk. Ms. Knapp explained the number reported to the Board is the number that can be tallied while sitting at a service desk.

Trustee Barry made a motion to approve the Annual Report (IPLAR). Seconded by Trustee Boyer.

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

1. Resolution Authorizing Non-Resident Cards Revision

Director Wessel presented a revision to the Non-Resident Cards policy to allow non-resident card members to pay quarterly or biannually.

Trustee Olsen made a motion to approve the revision to the Resolution Authorizing Non-Resident Cards. Seconded by Trustee Bucaro.

Trustee Olsen suggested to only allow payments at 6-month intervals to be equal to the taxpayer payment schedule.

Trustee Maloney made a motion to amend and approve the policy to allow for payment at the 6-month intervals. Seconded by Trustee DeSmidt.

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

1. Holidays and Scheduled Closings Policy Revision

Assistant Director Mallory Knapp stated that specific wording has been added as to the amount of time the employee can request for this benefit as well as specific wording to the headings in the policy.

Trustee Bucaro made a motion to approve the revisions to the Holidays and Scheduled Closings Policy. Seconded by Trustee Maloney.

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

President Deyne inquired with staff if they were willing to receive training for the opioid antagonist medication if the situation arose. Director Wessel stated that staff shared previously that the comfort level varies amongst staff. Director Wessel stated everyone would have training though no one can anticipate how they may react in an emergency situation.

DISCUSSION ITEMS

1. Space Needs Assessment Next Steps

Director Wessel shared information with the Board regarding upcoming Community Engagement sessions with EOSullivan to gather data from the community about the library’s space needs.

Trustee Olsen inquired when the marketing postcard would be sent to the community. Assistant Director Mallory Knapp explained there is not a set date and are awaiting information from EOSullivan to do so.

Trustee Olsen inquired if images of plans would be presented at the engagement meetings. Assistant Director Mallory Knapp explained that the purpose of the meetings is to be an in-depth discussion on what type of improvements and directions the community is willing to support.

OLD BUSINESS: None.

NEW BUSINESS

President Deyne made a motion to enter Executive Session as permitted by 5ILCSA Section 2(c)1 – the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body. Seconded by Trustee Bucaro.

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

*The Board entered Executive Session at 8:22 p.m.*

*The Board returned from Executive Session at 8:52 p.m.*

Roll Call – Maloney, DeSmidt, Boyer, Olsen, Bucaro, Barry, Deyne.

TOWN HALL: None.

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

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

Meeting adjourned at 8:54 p.m.