BARTLETT PUBLIC LIBRARY DISTRICT

REGULAR MEETING MINUTES

July 21, 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 7:15 p.m.

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

STAFF PRESENT: Karolyn Wessel, Library Director; Mallory Knapp, Assistant Director; Larry Siegel, Facility 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.

TOWN HALL: None.

CONSENT AGENDA

1. Items to be included in the Consent Agenda
   1. Minutes from June 16, 2025 Committee of the Whole Meeting
   2. Minutes from June 16, 2025 Regular Meeting
   3. Approval of Bill List: July 21, 2025 ($355,291.64)
   4. Approval of the Transfer of Funds from Schwab General Fund to NOW Checking Account: July 21, 2025 ($380,000)
   5. Approval of June 30, 2025 Financial Report
   6. Designation of Two Trustees for July Monthly Bill Approval (Olsen, DeSmidt)
   7. Travel Reimbursement Approval ($78.77-Olsen)
2. Consideration of item(s) withheld for separate action (if any)
   1. Trustee Bucaro requested to remove item 1a. Minutes from the June 16, 2025 Committee of the Whole Meeting

Trustee Bucaro corrected that Trustee Boyer was marked as absent at the meeting though she entered later in the meeting. Assistant Director Mallory Knapp noted that Trustee Boyer came with 5 minutes of left of the meeting and did not participate as she sat in the audience. Trustee DeSmidt noted that Trustee Boyer should be marked absent in the roll call vote of the adjournment.

* 1. Trustee Olsen requested to remove item 1c. Bill List: July 21, 2025 in the amount $355,291.64.

Trustee Olsen inquired about check number 5290 to Palatine Library and why the library is participating in a program outside of the District. Assistant Director Knapp explained the fee is for a Senior Services Expo and the library is participating in partnership with Poplar Creek Library, Gail Borden Library, and Palatine Library and believe it will be beneficial to library services.

Trustee Olsen inquired about the check to Oakbrook Mechanical for emergency services and whether the library is prepared with supplies and training for future emergencies. Director Wessel noted that the library is as prepared as it can be but cannot anticipate every emergency.

Trustee Olsen inquired about check number 5292 to RAILS. Trustee Olsen inquired about the cost of the project to digitize the Bartlett Examiners. Assistant Director Mallory Knapp clarified that the project was projected to fit the budget of the grant received for the project, however the cost for the hosting platform was not anticipated and the library will accept this cost. Discussion was had.

Trustee Olsen made a motion to approve item 1c. Bill List: July 21, 2025 in the amount $355, 291.64. Seconded by Trustee Barry.

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

* 1. Trustee Olsen requested to remove item 1d. Transfer of Funds from Schwab General Fund to NOW Checking Account: July 21, 2025 in the amount of $380,000

Director Wessel explained that they would like make an additional transfer of $20,000 from the NOW Savings account to the General Checking due to a DuPage County tax deposit the library received. Trustee Olsen also corrected the transfer is to be made to the General Checking account.

Trustee Olsen made a motion transfer $380,000 from the Schwab Account to the General Checking and $20,000 from the NOW Savings to the General Checking. Seconded by Trustee DeSmidt.

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

1. Consent Agenda Approval

Trustee Deyne inquired about Trustee Olsen’s travel expenditures.

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. Absent: Boyer. Motion carried.

CORRESPONDENCE

Director Wessel shared an invitation to the Hawk Hallow grand opening and a memo from the library attorney regarding the Budget and Appropriation Ordinance.

REPORTS, QUESTIONS, AND ANSWERS: President and Trustees

Trustee Olsen shared that a community member was concerned about the DEI resources being removed from the library collection and suggested the library add a letter from the Director to the quarterly mailing.

Trustee Olsen congratulated Jessica Tarnowski on her appointment as the Bluestem chair.

REPORTS, QUESTIONS, AND ANSWERS: Director and Staff

Assistant Director Mallory Knapp shared a correction in the statistics report.

ACTION ITEMS

1. Building and Maintenance Ordinance 2025-3

Trustee Barry made a motion to approve the Building and Maintenance Ordinance 2025-3. Seconded by Trustee Maloney.

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

1. Budget 2025-2026 Amendment (Addition of the Amount of $1800 for Bank Fees Line Item Expenditure)

Director Wessel requested to increase the suggested amount to $3400 for the Bank Fees Line Item Expenditure.

Trustee Olsen made a motion to approve the amendment to the 2025-2026 Budget as suggested. Seconded by Trustee DeSmidt.

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

1. Resolution Authorizing Non-Resident Cards for the 2025-2026 Fiscal Year

Director Wessel presented the Resolution to allow individuals living outside the boundaries of any library district, living in areas adjacent to the Bartlett Library District to purchase a library card at the taxing rate.

Trustee Olsen inquired about the legislation regarding the Cards for Kids program. Director Wessel explained that does not apply often to this community.

Trustee Barry made a motion to approve the Resolution Authorizing Non-Resident Cards for the 2025-2026 Fiscal Year. Seconded by Trustee DeSmidt.

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

1. Creation of Finance Committee

President Deyne stated with the ongoing space needs project the Board will develop a Finance Committee. She suggested the committee be made up of herself, Trustee Olsen, and Trustee DeSmidt.

Trustee Bucaro made a motion to approve the creation of the Finance Committee. Seconded by Trustee Barry.

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

1. Approval to change Cook and DuPage County Tax Deposits to the Schwab General Fund instead of the Fifth/Third NOW Account

Trustee Barry made a motion to approve the account change of the county tax deposits. Seconded by Trustee Deyne.

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

1. Day Off for Birthday Revision

Director Wessel stated that more specific wording has been added as to the amount of time the employee can request for this benefit.

Trustee Olsen questioned whether part-time staff would be gaming this benefit. Trustee Maloney noted that it was a valuable benefit for the staff.

Trustee Barry made a motion to approve the revision to the Day Off for Birthday Revision. Seconded by Trustee DeSmidt.

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

1. Designation of two Trustees for a 6-month review of the Library Regular, Committee, and Special Board Meeting minutes (Deyne/Bucaro)

Trustee DeSmidt made a motion to approve the designation of two trustees for the 6-month review of the Library Regular, Committee, and Special Board Meeting minutes. Seconded by Trustee Barry.

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

DISCUSSION ITEMS

1. EOSullivan Update

Director Wessel shared that after a meeting with EOSullivan, the firm is requesting that a list of potential community members be made to enlist a community committee. Director Wessel asked that Trustees share the names and contact details for potential members for the committee.

OLD BUSINESS

NEW BUSINESS

Trustee Olsen noted the addition of the fund balances to the financial report balance sheet.

Trustee Olsen noted that any Trustee interested in attending the ILA conference should have their anticipated travel expenses approved at the August meeting to have them approved prior to the event.

TOWN HALL: None

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

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

Meeting adjourned at 7:59 p.m.