

BARTLETT PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING MINUTES  
MONDAY, JUNE 20, 2022  
7:00 p.m.

Location: Meeting Room, Bartlett Public Library District  
800 S. Bartlett Road, Bartlett, IL

CALL TO ORDER: The regular meeting of the Bartlett Public Library District Trustees was called to order at 7:00 p.m. by President Pro Tem Deyne.

ROLL CALL: President Pro Tem-Vice President Peggy Deyne; Treasurer Joe Olsen; Secretary Peggy Bucaro; Dave Barry, Monica Boyer, and John Sias, Trustees. Absent: Heidi Hopkins.

STAFF PRESENT: Director Karolyn Nance, Human Resources Manager Dina Castelvechi, Adult Services Manager Mallory Untch, Circulation Manager Mary Prohaska, Technical Services Manager Sonya Skibicki, IT Assistant Manny Garza, Youth Services Manager Kim Crawshaw, Business Office Specialist Marianne Kingsmill, Facility Manager Larry Siegel.

PUBLIC PRESENT: John Shales.

PLEDGE OF ALLEGIANCE

TOWN HALL: None.

CONSENT AGENDA:

1. Items to be included in Consent Agenda:
  - a. Minutes from the May 16, 2022 Regular Board Meeting
  - b. Minutes from the May 21, 2022 50th Anniversary Committee Meeting
  - c. (No item listed)
  - d. Approval of Bill List: June 20, 2022
  - e. Approval of Transfer of Funds: June 20, 2022 (\$240,000)
  - f. Approval of May 31, 2022 Financial Report
  - g. Designation of Two Trustees for July Monthly Bill Approval (Olsen, Barry)
  - h. Travel Reimbursement Approval (None)
  - i. Consideration of items(s) withheld for separate action (If Any): Trustee Bucaro requested to remove item 1a; Trustee Olsen requested to remove item 1f.

Item 1a:

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- Trustee Boyer was present by phone.
- Page 3, No. 8, Trustee Olsen requested his statements be included in the Minutes regarding the cost of the polo shirts and his financial contribution to offset the cost of a shirt. Trustee Bucaro asked to add a statement on the manner in which Trustee Olsen made the contribution via check.
- Page 6, No. 6, the 4th line will read "Trustee Bucaro stated she will accept Director Nance's request although she did not agree with making the change."
- Page 9, New Business No. 1, should read "Trustee Bucaro stated she made..."

Trustee Sias moved to accept the changes to the minutes 1a; seconded by Trustee Bucaro. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Olsen, Sias. Absent: Hopkins. Motion carried.

Item 1f:

Trustee Olsen noted Item 1f Approval of the Financial Report should be dated May 31, 2022.

Trustee Olsen moved to accept the change to the Consent Agenda Item 1f; seconded by Trustee Deyne. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Olsen, Sias. Absent: Hopkins. Motion carried.

j. Consent Agenda Approval (Roll Call Vote): Trustee Bucaro moved to approve the Consent Agenda minus 1a and 1f; seconded by Trustee Barry. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Olsen, Sias. Absent: Hopkins. Motion carried.

CORRESPONDENCE: None.

REPORTS, QUESTIONS, AND ANSWERS: President and Trustees:

- Trustee Bucaro attended a Chamber event at the senior community The Oaks of Bartlett. The residents are very appreciative of the services that the Library offers to them.

Trustee Olsen spoke to several items:

- A review of the adult foreign language collection was performed and identified areas in the collection that fall short of the

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needs of the community. Trustee Olsen hopes the funds will be made available to start addressing this need.

- Discussion was had regarding the Library seeking applicants for

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a teen trustee. Staff indicated the Library has an application ready, although the session dates need to be updated. The session runs from October to the following August. This item will be placed on the July agenda for discussion/approval.

- Trustee Olsen indicated that his enthusiasm last month for the increase in cardholder number was premature because the number of active cardholders declined by 69 from April to May. He believes the Library is not getting new people into the library, that patrons who had cards are not renewing them, and perhaps the Library is not meeting the needs of the community.

- Discussion was had on the status of the posting of the positions of Marketing Manager and Graphic Artist. The Library has been receiving responses to the position postings.

- Trustee Olsen stated he had reviewed the May financial statements, and he noted that as interest rates are rising, the Library is not seeing an increase in its interest income. He suggests the Library consider moving the investment funds if the current bank is not responsive. Interest income received in the month of May was just over \$300, 1/10th of 1% return on an annual basis, which is dismal.

- On June 11, 2022 the Library received \$953,800 as the first property tax installment from DuPage County. This number is 48.9% of the estimated property tax income; in 2021 the first installment was 48.2% of the estimated property tax income.

- Trustee Olsen described his observations of the library in Parker, Colorado, when he recently visited there.

- Trustee Bucaro thanked Teen Librarian Anthony Sendzimer for assisting a friend of hers with finding an item at the Library. He went above and beyond to assist her, and she appreciated the help.

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REGULAR AGENDA

ACTION ITEMS:

1. Capital Needs Assessment Proposals (Approval): Director Nance stated the Capital Needs Assessment proposals were described in the Director's Report; three proposals were received. Trustee Olsen reviewed the proposals and recommended the creation of a list to include the name of the equipment, the year that it was installed, the life span of the equipment, and the cost to fix

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the equipment. John Shales from Shales McNutt was present at the meeting to answer questions and stated his company would be able to provide this list at no additional cost. Staff believe the list would be beneficial to the planning process.

Shales McNutt was involved in the Bartlett Library remodeling project in 2015/2016. The company does primarily construction management.

Director Nance stated the Library's goal is to have a final Capital Needs Assessment document submitted to the Library no later than Monday, August 1, 2022, and the selected firm must be prepared to begin the project no later than two weeks after the contract award.

Mr. Shales stated that timeline will work for his firm. They would like to come onsite with a team of five/six people and spend three/four hours walking through the building. The team would like to visit the Library on June 19, 2022 at 8:00 a.m., if possible, following which they would prepare the report, and then Mr. Shales would meet with Director Nance and Facility Manager Larry Siegel to discuss if there are items that require more information. Then the firm could put together a financial plan to look at cash flow, if that would be of value to the Library.

Trustee Olsen stated the financial plan for the Capital Needs would be of value so the Library could put together a long-term plan for maintaining the building and keeping it as current as possible.

Mr. Shales indicated his firm is looking for older base-system

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drawings of the Bartlett Library so they can scan them into electronic form.

Trustee Olsen moved to approve the proposal from Shales McNutt in the amount of \$9,900, to include the reserve funding plan; seconded by Trustee Bucaro. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Olsen, Sias. Absent: Hopkins. Motion carried.

2. Electricity and Gas Rates (Approval): Director Nance stated she and Paul Kalas were unable to lock in the energy rates as targeted. She asked the Board to approve the new target rates with a 10% increase so that the Library can act on them Tuesday, June 21, 2022.

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Trustee Bucaro moved to authorize Director Nance to try to lock in the energy rates for 5 months and 12 months, as described at the May Regular Board Meeting; seconded by Trustee Barry. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Olsen, Sias. Absent: Hopkins. Motion carried.

3. Budget Final 2022-2023 (Approval): Director Nance stated the third and final draft of the budget was provided to the Trustees.

The Library is planning on expending more money in the adult collection on world language materials, addressing Trustee Olsen's concern. The costs of an average hardcover and paperback books were discussed.

Trustee Olsen asked if the Board believes \$2,000 is an adequate amount to budget for interest in the library fund, given trends in interest rates. Director Nance stated she was cautious and conservative in her estimate because of the uncertainty in the market.

Trustee Olsen moved to approve the final budget; seconded by Trustee Boyer. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Olsen, Sias. Absent: Hopkins. Motion carried.

4. Replacement of Ceiling Tiles (Approval): Director Nance stated the Library received a new quote from JT Omega. The quote is for

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more durable tiles; they are bigger and less likely to bend. The company indicated the level of humidity in the building affects the ceiling tiles. The cost includes replacing the tiles in the kitchen, the meeting room, and the closet. Larry Siegel, Facility Manager, received a quote for a Dumpster, between \$375 and \$500, which is less than what Omega would have charged the Library.

Staff are in the process of researching the cost of replacing window blinds. The Library purchased a new carpet extractor, and the carpet in the meeting room will be the first to be cleaned.

Trustee Bucaro moved to accept the JT Omega proposal for ceiling tiles; seconded by Trustee Olsen. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Olsen, Sias. Absent: Hopkins. Motion carried.

5. Set Date for Finance Committee Meeting: Director Nance stated a Finance Committee meeting will be held between the June and

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July board meetings to discuss creating a policy that would define how much money the Library will be keeping in the general fund in anticipation of the higher amount the Library will be levying in the fall. The accountant James Howard will be asked to attend the meeting.

Trustee Olsen stated that if the board comes to the conclusion that the Library is not going to be able to get a reasonable rate for interest on the available funds from the existing bank, the Board can explore other banking institutions or the Illinois Funds. Director Nance will email the trustees with suggested dates for scheduling the Finance Committee meeting.

6. Roof Inspection and Repairs: Director Nance stated she is not aware of how the Library ended up with different shingles on the roof. The roof is in good condition and the shingles are in great shape. The sealing strip is fully adhered in all the areas that they checked; and the sheet metal is in good condition. The sealings and flashing are nearing the end of their ten-year expected life.

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Two locations had shingles replaced that were not the correct color; one location was not sealed above the repair. The recommendation is to install the proper color shingles and seal down all the shingles with reinforcement in the targeted repair areas. An additional 15 years of life is expected for the asphalt shingles given the current condition and regular maintenance.

An estimated cost of the repairs was provided in the board packets. The work does not need approval because the cost is within the director's authority: \$750 for the inspection, and approximately \$900 for the repairs. Staff will move forward with the repairs.

DISCUSSION ITEMS:

1. Parking Lot Update: Director Nance emailed the punch list to the contractor, and she was informed there's a hold-back on the cost of the railing for the ramp which has been ordered and is expected to be delivered the week of June 20, 2022. Director Nance and Facility Manager Larry Siegel did a walk-around and went through the punch list, and they hope to have the punch list items addressed within the next week or two.

2. Panic Bar Update: The fence company said that the panic bar the Village recommended is not a good fit with the current

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railing, and it would void the warranty of the fence. Staff identified another panic bar that was recommended by the fence company, and the Village has been asked to approve installation of the new model.

3. ComEd Rebate: The outdoor lighting was approved approximately one year ago with Green Bee. The price was based on \$5,000 or \$6,000 rebate with ComEd. Trustee Olsen asked if the library had received the rebate because the library paid approximately \$18,000, and the board approved \$12,000 or \$13,000 for the work. Director Nance will look through the records and contact Green Bee and the ComEd representative to determine what is required to receive the rebate.

4. 50th Anniversary Update: The meeting minutes were provided to the trustees in the board packets. The next meeting will be July

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23, 2022, at 11:00 a.m. The committee will confirm the programming, including the scavenger hunt and the trivia game.

5. Strategic Plan Update: Director Nance stated staff have been meeting every week or every other week. They will be working on Goal 4 and Goal 5. Then they will regroup and return to Goal 1 to streamline it. Eventually they will have a plan which includes the desired goals.

**DIRECTORS REPORT INFORMATIONAL ONLY**

1. Participation in the July 3, 2022 4th of July Parade: The parade will be on Sunday, July 3, 2022. The Library is 5th in line in the parade.
2. Friends Update
3. Foundation Update
4. ILA Update
5. Freedom of Information Requests
6. State Library Advisory Committee: Director Nance congratulated Trustee Barry on being asked to sit on the State Advisory Committee for the new State Librarian. Director Nance is happy that Trustee Barry is going to be representing the Bartlett Public Library District.

**NEW BUSINESS:**

1. Director Nance stated she has worked on establishing a partnership with the Park District and planning the summer concerts.

Sandra from the Youth Services Department has been working with

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an Eagle Scout who has proposed to the Park District, after speaking with the Library, that the Scout would build a story board on one of the Park District properties. The project is moving forward with participation among the Library, the Park District, and the community.

TOWN HALL: None.

EXECUTIVE SESSION: Trustee Barry moved to go into Executive Session per by Section 2(c)21 and the Illinois Open Meetings Act to review Executive Session Minutes; seconded by Trustee Olsen.

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

(Executive session held.)

Trustee Bucaro moved to return to regular session at 8:07 p.m.;  
seconded by Trustee Barry. Roll Call Vote - Yes: Barry, Boyer,  
Bucaro, Deyne, Olsen, Sias. Absent: Hopkins. Motion carried.

ADJOURNMENT:

1. Trustee Sias moved to adjourn the Regular Meeting of the  
Library Board of Trustees at 8:08 p.m.; seconded by Trustee  
Boyer. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Olsen,  
Sias. Absent: Hopkins. Motion carried.

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