

**BARTLETT PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEE MINUTES  
February 20, 2017**

The regular meeting was called to order at 7:00 p.m. by President Barry.

**ROLL CALL:** Present were Trustees Lynn DeSmidt, Peggy Bucaro, Francine Byron, Heidi Hopkins, Bryan Darge, and Dave Barry. Student Trustee Anna Felker was absent.

Staff members present were Library Director Karolyn Nance, Assistant Director & Circulation Manager Mary Bavido, Adult & Technical Services Manager Mary Jane O'Brien, Youth & Teen Services Manager Ruth Anne Mielke, and Youth & Teen Services Assistant Manager Phyllis Sadowski.

Also present was library patron, John Sias.

**TOWN HALL:** None

**APPROVAL OF MINUTES:**

Trustee Hopkins made a motion to approve the minutes of the January 16, 2017 Board Meeting. It was seconded by Trustee Bucaro. The motion passed. Trustee Darge abstained.

**TREASURER'S REPORT**

**APPROVAL OF BILL LIST: February 20, 2017**

A motion was made to approve the Bill List by Trustee Byron and it was seconded by Trustee Darge. The motion passed by roll call vote. All Ayes.

**APPROVAL OF TRANSFER OF FUNDS: February 20, 2017**

A transfer of funds is not required or needed this month.

**REVIEW OF FINANCIAL REPORT: January 31, 2017**

The financial report was reviewed by the Board.

**DESIGNATION OF TRUSTEES TO REVIEW MONTHLY CHECKS:**

Trustee Hopkins and Trustee Barry will review the monthly checks before the March 20, 2017 Board Meeting.

**CORRESPONDENCE:**

Elgin Community College Annual Report 2016

**STUDENT ADVISORY TRUSTEE REPORT**

Student Trustee Felker will give a report at the next Board Meeting.

**REPORTS, RAILS REPORT, QUESTIONS AND ANSWERS: President and Trustees:**

President Barry, Trustee DeSmidt, and Student Trustee Felker attended the Illinois Trustee Workshop on February 18. They attended a presentation on Intellectual Freedom and received updates on the State Library.

## **ACTION ITEMS:**

### **Trustee Vacancy / Appointment**

There is a vacancy on the Board of Trustees resulting from the resignation of Ed Novak. Trustee Darge made a motion to appoint John Sias to fill the vacant Board position until May 15, 2017. It was seconded by Trustee Hopkins and passed. Mr. Sias was sworn in and seated with the Board.

### **Meeting Room Policy**

The Meeting Room Policy was updated to include “staff may be able to offer limited assistance with equipment that people using the room supply themselves.” Trustee Byron made a motion to approve the updated Meeting Room Policy. It was seconded by Trustee Bucaro and passed.

### **Technology Inventory and One Year Goals**

Library Director Karolyn Nance and the Library Management Team created a comprehensive inventory of Library Technology and a one year plan of Technology Goals. Trustee Byron made a motion to approve the document with the addition of doing quarterly reviews of the progress. It was seconded by Trustee Darge and approved by roll call vote. All Ayes.

### **Ethics Officer Appointment**

President Barry has tabled this appointment until the next Board Meeting.

## **DISCUSSION ITEMS:**

### **Youth & Teen Services Outreach Presentation**

Youth & Teen Services Assistant Manager Phyllis Sadowski is also the Library’s School Liaison. She gave a presentation about the outreach programs with the schools within our library district. The number of outreach visits has increased substantially.

### **Felco Contract Review**

The Library receives 10% of vending machine sales. To date it has totaled \$404.37.

### **Elimination of Overdue Fines (Article)**

There was a friendly discussion of the pros and cons of eliminating overdue fines. The total amount of fines collected has been steadily declining. The automatic renewal of Library material has helped to reduce the amount of overdue items.

### **Joint Taxing District Meeting - April 12, 2017**

The next meeting of the Joint Taxing District entities will be held at the Library on Wednesday, April 12, 2017 at 7:00 p.m.

### **Major Contract Vendors**

Director Nance included in her Board Report a list of the major vendors with whom the Library has contracts.

### **RAILS Library Certification**

Director Nance completed the online RAILS Annual Library Certification process and submitted it on January 25, 2017.

## **Director Evaluation**

The Director's evaluation will be conducted in Executive Session.

## **Friends Update**

The next meeting of the Friends is Tuesday, March 14 at 7:00 p.m. The Friends are working on the Fravinia Concerts. The first will be held on Sunday, June 11, 2017 in conjunction with a Classic Car Show.

## **Foundation Update**

The Foundation had a successful event, *Your Antiques: What Are They Worth?* on January 26. Thirty people attended and \$300.00 was raised. The presenter from Leonard Auctions did a good job. The next fundraiser will be a *Dine to Donate* at Pilot Pete's on April 18, 2017.

## **ILA Legislative Lunch Update**

President Barry, Trustee DeSmidt, and Director Nance attended the ILA Legislative Lunch on Monday, February 13, 2017.

## **ILA Trustee Forum Update**

President Barry, Trustee DeSmidt, and Teen Trustee Felker attended the ILA Trustee Workshop on Saturday, February 18, 2017.

## **Other Discussion Items**

**TOWN HALL:** None.

## **ADJOURNMENT:**

Trustee Darge made a motion to adjourn to Executive Session. It was seconded by Trustee Hopkins. The motion was approved. Meeting adjourned to Executive Session at 7:57 p.m.

The Board went into Executive Session at 7:59 p.m, (as permitted by 5 ILCSA 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).

Trustee DeSmidt made a motion to go back into the regular session meeting at 8:41 p.m. It was seconded by Trustee Bucaro, the motion was approved. Present were Trustees Lynn DeSmidt, Peggy Bucaro, Francine Byron, Heidi Hopkins, Bryan Darge, and Dave Barry.

Trustee Darge made a motion to approve a 2.5% pay rate increase for Director Nance. The motion was seconded by Trustee Hopkins. A roll call vote was taken. Motion passed with all Ayes.

## **ADJOURNMENT:**

There being no further business, a motion to adjourn was made by Trustee Darge. It was seconded by Trustee Bucaro. The motion was approved. Meeting was adjourned at 8:49 pm.