

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

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

**ROLL CALL:** Present were Trustees John Sias, Lynn DeSmidt, Peggy Bucaro, Francine Byron, Heidi Hopkins, Bryan Darge, and Dave Barry. Also present was Teen Trustee Anna Felker.

Staff members present were Library Director Karolyn Nance, Assistant Director & Circulation Manager Mary Bavido, and Adult & Technical Services Manager Mary Jane O'Brien.

**TOWN HALL:** None

**APPROVAL OF MINUTES:**

Trustee Bucaro made a motion to approve the minutes of the February 20, 2017 Board Meeting. It was seconded by Trustee DeSmidt. The motion passed.

**TREASURER'S REPORT**

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

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

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

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

**REVIEW OF FINANCIAL REPORT: February 28, 2017**

The financial report was reviewed by the Board. Director Nance reports that the Library is at 64% for expenses.

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

Trustee Hopkins and Trustee Darge will review the monthly checks before the April 17, 2017 Board Meeting.

**TRAVEL REIMBURSEMENT APPROVAL:**

None.

**CORRESPONDENCE:**

None.

**STUDENT ADVISORY TRUSTEE REPORT**

Teen Trustee Felker reports that they are making a couple of blankets that will be donated to the Ronald McDonald House. The group continues to plan for a ThrowBack Thursday event and a celebration of the Harry Potter books. It will be 20 years this summer since the first book was published.

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

President Barry reports that RAILS is solvent at the moment but is waiting for the State of Illinois to approve a budget.

### **ACTION ITEMS:**

#### **Request to close for Staff In-Service Day: May 19, 2017**

Trustee Byron made a motion to approve closing the Library on Friday, May 19, 2017 for a Staff In-Service Day. It was seconded by Trustee Bucaro and passed.

#### **Request to change June 19, 2017 Board Meeting to June 26, 2017**

Trustee Bucaro made a motion to change the June Board Meeting date from June 19 to June 26, 2017. It was seconded by Trustee Sias and passed.

### **Board By-Laws**

Article III of the Board By-Laws was revised. Trustee Darge made a motion to approve the updated By-Laws of the Board of Trustees. It was seconded by Trustee Hopkins and passed.

### **Ethics Statement**

The Ethics Statement for the Board of Trustees was read out loud. It was not changed. Trustee Bucaro made a motion to approve the Statement of Ethics for the Bartlett Library Board of Trustees. It was seconded by Trustee DeSmidt and passed.

### **Ethics Officer Appointment**

Trustee Sias made a motion to appoint Lynn DeSmidt to fill the position of Ethics Officer. It was seconded by Trustee Hopkins and passed.

### **Utilities/Energy Supply Contract**

Trustee Darge made a motion to approve a contract with MidAmerican Energy to supply the Library's electrical power. It was seconded by Trustee Bucaro and the motion was passed by roll call vote. All Ayes.

### **DISCUSSION ITEMS:**

#### **Economic Statement of Interest Forms**

All Trustees need to complete the Economic Statement of Interest from the DuPage County Clerk's Office by May 1, 2017. It is available online.

#### **2017-2018 FY Budget**

The process has begun for creating the FY 2017-2018 Budget.

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

This year's meeting of the Joint Taxing District entities in Bartlett will be held in the Meeting Room of the Bartlett Public Library District on Wednesday, April 12, 2017. The meeting will start at 7:00 p.m.

#### **Illinois Municipal Retirement Fund Regular Statement**

The Library has received the Regular Reserve Account Statement for 2016 from the Illinois Municipal Retirement Fund.

### **Chronology for Annual Financial Ordinances**

The Library's Attorney has distributed a Chronology of Annual Financial Ordinances. This will be a helpful tool for the Board.

### **Memorandum (Consolidated Election April 4, 2017)**

The Library's Attorney sent information about the transition of Board members after the April 4, 2017 election.

### **Memorandum (OMA and Need for Public Recital of the Nature of the Matter Being Considered)**

Attorney Ritzman sent out information detailing the prescribed way for the Board to go into Executive Session.

### **National Library Week (April 9, 2017 through April 15, 2017)**

The Marketing Dept has planned several activities for National Library Week. The goal is to highlight services the Library offers.

### **Elevator Wrap and Wall Project**

The wall around the elevator has been painted a bright blue color. The elevator door will get a wrapped design. The goal is to draw attention to the elevator as well as make it inviting to go to the Youth Services Dept.

### **LACONI Annual Trustee Dinner**

The Annual LACONI Trustee Dinner will be held on May 12, 2017 at the Oak Lawn Hilton.

### **United for Libraries**

The Trustees are now members of ALA's United for Libraries.

### **Friends Update**

The Friends approved a \$1,000 donation for the Summer Reading program T-shirts. They are also planning the summer Fravinia concerts and Classic Car Show.

### **Foundation Update**

The Foundation has updated its brochures. There will be a Dine-to-Donate fundraiser at Pilot Pete's on April 18, 2017. They are looking into a possible Wine & Canvas event for a fundraiser too.

### **Updated Trustee Manuals**

The Trustee Manual has been updated and copies distributed to the Board members.

### **Trustee Workshop – Saturday, April 29, 2017: Key to Running a More Successful Board Meeting**

The Trustee Workshop on Saturday, April 29 will feature speaker Nancy Sylvester.

### **Trustee Academy**

The Trustee Academy offered by United for Libraries is a very good course for new Board members.

### **Other Discussion Items**

**TOWN HALL:** None.

## **ADJOURNMENT**

Trustee Byron made a motion to adjourn to Executive Session. It was seconded by Trustee Darge. The motion was approved. Meeting adjourned to Executive Session at 7:37 p.m.

The Board went into Executive Session at 7:40 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 Darge made a motion to go back into the regular session meeting at 7:44 p.m. It was seconded by Trustee Byron, the motion was approved. Present were Trustees John Sias, Lynn DeSmidt, Peggy Bucaro, Francine Byron, Heidi Hopkins, Bryan Darge, and Dave Barry.

## **ADJOURNMENT:**

There being no further business, a motion to adjourn was made by Trustee Byron. It was seconded by Trustee Darge. The motion was approved. Meeting was adjourned at 7:44 p.m.