

**BARTLETT PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEE MINUTES  
April 17, 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.

Also present was: Joe Olsen.

**TOWN HALL:** None

**APPROVAL OF MINUTES:**

Trustee Sias made a motion to approve the minutes of the March 20, 2017 Board Meeting. It was seconded by Trustee Byron. The motion passed.

**TREASURER'S REPORT**

**APPROVAL OF BILL LIST: April 17, 2017**

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

**APPROVAL OF TRANSFER OF FUNDS: April 17, 2017**

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

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

The financial report was reviewed by the Board. Director Nance reports that the Library is at 72% for expenses. Trustee Hopkins confirms that the Library's funds are well within the budget.

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

Trustee Hopkins and Trustee Byron will review the monthly checks before the May 15, 2017 Board Meeting.

**TRAVEL REIMBURSEMENT APPROVAL:**

None.

**COMMITTEE REPORTS:**

None.

**STUDENT ADVISORY TRUSTEE REPORT**

Teen Trustee Felker reports that the blankets have been completed and will be donated to the Ronald McDonald House. The teens discussed ideas for the Summer Reading program. They would like to create activities to engage children. They also discussed the possibility of having a Social Club for teens.

## **CORRESPONDENCE:**

None.

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

President Barry reports that RAILS is looking for ways to help support areas of downstate Illinois that do not have any library service.

## **ACTION ITEMS:**

### **2017-2018 Health Insurance Renewal**

Director Nance reports that the Blue Cross Blue Shield Insurance for the Library has only increased 1.58%. Trustee Byron made a motion to approve the renewal of Blue Cross Blue Shield Insurance for 2017-2018. It was seconded by Trustee Hopkins and passed by roll call vote. All Ayes.

### **After-Hours Programs**

The Youth & Teen Services Dept would like to schedule three after-hours programs this summer. Trustee Darge made a motion to approve all three events – Friday, June 9, Harry Potter event from 5:30-8:30 p.m. for grades 5-12; Friday, July 21 and Friday, July 28, Film Crew programs, from 5:00-8:00 p.m. for grades 6-12. It was seconded by Trustee DeSmidt and passed.

## **DISCUSSION ITEMS:**

### **2017-2018 Budget Draft 1**

Director Nance presented the first draft of the FY 2017-2018 budget. The major categories and line items were reviewed.

### **Per Capita Grant**

The Library has received the Per Capita Grant from the State of Illinois. The amount is \$29,159.20.

### **Bartlett Joint Taxing District Meeting**

The Library hosted this year's Joint Taxing District Meeting on Wednesday, April 12. Each local entity gave updates on their activities.

### **2017 Illinois Youth Services Institute Summary**

Youth & Teen Librarians, Lisa Barefield, Mary Beth Fuller, and Sandra Sasal submitted reports on their presentation at the 2017 Illinois Youth Services Institute event.

### **Save the Date: July 4<sup>th</sup> Activities**

- Friday, June 30, 2017, Beer Tent 5 to 8 p.m.
- Sunday, July 2, 2017, Independence Day Parade, 11 a.m.

Library staff and Trustees can sign up to volunteer at the July 4<sup>th</sup> activities for 2017.

### **LACONI Trustee Banquet**

The annual LACONI Trustee Banquet will be held on Friday, May 12, 2017 at the Hilton Chicago/Oak Lawn. Past ALA President Keith Michael Fiels will be the main speaker.

### **National Library Week**

The National Library Week information table was manned for most of the hours the Library was open during NLW. A different Library service was highlighted each day. Patrons were able to enter a drawing for a Nook and were able to choose a free give-away.

**Foundation Update**

Dine to Donate will be held on Tuesday, April 18 at Pilot Pete's in Schaumburg.

**Friends Update**

The Friends have submitted their application for a raffle license which will be held during the Classic Car Show / Fravinia Concert in June.

**DuPage & Cook County Tax Extension Confirmations**

The estimated extension numbers for DuPage County have been received. Cook County's final numbers are expected in a few weeks.

**Other Discussion Items**

The Trustees discussed resurrecting *Coffee / Lemonade with the Trustees* for the summer. Director Nance will create a schedule.

**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 7:48 p.m.

The Board went into Executive Session at 7:50 p.m., (as permitted by 5 ILCS 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 7:58 p.m. It was seconded by Trustee Byron and 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 Darge. It was seconded by Trustee Byron. The motion was approved. Meeting was adjourned at 8:00 p.m.