

**BARTLETT PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEE MINUTES  
July 16, 2018**

The regular meeting was called to order at 6:58 p.m. by Vice-President Bucaro.

**ROLL CALL:** Present were Trustees John Sias, Lynn DeSmidt, Eric Shipman, Heidi Hopkins and Peggy Bucaro. Trustees Barry and Byron were absent.

Staff members present were Library Director Karolyn Nance, Youth & Teen Services Manager Ruth Anne Mielke, Adult & Youth & Teen Librarian Abby Weaver and Public Relations Specialist Roslyn Summerville.

Some of the Teen Interns were present as well: Abby Culloton, Sakhee Thakkar, Andrew Sangar, Ian Arceos, Emily Hurst.

Also present was patron Joseph Olsen and Colin Koenig.

**TOWN HALL:**

Patron Joseph Olsen spoke on these topics:

- Comments he had on the final draft of the 2018-2019 Budget:
  - He is disappointed in the Corporate Fund surplus.
  - The Corporate Fund deficit can only be fixed by a reduction in overall expenses.
  - Urged the proposed Finance Committee to bring ways to reduce the budget to the whole Board's attention before the September Board Meeting.
- Suggestions he had for the Finance Committee:
  - Review financial position of the Library.
  - Recommend to the Board a plan to overcome the deficit in the Corporate Fund.
  - Consider referendum to restore Building and Maintenance Levy to the full .02% allowed by law.
  - Consider adopting accrual accounting for monthly financial statements.
  - Be involved in budget process, including review of methodology and consideration of -0- based budgeting.
  - Give guidance to Library Director who is not a financial executive.

**APPROVAL OF ITEMS ON CONSENT AGENDA:**

The motion to accept the Consent Agenda was made by Trustee Shipman and seconded by Trustee Sias. The motion passed by roll call vote. All Ayes. Trustees Barry and Byron were absent.

**REGULAR AGENDA:**

**Minutes from the June 18, 2018 Board Meeting**

Trustee DeSmidt made a motion to approve the Minutes for the June 18, 2018 Board Meeting. It was seconded by Trustee Shipman and approved by roll call vote. All Ayes. Trustee Bucaro abstained. Trustees Barry and Byron were absent.

**CORRESPONDENCE:**

The Library received the Elgin Community College annual report.

**REPORTS, RAILS REPORT, QUESTIONS AND ANSWERS:**

None.

## **STUDENT ADVISORY TEEN TRUSTEE REPORT:**

The teens are looking forward to future programs such as more escape rooms, book jeopardy, and the High School 101 program. The TAB members are very appreciative and thank the Friends of the Library for the purchase of the virtual reality headsets. Student Advisory Teen Trustee Ghandi reported that this is her last meeting for the current year and she has really appreciated all that she has learned by being a part of the Library Board.

## **ACTION ITEMS:**

### **Building and Maintenance Ordinance 2018-2**

Trustee Hopkins made a motion to pass the Building and Maintenance Ordinance. It was seconded by Trustee Sias and approved by roll call vote. All Ayes. Trustees Barry and Byron were absent.

### **2018-2019 Working Budget Final**

Trustee Hopkins made a motion approve the Final Working Budget. It was seconded by Trustee Sias and approved by roll call vote. All Ayes. Trustees Barry and Byron were absent.

### **Review of Records Requirements**

Trustees DeSmidt and Bucaro will review the regular meeting minutes from the past six months. President Barry will review the June minutes for Trustee Bucaro as she was absent. No review needs to be made for Executive Session minutes as there hasn't been one in the past six months.

### **Creation of Finance Committee**

President Barry appointed himself, Trustees Hopkins and Sias, as well as Director Nance, to the Finance Committee. Trustee Shipman made a motion approve the formation of the Finance Committee. It was seconded by Trustee Hopkins and approved by roll call vote. All Ayes. Trustees Barry and Byron were absent.

Trustee Shipman then made a motion to table the Finance Committee for a month so that the Board could define the Committee's role for the public. It was seconded by Trustee DeSmidt.

### **Creation of Policy Committee**

President Barry appointed himself, Trustee Bucaro, HR Specialist Dina Castelvechi, and Director Nance to the Policy Committee. Trustee Shipman made a motion approve the formation of the Policy Committee. It was seconded by Trustee Hopkins and approved by roll call vote. All Ayes. Trustees Barry and Byron were absent.

Trustee Shipman then made a motion to table the Policy Committee for a month so that the Board could define the Committee's role for the public. It was seconded by Trustee Hopkins.

## **DISCUSSION ITEMS:**

### **June 30, 2018 Financial Report**

Director Nance reviewed the current financial standings for the Corporate Fund in FY 17/18. The Library is at 96.8% spent for the fund, and has a surplus of \$42,443 in the General Fund, which may change with the Audit, due to the June 2018 invoices that were paid in July due to the timing of when they were received.

### **Summer Intern Presentation**

Adult & Youth & Teen Librarian Abby Weaver gave a presentation on the Summer Intern Grant. There were 39 applicants, 12 in person interviews, and then nine interns chosen for the positions. The internship gave more practical job experience to the teens throughout the summer. The Board congratulated the interns and the staff for doing such a great job for this program.

### **Foundation Update**

Officers for the 2018-19 FY are Tammy Schulz (President), J. Perkins (Treasurer), and Amy Cawley (Secretary). Their annual appeal campaign funds will be used to defray the cost of the lobby restrooms renovation. Their next Dine-To-Donate is on Tuesday, September 11 at the Still Bar & Grill in Bartlett.

### **Friends Update**

The Friends have agreed to pay \$4,543 combined for the following requests: Ancestry and Heritage Quest Databases, Wall Street Journal Newspaper, Italian Rustic Dinner program, Edgar Allan Poe program and virtual reality headsets. The Library is very appreciative for all the donations! The Friends are also working on the upcoming Fravinia concert on August 8 and their Fall Book Sale.

### **Upcoming Meetings and Events**

A list of important dates was included in Director Nance's Board Report.

### **OTHER ITEMS:**

None.

### **TOWN HALL:**

Patron Joseph Olsen shared his closing thoughts on being disappointed in the Board's decision to table the Finance Committee. He urged that this would not give them enough time to recommend changes to the 2018-19 Fiscal Year Budget. He is concerned that the 2018-19 Fiscal Year Budget does not address the accumulated deficit.

### **ADJOURNMENT:**

There being no further business, a motion to adjourn was made by Trustee Shipman and was seconded by Trustee Hopkins. The motion was approved. Trustees Barry and Byron were absent. The meeting adjourned at 7:31 p.m.