

**BARTLETT PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEE MINUTES
August 20, 2018**

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

ROLL CALL: Present were Trustees Dave Barry, Lynn DeSmidt, Eric Shipman, Heidi Hopkins and Peggy Bucaro. Trustee Byron was absent. Trustee Sias arrived at 7:03 p.m.

Staff members present were Library Director Karolyn Nance, Adult & Technical Services Manager Mary Jane O'Brien, Payroll Specialist Marianne Kingsmill and Public Relations Specialist Roslyn Summerville.

Also present was Accountant Judy Walther from McClure, Inserra, Inc. and patron Joseph Olsen.

TOWN HALL:

Patron Joseph Olsen spoke on these topics:

- He urged Board members to uphold the Library Trustees Commitment document.
- He urged that all Board Committees be comprised of three Board members.
- He recommends that the budgeted revenues on the monthly financial statements be broken down by fund to reflect amounts for Cook and DuPage County.
- He urged the adoption of the proposed By-Laws changes to incorporate the Article V changes to incorporate the standing committees for Building, Finance and Policy.
- He urged the Finance Committee to host its first meeting before the Sept. Board Meeting.
- He expressed concern over the Foundation funding basic building maintenance.

APPROVAL OF ITEMS ON CONSENT AGENDA:

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

REGULAR AGENDA:

Review of Financial Report

Judy Walther gave an overview over the changes in the report. She stated that it was now cleaned up and easier to follow over the Library's previous reports. The

Board wanted to see a Year-Year comparison, so a column will be added to the report to show how it would look.

Minutes from the July 16, 2018 Board Meeting

Trustee Sias made a motion to approve the Minutes for the previous Board Meeting. It was seconded by Trustee Shipman and approved by roll call vote. All Ayes. President Barry abstained. Trustee Byron was absent. The Board had a discussion over who made the motion table the Finance Committee from the previous Board Meeting.

Travel Reimbursement Approval (Barry, Nance, Sasal)

Trustee Shipman made a motion to pre-approve the estimated costs for President Barry to attend ILA, costs being registration (\$225), mileage (\$172) and meals (\$126) totaling \$523. It was seconded by Trustee Bucaro and approved by roll call vote. All Ayes. President Barry abstained. Trustee Byron was absent.

Trustee Shipman made a motion to pre-approve the estimated lodging costs (\$431 per person) totaling \$1293 for President Barry, Director Nance and Librarian Sandra Sasal to attend ILA. It was seconded by Trustee Hopkins and approved by roll call vote. All Ayes. President Barry Abstained. Trustee Byron was absent.

Trustee Barry informed the Board that RAILS would be reimbursing the Library for 50% of the expenditures.

CORRESPONDENCE:

Former Student Advisory Teen Trustee Ramya Ghandi sent a thank you letter to the Board.

REPORTS, RAILS REPORT, QUESTIONS AND ANSWERS:

None.

ACTION ITEMS:

Approval of Tentative Budget & Appropriation Ordinance (Ordinance 2018-3)

Trustee Sias made a motion to pass the Tentative Budget & Appropriation Ordinance. It was seconded by Trustee Shipman and approved by roll call vote. All Ayes. Trustee Byron was absent.

Establish date and time of Public Hearing concerning Tentative Budget & Appropriation Ordinance (Ordinance 2018-3)

Trustee Hopkins made a motion to approve the date and time for the Public Hearing for Monday, Sept. 24, 2018 at 7:00 p.m. It was seconded by Trustee Sias and approved by roll call vote. All Ayes. Trustee Byron was absent.

Approval of Chief Fiscal Officers Statement of Estimated Revenue

Trustee Shipman made a motion to pass the Chief Fiscal Officer's Statement of Estimated Revenues. It was seconded by Trustee Bucaro and approved by roll call vote. All Ayes. Trustee Byron was absent.

Set date and time of presentation by the Auditor

Trustee Bucaro made a motion to approve the Committee of the Whole meeting on Monday, Oct. 15 at 6:30 p.m. to review the audit. It was seconded by Trustee Hopkins. All in favor, motion carried. Trustee Byron was absent.

Approval of Annual Report (IPLAR) and the Inter-Library Loan Survey for the State Library

Trustee Hopkins made a motion to approve the Annual Report (IPLAR) and the Inter-Library Loan Survey for the State Library. It was seconded by Trustee Sias. All in favor, motion carried. Trustee Byron was absent.

Creation and acceptance of Building Committee Responsibilities

Trustee Shipman made a motion to approve the creation and acceptance of the Building Committee. It was seconded by Trustee Bucaro. All in favor, motion carried. Trustee Byron was absent.

Creation and acceptance of Finance Committee Responsibilities

Trustee Hopkins made a motion to approve the creation and acceptance of the Finance Committee. It was seconded by Trustee Bucaro. All in favor, motion carried. Trustee Byron was absent.

Creation and acceptance of Policy Committee Responsibilities

Trustee Shipman made a motion to approve the creation and acceptance of the Policy Committee. It was seconded by Trustee Sias. All in favor, motion carried. Trustee Byron was absent.

Approval of updated Board By-Laws

Trustee Shipman made a motion to approve the updated Board By-Laws. It was seconded by Trustee Sias. All in favor, motion carried. Trustee Byron was absent.

DISCUSSION ITEMS:

Coffee with the Trustees

Director Nance provided a schedule for the trustees to serve coffee to patrons at various Library events. Trustees Barry and Bucaro, Sept. 20; Trustees Hopkins and Byron, Oct. 21; Trustees Shipman and Sias, Nov. 15; Trustee DeSmidt and Student Advisory Trustee, Dec. 1.

Illinois Library Association Conference

The ILA Conference will be held on Oct. 9-11, 2018 at the Peoria Civic Conference Center. The Trustee Day is on Oct. 11.

Bartlett Heritage Days (September 8-9, 2018)

The Library will have a booth to talk to patrons during the festivities, and we will also be participating in the mini golf activity that the Chamber is running.

Student Advisory Trustee Update

Applications for the position have gone out and are due on Sept. 12, 2018. Interviews will be held at the regular Board Meeting on Sept. 17.

Foundation Update

So far, the Foundation has raised close to \$3,000 from their annual appeal campaign, which they have agreed to put towards remodeling the lobby restrooms. The next Dine to Donate event will be on Sept. 11, 2018 at the Still Bar and Grill in Bartlett.

Friends Update

The Friends has three successful Fravinia Concerts this past summer. They raised \$470 during their Summer-Long Raffle. They have also donated over \$4,000 to the Library to cover the cost of the Ancestry and Heritage Quest databases and a year-long subscription to the Wall Street Journal newspaper.

Summer Reading Club Stats

Another successful year for Summer Reading, with all departments exceeding their last year numbers by a great margin.

Upcoming Meetings and Events

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

OTHER ITEMS:

None.

TOWN HALL:

None.

ADJOURNMENT:

There being no further business, a motion to adjourn to Executive Session at 7:56 p.m. was made by Trustee Shipman (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) and as permitted by section 2(c)21 and of the Illinois Open Meetings Act).

The motion and was seconded by Trustee Hopkins. The motion was approved. Trustee Byron was absent.

Present were Trustees John Sias, Lynn DeSmidt, Peggy Bucaro, Dave Barry, and Eric Shipman. Heidi Hopkins was absent and Library Director Nance

Trustee Shipman made a motion to go back into the regular session meeting at 7:59 p.m. It was seconded by Trustee Sias; the motion was approved. Present were Trustees John Sias, Lynn DeSmidt, Peggy Bucaro, Dave Barry, Eric Shipman and Library Director Nance. Fran Byron was absent.

ADJOURNMENT:

There being no further business, a motion to adjourn was made by Trustee Shipman. It was seconded by Trustee Hopkins. The motion was approved. Meeting was adjourned at 8:00 p.m.