

**BARTLETT PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEE MINUTES  
September 17, 2018**

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

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

Staff members present were Library Director Karolyn Nance, Adult & Technical Services Manager Mary Jane O'Brien, Youth & Teen Services Manager Ruth Anne Mielke and Public Relations Specialist Roslyn Summerville.

Also present were Bartlett Library Intern Jacqueline Hyde, and patrons Andrew Sangar, Monica Boyer and Joseph Olsen.

**TOWN HALL:**

Patron Joseph Olsen spoke on these topics:

- He apologized to the Board for interrupting a vote to go to Executive Session at last month's meeting.
- He commends the Board on setting the first Finance Committee meeting.
- He suggests the auditors provide a line item summary of their FY adjustments.
- He thanked Director Nance for having the budgeted tax revenues broken down by fund to reflect Cook and DuPage Counties on the financial statements.
- He urged the Board to have Board Meetings recorded.

**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 Hopkins was absent.

**CORRESPONDENCE:**

The Library received three memos from the Library's Attorney concerning these items: Qualifications to serve as library trustee, election of Library trustees, expansion of non-resident taxpayer rules.

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

President Barry reported that RAILS is functioning smoothly.

**REGULAR AGENDA**

**ACTION ITEMS:**

**Confirmation on Committee of the Whole Meeting Date**

Trustee Shipman made a motion to approve the Committee of the Whole Meeting date as Monday, October 15 at 6:30 p.m. It was seconded by Trustee Byron and approved by roll call vote. All Ayes. Trustee Hopkins was absent.

**Resolution to Determine Funds for 2018-2019 FY**

Since the Library's resolution is only asking for 4.9% more than the taxes received last year, there does not need to be a Truth in Taxation Hearing. Trustee Bucaro made a motion to approve the resolution. It was seconded by Trustee Sias and approved by roll call vote. All Ayes. Trustee Hopkins was absent.

### **Snow Plow Contract**

Trustee Byron made a motion to approve the Snowplow contract with Sebert Landscaping and Snowplowing for the next year. It was seconded by Trustee Bucaro and approved by roll call vote. All Ayes. Trustee Hopkins was absent.

### **Board By-Laws Revision**

Trustee Shipman made a motion to approve the additions recommended by Director Nance into the By-Laws. The additions being standing committees serving for two fiscal years and who would make up the committees. It was seconded by Trustee Bucaro and approved by roll call vote. All Ayes. Trustee Hopkins was absent.

### **Library Intern**

Adult & Technical Services Manager Mary Jane O'Brien introduced the Library's Intern Jacqueline Hyde. She is a student going for her LTA at the College of DuPage. She is taking turns working with all the departments in the Library.

### **Student Advisory Teen Trustee Interviews and Selection**

The Board took turns interviewing Andrew Sangar, applicant to fill the vacant Student Advisory Teen Trustee position. Trustee Byron made a motion to appoint Andrew Sangar as the new Student Advisory Teen Trustee. It was seconded by Trustee DeSmidt and approved by roll call vote. All Ayes. Trustee Hopkins was absent.

### **DISCUSSION ITEMS:**

#### **Confirmation on Budget and Appropriation Hearing**

The Public Hearing is scheduled for Monday, September 24, 2018 at 7:00 p.m. in the West Conference Room.

#### **Draft of Budget & Appropriation Ordinance 2018-4**

All the information for this can be found in the September Board Meeting packets.

#### **Draft of Tax Levy Ordinance 2018-5**

The proposed property tax levy is looking to be 4.9% more than last year's tax revenue. The levy will need to be passed at the October 15, 2018 Board Meeting.

#### **Draft of Certification of Compliance**

The Draft of Certification of Compliance was included in the Board Packet.

#### **Draft of Certification of Authenticity**

The Draft of Certification of Authenticity was included in the Board Packet.

#### **Draft Cash Receipts and Disbursements for 2017-2018 FY**

The 2017-2018 FY Statement of Cash Receipts and Disbursements (A listing of the payments to the Library's major vendors, staff salaries, etc.) should be approved at the October 15, 2018 Board Meeting.

#### **IMRF Posting Employee Compensation**

Patrons can view the compensation packages for employees who have a salary over \$75,000. Anyone interested in this information may contact the Library.

### **Library District Trustee Election**

Anyone wishing to run for the office of Library Trustee for the Bartlett Public Library District in the April 2, 2019 Consolidated Election may pick up Nominating Petitions at the Administration Department during regular Library hours. There are three full-term (six years) Trustee seats and one unexpired term (four years) to be filled at the Consolidated Election.

### **Tax Increment Finance Report Meeting**

The TIF Districts will meet on Wednesday, September 26 at 1 p.m. in the Village of Bartlett Council Chambers. President Dave will provide a summary of the meeting during the October Board Meeting.

### **Finance Committee Meeting Date**

The first meeting is tentatively scheduled to take place the first week of October, with the specific date to be announced upon its confirmation. At the meeting, the committee will meet with the Auditor to review the draft of the budget.

### **Policy Committee Meeting Date**

The first meeting is set for Tuesday, September 25 at 6:00 p.m. They will review revisions to the employee handbook.

### **2019 Library Calendar Closing Dates Draft**

A list of dates was included in the Board Packets, which the Board will need to pass at the October 15, 2018 Board Meeting. Director Nance will research if this is in fact an item that needs to be passed by the Board.

### **2019 Library Board Meeting Dates Draft**

A list of dates was included in the Board Packets, which the Board will need to pass at the October 15, 2018 Board Meeting.

### **2018-2019 Per Capita Grant**

There are requirements that need to be completed for the 2019 Per Capita Grant. Trustees will need to review chapters 6-10 of the "Trustee Facts File Third Edition," complete at least one free online education opportunity focusing on meeting the needs of patrons with challenges or disabilities, and they need to be familiar with the services provided by the Illinois Veterans' History.

### **Chamber Steak Fry**

The Chamber Steak Fry will be on Thursday, September 27 from 6-9 p.m. Trustees are to let know Director Nance know if they want to attend.

### **Foundation Update**

The Foundation has received close to \$7,000 in donations, which is about half of what they agreed to donate for a Library's lobby restroom remodel. A display is in the lobby to garner interest in the project. They held a Dine to Donate on Sept. 11 at The Still Bar and Grill in Bartlett. Officers are as follows: Tammy Shulz, President, Jay Perkins, Treasurer, Amy Cawley, Secretary, Dave Barry and Pat Hogan, Directors. Their next meeting is on Monday, October 22 at 4:30 p.m.

### **Friends Update**

The Friends are getting ready for their Fall Books and Baubles Sale on November 2-4. They donated \$750 to cover three programs for Adult Services. They also helped out with the Fall Fest on Sept. 16 by purchasing the donuts and cider for patrons.

**Executive Session**

There was no Executive Session after the regular Board Meeting.

**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 was made by Trustee Shipman and was seconded by Trustee Sias. The motion was approved. The meeting adjourned at 7:47 p.m.