

**BARTLETT PUBLIC LIBRARY DISTRICT  
SPECIAL BOARD MEETING MINUTES  
February 25, 2019**

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

**ROLL CALL:** Present were Trustees Sias, DeSmidt, Byron, Hopkins, Bucaro, Shipman and Barry. Student Advisory Trustee Sangar was absent.

Staff members present were Library Director Karolyn Nance, I.T. Manager Al Ramirez, Human Resources Generalist Dina Castelvechi and Payroll Specialist Marianne Kingsmill.

Also present were patrons Joseph (A.J.) Olsen, Peg Deyne, Parth Patel, Maureen Glowacki, Antonio Passaro, and Reporter Joseph Hyland.

**TOWN HALL:**

Patron Joe Olsen spoke about the following items:

- He was disappointed that there were not enough Trustees present at the February 18, 2019 Board Meeting to be able to conduct the meeting.
- He thanked Director Nance for her efforts to reach out, interact, and answer his questions.
- Urged Board Members to attend the upcoming Trustee Forum on March 16, 2019 in Oak Brook.
- He thanked Trustee DeSmidt for her request to remove the Financial Statements from the Consent Agenda and urges the Trustees to ask questions about the Financial Statements that don't make sense.
- He commends the action to let the Finance Committee be part of the Budget process and urges the Board to use the Finance Committee to make a formal commitment to eliminating the deficit and begin building up a reserve that will position the Library to start addressing the capital needs to be made. He asks that the Board not agree with any wage commitments outside of the adoption of the regular budget. He would like the Board to consider zero based budgeting and to keep in mind the long term existence of the Library in the community.
- Commends Director Nance for partnering with the Carol Stream Public Library District to allow them to host their library programs at our facility during their renovation.
- Commends Director Nance for taking the steps needed to figure out why the Cook County Tax Revenues are not aligning with DuPage County estimates.

Patron Maureen Glowacki spoke about the following items:

- She loves the Library, and she and her husband considers it their second home.
- She has had several concerns over the last few years.
- She does not think the Library should be asking for donations for the bathrooms. This should have been part of the previous renovation.
- She expressed concern that donations are being asked to cover maintenance issues like the front lobby door replacement, and mentioned that the front entrance stairs are cracked.
- She has noticed food being brought in and consumed in the café area along with video chat conversations. All of this activity can be heard in the designated computer area.
- She feels there should be rules for conduct, and that the Library is a public place to be used and enjoyed by all.

**APPROVAL OF ITEMS ON CONSENT AGENDA:**

A motion was made to amend the consent agenda to update the Approval of Transfer of Funds from February 18, 2019 to February 25, 2019 by Trustee Shipman. The motion was seconded by Trustee Sias. The motion was approved by a roll call vote. All ayes.

A motion to remove the minutes from the January 21, 2019 Board Meeting from the consent agenda was made by Trustee Shipman and seconded by Trustee Byron. The motion was approved by a roll call vote. All ayes.

The motion to accept the amended Consent Agenda was made by Trustee Bucaro and seconded by Trustee Hopkins. The motion passed by roll call vote. All ayes.

A motion to approve the January 21, 2019 Board Meeting minutes was made by Trustee Bucaro and seconded by Trustee Hopkins. Trustee Shipman abstained. All other ayes.

**STUDENT ADVISORY REPORT:** Director Nance gave a report on behalf of Student Advisory Trustee Sangar. The Teen Advisory Board Meeting had four members in attendance and Teen Services Coordinator, David Cassara. They discussed ways to improve the Teen Space which include adding new seating, a mobile white board, video editing software and a possible sound recording device. Email reminders about future TAB meetings will be sent the weekend prior to the TAB meeting.

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

Trustee DeSmidt reminded the Board about the future trustee training forums. There is one scheduled in Springfield on March 9, 2019, which is different than the one scheduled on March 16, 2019. She encourages each Trustee to submit library related questions to her that can be forwarded to the program presenters.

President Barry thanked the Trustees for coming to the Special Board Meeting. He acknowledged that he realizes that these are volunteer positions. He then talked about the services that RAILS provides.

Director Nance reported that there was a power outage on February 24, 2019, which delayed the opening of the Library until 1:00 p.m.

**REGULAR AGENDA**

**ACTION ITEMS**

**Review of the Financial Report: January 31, 2019**

Director Nance reported that the Library has only received 98.8% of the revenue that the Library had budgeted for. A difference of 1.2%. An error in estimation causes a discrepancy between what the County actually levies, and what it should have levied. Director Nance will be working with Paul Hind at the DuPage County Treasurers Office and Jamie Rachlin, an experienced financial advisor for units of local government from Meristem Advisors LLC to address the discrepancies going forward.

## **DISCUSSION ITEMS:**

### **Budget Process**

Director Nance reviewed the Budget process for the 2019-2020 FY.

### **Emergency Closings**

Director Nance reviewed the Library's Emergency Closings Procedures.

### **2019 Joint Taxing District Meeting**

The 2019 Joint Taxing District Meeting will be held on Wednesday, April 10, 2019. It will be hosted by the Bartlett Fire District. The location is Station 1 and the meeting will begin at 7:00 p.m.

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

Statements of Economic Interests are due May 1, 2019.

### **Facility Update**

The heating coil located in the main air handler had a significant leak due to a coil freezing. This was repaired. The Server Room Cooling System will be replaced with an upgraded system at no cost to the Library. The replacement work will occur in early spring. The outdoor air supply dampers stopped working due to a broken actuator part. These were repaired.

### **RAILS Library Certification**

The certification was completed on January 7, 2019.

### **Coffee with The Trustees**

The dates have been set for April and May to coincide with popular programs and events. They are:

- Sunday, April 7, 12:30 to 1:30 p.m. Beauty in Bloom (A Walk in the Park)
- Saturday, May 11, 12:30 to 1:30 p.m. (Greeting Card Crafternoon)

### **Friends of the Library Update**

The next Friends meeting is scheduled for Tuesday, March 12, 2019 at 7:00 p.m.

### **Foundation**

The next Foundation Meeting is scheduled for Monday, March 11, 2019 at 4:30 p.m. They are also hosting A Dine-To-Donate Event at Ambrosia on April 9, 2019. Ambrosia will donate 10% of all purchases to benefit the Bartlett Public Library District Foundation. A flyer, available in the Library or on our website, must be turned in at time of payment.

## **27<sup>th</sup> Annual Illinois Library Legislative Lunch**

The date for the West Suburban Legislative Meet Up has been scheduled on March 1, 2019 at the Oak Brook Marriot from 12:00 p.m. to 1:30 p.m.

## **Spring Trustee Forum**

The 2019 Spring Trustee Forum has been scheduled on Saturday, March 16, 2019 at the Oak Brook Marriot from 8:00 a.m. to 3:30 p.m.

## **Director Evaluation**

Director Nance's evaluation was conducted during the Executive Session.

## **Upcoming Meetings/Events**

Saturday, March 16, 2019	2019 Spring Trustee Forum 8:30 to 3:30 p.m.
Monday, March 18, 2019	Regular Board Meeting 7:00 p.m.
Sunday, April 7, 2019	Coffee with the Trustees 12:30 to 1:30 p.m.
Wednesday, April 10, 2019	2019 Joint Taxing District Meeting 7:00 p.m.
Monday, April 15, 2019	Regular Board Meeting 7:00 p.m.
Saturday, May 11, 2019	Coffee with the Trustees 12:30 to 1:30 p.m.
Monday, May 20, 2019	Regular Board Meeting 7:00 p.m.

## **Town Hall**

### **ADJOURNMENT**

There being no further business, a motion to adjourn to Executive Session was made by Trustee Shipman and was seconded by Trustee DeSmidt. The motion was approved.

Meeting adjourned to Executive Session at 7:39 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) and as permitted by section 2(c)21 and of the Illinois Open Meetings Act Six-month review of Executive Session Minutes.

Present were Trustees John Sias, Lynn DeSmidt, Francine Byron, Peggy Bucaro, Heidi Hopkins, Dave Barry, and Eric Shipman.

Trustee Byron made a motion to go back into the regular session meeting at 8:27 p.m. It was seconded by Trustee DeSmidt; the motion was approved. Present were Trustees John Sias, Lynn DeSmidt, Francine Byron, Peggy Bucaro, Heidi Hopkins, Dave Barry and, Eric Shipman.

### **ADJOURNMENT:**

There being no further business, a motion to adjourn was made by Trustee Shipman. It was seconded by Trustee Bucaro. The motion was approved. Meeting was adjourned at 8:28 p.m.